

Regular Meeting of the Shelton Public Schools Board of Education
Monday, August 16, 2021
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, August 16, 2021 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

Two visitors were present. Administrators Gannon, Kenton and Meyer were present.

2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Lisa Stewart to approve the minutes from the July 12, 2021 Regular meeting, Special Hearing meeting regarding Policy 9003, and Special Hearing meeting regarding policy 8021 as presented. Vote: Passed

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

Yea: 6, Nay: 0

2.b. Review and approve claims

Motion made by Emmy Power seconded by Joe Berglund to approve claims 54318- 54439 in the amount of \$286,319.22 plus regular payroll. Vote: Passed

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

Yea: 6, Nay: 0

3. Request to address the Board of Education

Abby Carmen addressed the Board in opposition of the proposed Nebraska health education standards

4. Reports

4.a. Financial Report

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

4.b. Board Report

Members of the Board discussed adding the NDE Standards to the agenda next month

4.c. Superintendent's Report

Dr. Gannon reported on the sessions she attended at Administrator Days, along with some valuable takeaways. She also informed the Board of two new committees that have been created: one that will focus on the mental health of the staff, and a second that will serve as a Teacher Leadership Team.

4.d. Principal's Report

Mr. Kenton reported there are 285 students enrolled PK-12. He also reported on the Administrator Days, Profession Development days, and Staff instructional meetings that took place this past month for both Staff and Administrators. Kindergarten orientation, 7th Grade orientation, Technology Roll-out and Elementary Open House all took place last week and were well attended. There are 17 students enrolled in both the morning and afternoon pre-school which will start Aug 23rd. HS and JH Fall sports are underway with HS Gatorade Scrimmages scheduled for 8/19 and 8/20.

5. New Business

5.a. Consideration to approve a revised contract with ESU 10 for Title I funding supports

Motion made by Lisa Stewart seconded by Russ Muhlbach to approve the revised contract through ESU 10 for Title I funding supports. 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. Reset adult meal prices to reflect recommendations from from NDE

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve the adult meal prices as reflected from recommendations from the NDE 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.c. Discussion regarding ESSER III funds

Dr. Gannon shared the results from the Esser III survey

5.d. Consideration to approve a contract with ESU 10 for a Licensed Mental Health Practitioner to serve students one day a week during the 2021-22 school year to be paid with ESSER III funds

Motion made by Lisa Stewart seconded by Kay Johnson to approve the contract with ESU 10 for a Licensed Mental Health Practitioner for the 2021-2022 school year. Vote: Passed

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

Yea: 6, Nay: 0

5.e. Consideration to designate old band uniforms and lockers as surplus

Motion made by Chris Lewis seconded by Joe Berglund to designate the old band uniforms and lockers as surplus. 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.f. Review or revise policies 4003-4011

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve Policies 4004: Gate Receipts and Admissions, 4009: General Purchasing and Procurement, and 4010: School Activities Fund as amended; and approve the review of Policies 4003: State and Federal Funding, 4005: Income from School Sales and/or Services; 4006: Bonded Employees and Officers, 4007: Financial Reports and Statements, 4008: Audits, and 4011: Payment Procedures as presented. Vote: Passed

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

Yea: 6, Nay: 0

6. Old Business

6.a. Discussion and action to approve the Shelton Return to School Plan

Motion made by Chris Lewis seconded by Lisa Stewart to approve the Shelton Return to School plan as revised. Vote: Passed

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

Yea: 6, Nay: 0

7. Adjournment

Motion made by Russ Muhlbach seconded by Emmy Power to adjourn at 10:02 PM. Vote: Passed

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

Yea: 6, Nay: 0

Respectfully Submitted,
Emmy Power, Secretary

Regular Meeting of the Shelton Public Schools Board of Education
Monday, July 12, 2021
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, July 12, 2021 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

A motion was passed in a prior meeting to excuse Joe Berglund from all of tonight's meetings. No visitors were present. Administrators Gannon, Kenton, and Meyer were present.

2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Lisa Stewart to approve minutes from the June 14, 2021 board meeting as presented. Vote: Passed

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

2.b. Review and approve claims

Motion made by Emmy Power seconded by Russ Muhlbach to approve Claims 54250-54311 in the amount of \$230,249.23 plus regular payroll. Vote: Passed

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

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 a financial update on the District. The Board and Dr. Gannon also discussed having another budget meeting for the Board in August.

4.b. Board Report

There were no committees to report on.

4.c. Superintendent's Report

Dr. Gannon gave an update on the status of the summer Buildings and Grounds projects, as well as a follow-up on the School Vehicle Use policy. She provided bids from 2 separate Engineers to oversee the HVAC projects. There is a budget workshop through NASB in Wood River on July 26th.

4.d. Principal's Report

Mr. Kenton gave an update on the Professional Development some staff members will be participating in during the next month. Summer school should be wrapping up in the next 2 weeks. HS students will have an opportunity to earn community service hours during Elementary playground clean up day on July 26th. The week prior to school starting will be busy with Kindergarten and 7th grade orientation, Technology roll-out, and Elementary Open House.

5. New Business

5.a. Superintendent Evaluation for second semester 2020-21

Members of the Board of Education provided an evaluation of Dr. Gannon for the second semester of 2020-21 using the Performance Objectives Evaluation Instrument

5.b. Review and approve student and staff handbooks for 2021-22 school year

Motion made by Lisa Stewart seconded by Russ Muhlbach to approve the Shelton Public School Staff and Student handbooks for the 2021-22 school year as revised. Vote: Passed

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

Yea: 5, Nay: 0, Absent: 1

5.c. Discussion regarding Shelton Return to School Plan as required for ESSER III funding

Dr. Gannon shared the Shelton Return to School plan document.

5.d. Review policies 2002 Organization of the Board, 2018 Complaint Procedures, 2019 Relationship With District Legal Council, 3023 Animals At School; Renumber Policy 3057 Title IX

Motion made by Chris Lewis seconded by Kay Johnson to approve Policy 2002: Organization of the Board, Policy 2018: Complaint Procedures, Policy 2019: Relationship With District Legal Council, Policy 3023: Animals At School; and renumber Policy 3057: Title IX as amended.

Vote: Passed

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

5.e. Discussion regarding Board of Education Meeting dates for 2021-22 and setting dates and times for the budget hearing in September

The Board agreed on the proposed 2021-22 meeting dates as well as the 7:00 PM start time on Sept 13th for the budget hearing.

5.f. NASB July Update Video

The Board watched the monthly update video from NASB.

5.g. Consideration to set adult meal prices for the 2021-2022 school year.

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve the adult meal prices for the 2021-2022 school year as presented. Vote: Passed

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

6. Old Business

7. Adjournment

Motion made by Chris Lewis seconded by Lisa Stewart to adjourn at 11:21 PM. Vote: Passed

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

Respectfully Submitted,
Emmy Power, Secretary

Petty Cash Reimbursement - 7-13-2021 - 8-6-21					
Date	Check #	Vendor	Cost	Program	Amount
7/13/21	3352	Powerschool	\$3,500.00	REAP	\$3,500.00
7/21/21	3353	Business Card		Transporation Fee	\$2.50
		Card #2674		Sec. Staff Travel	\$315.00
		Clearing House - Fee	\$2.50	Elem Teaching Supplies	\$74.25
		Crowne Plaza MN - Thober	\$315.00	ELEM SPED	\$9.99
		Sec SPED - Credit	-\$20.00	FFA	\$250.00
		Card #4738		Secondary Periodical	\$15.99
		KapCo - Elem Teaching Supplies	\$74.25	XC Fundraiser	\$40.00
		Card #8377		Sec SPED Credit	-\$20.00
		Everyday Speech - ELEM SPED	\$9.99	Board Dues & Fees	\$250.00
		Omaha Zoo - FFA	\$120.00		
		Wadworth Controls - FFA	\$130.00		
		Lincoln Journal Star - Sec. Per	\$15.99		
		YMCA - X-C FR	\$40.00		
8/6/21	3354	Voided			
8/6/21	3355	Board Dues & Fees	\$250.00		
		Total	\$4,437.73		\$4,437.73

Shelton Public Schools

Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 54318; End Check Number: 54439; Check Status: Paid; Created On: 8/11/2021 3:56:34 PM

Bank	Account Number				
Cornerstone Bank	031038968				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
8/16/2021	54318	Payroll Liability	Principal Life Insurance Co	\$961.58	Paid
8/16/2021	54319	Payroll Liability	Aflac	\$2,265.87	Paid
8/16/2021	54320	Payroll Liability	Blue Cross Blue Shield	\$56,611.94	Paid
8/16/2021	54321	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
8/16/2021	54322	Payroll Liability	Companion Insurance Company	\$115.50	Paid
8/16/2021	54323	Payroll Liability	Credit Management Services, Inc.	\$207.64	Paid
8/16/2021	54324	Payroll Liability	Dist. 19 Payroll Acct.	\$6,730.60	Paid
8/16/2021	54325	Payroll Liability	District 19 Payroll Acct.	\$44,993.14	Paid
8/16/2021	54326	Payroll Liability	Edward Jones	\$750.00	Paid
8/16/2021	54327	Payroll Liability	Horace Mann Life Insurance Co	\$450.00	Paid
8/16/2021	54328	Payroll Liability	Payroll Account - Dist 19	\$683.33	Paid
8/16/2021	54329	Payroll Liability	Shelton School Payroll Acct.	\$39,385.74	Paid
8/16/2021	54330	Payroll Liability	Vision Service Plan	\$511.29	Paid
8/11/2021	54332	Accounts Payable	Achieve3000, Inc	\$1,320.00	Paid
8/11/2021	54387	Accounts Payable	Amplify Education, Inc.	\$2,235.60	Paid
8/11/2021	54388	Accounts Payable	Black Hills Energy	\$246.84	Paid
8/11/2021	54389	Accounts Payable	Builders How-to Warehouse	\$232.02	Paid
8/11/2021	54390	Accounts Payable	Construction Rental Inc.	\$41.82	Paid
8/11/2021	54391	Accounts Payable	Crane River Theater	\$735.00	Paid
8/11/2021	54392	Accounts Payable	Culligan	\$45.00	Paid
8/11/2021	54393	Accounts Payable	DAS State Accounting - Central Finance	\$439.92	Paid
8/11/2021	54394	Accounts Payable	Decker Equipment	\$888.89	Paid
8/11/2021	54395	Accounts Payable	Diversified Drug Testing, LLC	\$194.00	Paid
8/11/2021	54396	Accounts Payable	Dramatic Publishing	\$334.62	Paid
8/11/2021	54397	Accounts Payable	Eakes Office Solutions	\$65.90	Paid
8/11/2021	54398	Accounts Payable	Educational Service Unit #10	\$2,445.32	Paid
8/11/2021	54399	Accounts Payable	Egan Supply Co.	\$6,949.97	Paid
8/11/2021	54400	Accounts Payable	ESU Coordinating Council	\$987.48	Paid
8/11/2021	54401	Accounts Payable	Ferial Pearson	\$500.00	Paid
8/11/2021	54402	Accounts Payable	FFA Convention Tour - Nebraska Group	\$585.00	Paid
8/11/2021	54403	Accounts Payable	Flinn Scientific Inc	\$151.14	Paid
8/11/2021	54404	Accounts Payable	Grones Outdoor Power	\$559.61	Paid
8/11/2021	54405	Accounts Payable	Growing Leaders Inc.	\$309.00	Paid
8/11/2021	54406	Accounts Payable	Heartland Disposal, Inc.	\$299.00	Paid
8/11/2021	54407	Accounts Payable	Holmes Plbg & Htg Supply Co.	\$1,010.18	Paid
8/11/2021	54408	Accounts Payable	Innovative Office Solutions, LLC	\$677.35	Paid
8/11/2021	54409	Accounts Payable	J.W. Pepper & Son, Inc.	\$283.24	Paid
8/11/2021	54410	Accounts Payable	Jamf	\$315.00	Paid
8/11/2021	54411	Accounts Payable	Jostens, Inc.	\$37.20	Paid
8/11/2021	54412	Accounts Payable	K & K	\$528.68	Paid
8/11/2021	54413	Accounts Payable	Lee's Repair & Truck Sales	\$100.50	Paid
8/11/2021	54414	Accounts Payable	Lincoln Journal Star	\$570.34	Paid
8/11/2021	54415	Accounts Payable	Matheson Tri-Gas, Inc.	\$77.71	Paid
8/11/2021	54416	Accounts Payable	McGraw-Hill, LLC	\$10,751.44	Paid
8/11/2021	54417	Accounts Payable	MCI	\$68.08	Paid
8/11/2021	54418	Accounts Payable	Midwest Alarm Servces	\$175.00	Paid
8/11/2021	54419	Accounts Payable	Midwest Floor Specialists, Inc.	\$230.00	Paid
8/11/2021	54420	Accounts Payable	NASB ALICAP	\$72,651.98	Paid
8/11/2021	54421	Accounts Payable	Nebr. Council of School Administrators	\$1,230.00	Paid

8/11/2021	54422	Accounts Payable	Nebraska Central Telephone Co	\$327.14	Paid
8/11/2021	54423	Accounts Payable	Nebraska Public Power Dist.	\$6,269.47	Paid
8/11/2021	54424	Accounts Payable	Nebraskaland Tire Truck Stop	\$869.78	Paid
8/11/2021	54425	Accounts Payable	Optum	\$150.00	Paid
8/11/2021	54426	Accounts Payable	PowerSchool Group, LLC	\$1,770.57	Paid
8/11/2021	54427	Accounts Payable	Rasmussen Mechanical Services	\$508.96	Paid
8/11/2021	54428	Accounts Payable	Really Good Stuff, Inc.	\$1,105.27	Paid
8/11/2021	54429	Accounts Payable	Renaissance Learning, Inc.	\$4,590.25	Paid
8/11/2021	54430	Accounts Payable	RIDDELL/ALL AMERICAN SPORTS CORP.	\$57.75	Paid
8/11/2021	54431	Accounts Payable	rSchoolToday (DWC)	\$300.00	Paid
8/11/2021	54432	Accounts Payable	Shelton School Petty Cash	\$4,147.73	Paid
8/11/2021	54433	Accounts Payable	SiteOne Landscape Supply, LLC	\$1,449.74	Paid
8/11/2021	54434	Accounts Payable	Supply Master	\$548.00	Paid
8/11/2021	54435	Accounts Payable	SYNCB/AMAZON	\$550.36	Paid
8/11/2021	54436	Accounts Payable	Thober, Amanda K	\$200.00	Paid
8/11/2021	54437	Accounts Payable	Village Of Shelton	\$965.75	Paid
8/11/2021	54438	Accounts Payable	Woodward Disposal Service, Inc.	\$25.00	Paid
8/11/2021	54439	Accounts Payable	Xerox Financial Services	\$504.24	Paid
Sub Total				\$286,319.22	
Grand Total				\$286,319.22	

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 08/01/2021; End Date: 08/31/2021; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 8/11/2021 3:47:56 PM

Check Date	Check Number	Payee	Description	Amount
08/11/2021	54332	Achieve3000, Inc	REAP - Actively Learn	\$1,320.00
08/11/2021	54387	Amplify Education, Inc.	Elem Txtbooks - CKLA	\$2,235.60
08/11/2021	54388	Black Hills Energy	Gas Services	\$246.84
08/11/2021	54389	Builders How-to Warehouse	Custodial Supplies	\$52.98
08/11/2021	54389	Builders How-to Warehouse	Custodial Supplies	\$179.04
08/11/2021	54390	Construction Rental Inc.	Custodial Supplies	\$41.82
08/11/2021	54391	Crane River Theater	Sec. Misc - Alie Kropp and Will Reutzel Class Trip	\$735.00
08/11/2021	54392	Culligan	Custodial Repair/Maint - RO System	\$45.00
08/11/2021	54393	DAS State Accounting - Central Finance	Distance Learning	\$439.92
08/11/2021	54394	Decker Equipment	Custodial Supplies	\$661.88
08/11/2021	54394	Decker Equipment	Custodial Supplies	\$227.01
08/11/2021	54395	Diversified Drug Testing, LLC	Drug Testing - Bus Drivers	\$194.00
08/11/2021	54396	Dramatic Publishing	Speech/Drama - Scripts	\$334.62
08/11/2021	54397	Eakes Office Solutions	Admin - 3-Hole Punched Paper	\$65.90
08/11/2021	54398	Educational Service Unit #10	Speech Path/Network Operations	\$2,445.32
08/11/2021	54399	Egan Supply Co.	Custodial Supplies	\$474.97
08/11/2021	54399	Egan Supply Co.	Custodial Repair - Gym Floor Resurfacing	\$6,475.00
08/11/2021	54400	ESU Coordinating Council	Movie Site License - Reg. Inst. Technology	\$330.00
08/11/2021	54400	ESU Coordinating Council	World Book Power Pack - Sec. Library Books	\$157.48
08/11/2021	54400	ESU Coordinating Council	Swank K12 Streaming - Reg Inst - Elem/Sec	\$500.00
08/11/2021	54401	Ferial Pearson	Title IV - Speaker - Secret Kindness Agents Workshp	\$500.00
08/11/2021	54402	FFA Convention Tour - Nebraska Group	Extra Curricular - Hannah's Room for Convention	\$585.00
08/11/2021	54403	Flinn Scientific Inc	Sec. Science - Supplies	\$151.14
08/11/2021	54404	Grones Outdoor Power	Custodial Repair Maint - Blower	\$559.61
08/11/2021	54405	Growing Leaders Inc.	Sec Guidance - Book/License/Poster - Habitudes for Career Ready	\$309.00
08/11/2021	54406	Heartland Disposal, Inc.	Trash Removal	\$299.00
08/11/2021	54407	Holmes Plbg & Htg Supply Co.	Custodial Supplies	\$329.60
08/11/2021	54407	Holmes Plbg & Htg Supply Co.	Custodial Supplies	\$190.65
08/11/2021	54407	Holmes Plbg & Htg Supply Co.	Custodial Supplies	\$48.53
08/11/2021	54407	Holmes Plbg & Htg Supply Co.	Custodial Supplies	\$51.10
08/11/2021	54407	Holmes Plbg & Htg Supply Co.	Custodial Repair	\$390.30
08/11/2021	54408	Innovative Office Solutions, LLC	Coop Order - Art/Library/Elem/Sec	\$590.99
08/11/2021	54408	Innovative Office Solutions, LLC	Art Supplies	\$86.36
08/11/2021	54409	J.W. Pepper & Son, Inc.	Music - Choir Music	\$283.24
08/11/2021	54410	Jamf	Jamf School License - Reap	\$315.00
08/11/2021	54411	Jostens, Inc.	Sec Misc - Diplomas/Class Roll	\$37.20
08/11/2021	54412	K & K	Transportation Fuel	\$528.68

08/11/2021	54413	Lee's Repair & Truck Sales	Vehicle Repair/Main - Change oil/repair tire	\$100.50
08/11/2021	54414	Lincoln Journal Star	Advertising - Architect	\$253.30
08/11/2021	54414	Lincoln Journal Star	Personnel - Ad - Head Basketball Coach	\$317.04
08/11/2021	54415	Matheson Tri-Gas, Inc.	Ag Supplies - Welding	\$77.71
08/11/2021	54416	McGraw-Hill, LLC	ESSER II-Study Sync - Grade 12	\$3,589.54
08/11/2021	54416	McGraw-Hill, LLC	ESSER II-Study Sync - Grade 9	\$3,580.60
08/11/2021	54416	McGraw-Hill, LLC	ESSERII-Study Sync - Grade 10	\$3,581.30
08/11/2021	54417	MCI	Telephone	\$68.08
08/11/2021	54418	Midwest Alarm Services	Custodial Repair/Maint	\$175.00
08/11/2021	54419	Midwest Floor Specialists, Inc.	Custodial Repair/Maint	\$230.00
08/11/2021	54420	NASB ALICAP	Premium Contribution - Workman's Comp/Property Liability Insurance	\$72,651.98
08/11/2021	54421	Nebr. Council of School Administrators	Administrative Days	\$225.00
08/11/2021	54421	Nebr. Council of School Administrators	NCSA - Membership form for Membership	\$335.00
08/11/2021	54421	Nebr. Council of School Administrators	NCSA - Membership - Gannon - Admin Dues/Fees	\$335.00
08/11/2021	54421	Nebr. Council of School Administrators	Principal - Membership Dues	\$335.00
08/11/2021	54422	Nebraska Central Telephone Co	Telephone	\$327.14
08/11/2021	54423	Nebraska Public Power Dist.	Utility	\$31.58
08/11/2021	54423	Nebraska Public Power Dist.	Utility	\$4,183.27
08/11/2021	54423	Nebraska Public Power Dist.	Utility	\$69.65
08/11/2021	54423	Nebraska Public Power Dist.	Utility	\$1,984.97
08/11/2021	54424	Nebraskaland Tire Truck Stop	Bus Tires - New tires for Bus	\$869.78
08/11/2021	54425	Optum	Flex Plan	\$150.00
08/11/2021	54426	PowerSchool Group, LLC	REAP - PowerSchool SIS Maintenance and Support	\$1,770.57
08/11/2021	54427	Rasmussen Mechanical Services	Custodial Repair - Front Office not Cooling	\$508.96
08/11/2021	54428	Really Good Stuff, Inc.	Elem Teaching Supplies - Kindergarten	\$203.19
08/11/2021	54428	Really Good Stuff, Inc.	Library Supplies - Picture Book Bins	\$851.14
08/11/2021	54428	Really Good Stuff, Inc.	Elem Teaching Supplies - Kindergarten Name Tags	\$50.94
08/11/2021	54429	Renaissance Learning, Inc.	REAP- Accelerated Reader/Star Reading	\$4,590.25
08/11/2021	54430	RIDDELL/ALL AMERICAN SPORTS CORP.	Extra Curr Misc- Cramergesic Jar	\$57.75
08/11/2021	54431	rSchoolToday (DWC)	Extra Curricular Dues/ Fees - Scheduler for Activities/Games	\$300.00
08/11/2021	54432	Shelton School Petty Cash	Reimbursement for petty cash account	\$4,147.73
08/11/2021	54433	SiteOne Landscape Supply, LLC	Custodial Supplies	\$1,187.96
08/11/2021	54433	SiteOne Landscape Supply, LLC	Custodial Supplies	\$261.78
08/11/2021	54434	Supply Master	Reap - Headset	\$548.00
08/11/2021	54435	SYNCB/AMAZON	Credit - .30	(\$0.30)
08/11/2021	54435	SYNCB/AMAZON	Ag, Custodial Supplies, Kindergarten, PK	\$550.66
08/11/2021	54436	Thober, Amanda K	Sec. Profes Developmenet - Repayment for High School Strength Coaches Association	\$200.00
08/11/2021	54437	Village Of Shelton	Water / Sewage	\$965.75
08/11/2021	54438	Woodward Disposal Service, Inc.	Trash Removal	\$25.00
08/11/2021	54439	Xerox Financial Services	Copier Lease - Elem/Sec	\$378.00
08/11/2021	54439	Xerox Financial Services	Copier Lease - Elem/Sec	\$126.24
Sub Total				\$132,612.84

SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON

	2019-20	2020-21		2019-20	2020-21
Sept. Expenditures Reported @ Board Mtg	230,225.00	221,441.00	Mar. Expenditures Reported @ Board Mtg	206,760.00	202,274.00
Sept. Net Payroll	183,969.00	154,292.00	Mar. Net Payroll	152,173.00	151,673.00
Sept. EOM Expenditures	-	-	Mar. EOM Expenditures	-	-
Total Sept. Expenditures	\$ 414,194.00	\$ 375,733.00	Total Mar. Expenditures	358,933.00	353,947.00
Percent of Budget Spent	7.18%	6.25%	Accumulated Totals	\$ 2,631,004.00	\$ 2,559,255.00
Cash On Hand	\$ 782,971.00	\$ 1,279,562.89	Percent of Budget Spent	6.22%	5.88%
			Cash On Hand	\$ 750,055.00	\$ 670,187.00
Oct. Expenditures Reported @ Board Mtg	221,233.00	220,279.00	April Expenditures Reported @ Board Mtg	198,242.00	204,634.00
Oct. Net Payroll	153,853.00	153,801.00	April Net Payroll	148,327.00	153,248.00
Oct. EOM Expenditures	-	-	April EOM Expenditures	-	-
Total Oct. Expenditures	375,086.00	374,080.00	Total April Expenditures	346,569.00	357,882.00
Accumulated Totals	\$ 789,280.00	\$ 749,813.00	Accumulated Totals	\$ 2,977,573.00	\$ 2,917,137.00
Percent of Budget Spent	6.50%	6.22%	Percent of Budget Spent	6.01%	5.95%
Cash On Hand	\$ 1,196,928.00	\$ 1,238,265.00	Cash On Hand	\$ 621,213.00	\$ 651,643.00
Nov. Expenditures Reported @ Board Mtg	219,196.00	225,593.00	May Expenditures Reported @ Board Mtg	193,631.00	251,846.00
Nov. Net Payroll	154,729.00	157,908.00	May Net Payroll	144,085.00	154,483.00
Nov. EOM Expenditures	-	-	May EOM Expenditures	-	-
Total Nov. Expenditures	373,925.00	383,501.00	Total May Expenditures	337,716.00	406,329.00
Accumulated Totals	\$ 1,163,205.00	\$ 1,133,314.00	Accumulated Totals	\$ 3,315,289.00	\$ 3,323,466.00
Percent of Budget Spent	6.48%	6.38%	Percent of Budget Spent	5.86%	6.75%
Cash On Hand	\$ 1,259,187.00	\$ 946,507.90	Cash On Hand	\$ 604,084.00	\$ 1,435,584.00
Dec. Expenditures Reported @ Board Mtg	233,418.00	217,069.00	June Expenditures Reported @ Board Mtg	181,012.00	230,250.00
Dec. Net Payroll	155,981.00	152,404.00	June Net Payroll	150,883.00	145,871.00
Dec. EOM Expenditures	-	-	June EOM Expenditures	-	-
Total Dec. Expenditures	389,399.00	369,473.00	Total June Expenditures	331,895.00	376,121.00
Accumulated Totals	\$ 1,552,604.00	\$ 1,502,787.00	Accumulated Totals	\$ 3,647,184.00	\$ 3,699,587.00
Percent of Budget Spent	6.75%	6.14%	Percent of Budget Spent	5.76%	6.25%
Cash On Hand	\$ 838,340.00	\$ 667,873.95	Cash On Hand	\$ 1,319,914.00	\$ 1,425,759.00
Jan. Expenditures Reported @ Board Mtg	215,742.00	197,420.00	July Expenditures Reported @ Board Mtg	198,667.00	286,319.00
Jan. Net Payroll	156,154.00	148,885.00	July Net Payroll	143,716.00	146,403.00
Jan. EOM Expenditures	-	-	July EOM Expenditures	-	-
Total Jan. Expenditures	371,896.00	346,305.00	Total July Expenditures	342,383.00	432,722.00
Accumulated Totals	\$ 1,924,500.00	\$ 1,849,092.00	Accumulated Totals	\$ 3,989,567.00	\$ 4,132,309.00
Percent of Budget Spent	6.45%	5.76%	Percent of Budget Spent	5.94%	7.19%
Cash On Hand	\$ 657,342.00	\$ 801,434.00	Cash On Hand	\$ 1,447,205.00	\$ 1,110,707.00
Feb. Expenditures Reported @ Board Mtg	190,946.00	206,032.00	August Expenditures Reported @ Board Mtg	398,098.06	146,403.00
Feb. Net Payroll	156,625.00	150,184.00	August Net Payroll	176,548.00	146,403.00
Feb. EOM Expenditures	-	-	August EOM Expenditures	-	-
Total Feb. Expenditures	347,571.00	356,216.00	Total August Expenditures	574,646.06	-
Accumulated Totals	\$ 2,272,071.00	\$ 2,205,308.00	Accumulated Totals	\$ 4,564,213.06	-
Percent of Budget Spent	6.03%	5.92%	BUDGET	\$5,766,375.00	\$6,015,673.00
Cash On Hand	\$ 704,006.00	\$ 759,347.00	TOTAL % OF BUDGET SPENT =	63.18%	-
			Cash On Hand	\$ 785,764.00	-
			Average Cash on Hand	\$873,858.00	-

DISTRICT 19 FINANCIAL STATUS AS OF AUGUST 31,2021

CASH RESERVES:

GENERAL FUND CASH RESERVE	(8/31/21 Interest + \$518.58)	\$96,042.15
SPECIAL BUILDING CASH RESERVE		\$66,911.19
TOTAL CASH RESERVE ACCOUNTS		\$162,953.34

CDs:

GENERAL FUND CR SAVINGS 5882		\$295,496.70
		\$295,496.70
UNEMPLOYMENT SAVINGS 5891		\$26,554.87
VEH/BUS ACQ. Savings #9457		\$41,675.27
TECHNOLOGY ACQ SAVINGS # 5918		\$51,193.29
PARKING LOT DEPR. SAVINGS #5909		\$70,289.69
BAND UNIFORM SAVINGS #5900		\$32,203.73
HVAC Savings #9475		\$104,929.13
	TOTAL DEPRECIATION CDs	\$300,291.11
TOTAL SAVINGS		\$595,787.81
TOTAL OF DISTRICT FUNDS		\$758,741.15

TAXES:

	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$39,545.73	\$624.69	GENERAL	\$391,538.85
HALL	\$5,502.29	\$68.30	DEPRECIATION	\$300,291.11
ADAMS	\$0.00	\$0.00	LUNCH	\$25,587.91
KEARNEY	\$14.76	\$0.35	SPECIAL BLDG	66,911.19
TOTAL TAXES	\$45,062.78	\$693.34		

Superintendent Report for August 2021

Ken Schepers Donation

Mr. Schepers has been working with the Kearney Community Foundation to create a scholarship for Shelton students. We appreciate his generosity to our district. He is also willing to donate approximately \$20,000 to a project of the district's choice. He prefers academics and band over athletics. Mr. Schepers has provided the following ideas to start our thinking:

- Some piece of science equipment that would be useful in science education but would be too expensive without additional funding.
- Students in the band need practice instruments which may be unaffordable for a family. Perhaps the school could purchase a selection of decent quality instruments for loan to the students. If there is already a rental arrangement with a local music dealer, perhaps the school could pay or subsidize that rent.
- Perhaps the music department could use a new (or newer) piano.
- A 'greenhouse project' was spearheaded by the FFA several years ago. Perhaps that effort could use some additional funding.
- Computer equipment is very important in today's world. Perhaps new equipment for computer classrooms would be welcomed. If the school would like every student to have their own computer notebook, would additional funding enhance that effort?

Administrator Days 2021

It was great to be back in person during administrator days. I attended the following sessions:

Wednesday

- Keynote: Dr. Blomstedt (Nebraska Education Commissioner) his message was we have the opportunity of a lifetime to improve our educational systems
- Breakout: Dr. Epler- content area standards and instruction updates
- Breakout: Choosing what is right for you students: selecting and implementing evidence-based strategies to address "learning loss"

Thursday

- Keynote: Brian Mandler- The labels that we give kids matter and we need to understand that the way we talk about kids in staff meetings and parents meetings has an impact on how they view themselves as learners. Words like "learning disabled", "behavior problem", "disruptive" have lasting consequences that follow a child through their school careers.
- Breakout: The Game Changer: Collective Efficacy (2 sessions) Collective efficacy or the belief that together as a team school staff can have a positive impact on student achievement, can cultivate a healthy, positive, and productive school climate.
- Keynote: Dorina Stackman-Ebuwa- Know your why
- Breakout: Maximizing your ESSER funding

Staff Mental Health

Some of the feedback on the return to school plan indicated that staff would like more focus on their mental health. We formed a committee comprised on SEA reps (Mrs. Kropp, Ms. Hubbert, and Mrs. Roe) and we also invited Mrs. Held because she has taken classes for mental health practitioners. They brainstormed ideas and came up with 2 categories: Celebrations and Wellness. They have several activities planned in each category, a timeline for when those activities will happen and who is responsible.

In addition, we have created a Teacher Leadership Team. The purpose of this team is to bring problems or barriers the staff is facing to the admin team and engage in a productive problem solving meeting.

Respectfully submitted,

Dr. Gannon

To: Board of Education
From: Jeff Kenton
Date: August 16, 2021
Re: Board Report

PK-12 Enrollment

- 285 Students
 - Both the morning and afternoon Preschool classes will have 17 students
 - Kindergarten class currently has 16 students
 - Senior class this year has 24 students

Professional Development

- Inservice Days on 8/9, 8/10,
 - Instructional Vision
 - Instructional Expectations
 - Routines and Procedures
 - Staff and Student Handbook Updates
 - Coaches Meeting
 - Safety Protocols
 - PBIS
- Administrator Days on July 28th through July 30th
 - Was held in person this year in Kearney

Elementary

- Staff was trained in CKLA virtually
 - CKLA is our new Language Arts Program
- Eureka Math training updates and refreshers were held at ESU 10 in Kearney
- Kindergarten Orientation was held during the evening on Thursday, August 5th
- Elementary Open House was held on Wednesday, August 11th from 6:30-7:30
- Thank You to the American Legion and Glen Schrage for donating the new American Flag and State of Nebraska Flag. The last ones we had were 3X5. These are 4x6 and look really nice out in front of the school.
- First day of Preschool will be on August 23rd

Junior High and High School

- Mrs. Gegg, Mrs. Kropp, and Ms. Hubbert completed StudySync training virtually. We will have a follow up training for them in October.
 - StudySync is our new English Language Arts Curriculum for 6th-12th grades.
- 7th grade orientation was held on Monday, August 9th @ 7:00
- 8th -12th grade Technology Rollout Night was held on Tuesday, August 10th
 - Presentation to all about 1:1 Handbook, PowerSchool, Schoology, and Securly
 - Breakout Help Desk Sessions for Parents
 - PowerSchool
 - Schoology

■ Securly

- Fall Sports Parent Meetings have been held.
- First day of fall practices was on Monday, August 9th
- Fall sports Gatorade “Sports Drink” Scrimmages scheduled for 8/19 & 8/20
- JHFB and JHVB Coops will start practice this week.

CONTRACT

Educational Service Unit Number 10 (the "ESU") and Shelton Public Schools (the "District") (collectively, the "Parties") hereby enter into this Contract for the benefit of both Parties and to comply with applicable laws and regulations regarding Title 1A and other federal funds.

1. ESU's Support to the District. Due to changes in the interpretation and enforcement of certain federal funds, the ESU will no longer facilitate a Title 1A "Co-Op" for school districts within the ESU's service area. Instead, the ESU and District intend to contract for the ESU to assist the District with its obligations related to its Title 1A and other federal funds. As such, the ESU will continue to provide the same supports and assistance to the District as the ESU has historically provided, including the following:

- a. Assist the District with monitoring and reporting;
- b. Provide reasonable support of ESU staff members to assist the District with monitoring and reporting;
- c. Facilitate trainings for District staff to understand monitoring, reporting and other requirements;
- d. Coordinate timely communications and updates from the Nebraska Department of Education;
- e. Assist Districts with collecting, maintaining and reporting Time and Effort logs, Risk Assessments, A133 Audits, and the like;
- f. Make staff available for any monitoring visits that occur at the District;
- g. Other services or supports as agreed to by both Parties.

2. District's Payment to the ESU. In exchange for the ESU's supports, services and staff time, the District will pay to the ESU an administrative fee equal to 7% of allocated Title 1A funds. Such payment shall be made to the ESU by October 1, 2021. If the District fails to make such payment, then the ESU may, with or without notice, decline to provide the services and supports identified in this Contract.

3. Other Services. The Parties agree that this Contract is intended to be a guiding document, and not a detailed or itemized list of every service and support that the ESU will provide to the District. As such, the Parties agree to work together to identify what additional services and supports the ESU will provide to the District, and whether any such additional services and supports will necessitate an increased administrative fee to be paid by the District to the ESU. Both Parties agree that all such discussions will be conducted in good faith and in the best interests of both Parties.

4. Risk and Liability. Since the ESU will not operate the Title 1A "Co-Op" any longer, the District hereby expressly acknowledges and agrees that it will indemnify and hold harmless the ESU from any fine, penalty or other sanction related to the District's receipt, use, monitoring, or reporting of Title 1A or other federal funds. To the extent that the ESU incurs or has been advised that the ESU must pay any fine, penalty or other sanction related to the District's receipt, use, monitoring, or reporting of Title 1A or other federal funds, then the

District agrees to reimburse the ESU in the amount of such fine, penalty or sanction within 30 days of the ESU's payment of such fine, penalty or other sanction.

5. Termination. Either Party may immediately terminate this Contract upon written notice to the other Party.

6. Lawful Provisions. In the event that any provision of this Contract is deemed unlawful or contrary to any statute, regulation, or guidance by any applicable state or federal agency, such provision shall automatically be null and void but the remainder of this Contract shall remain in full force and effect.

**EDUCATIONAL SERVICE
UNIT NUMBER 10**

SHELTON PUBLIC SCHOOLS

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Lunch Prices 2021-2022

2020-2021

Adult priced breakfast- \$2.20
Adult priced lunch- \$3.70
Student breakfast- free
Student lunch- free
Extra milk- \$.40

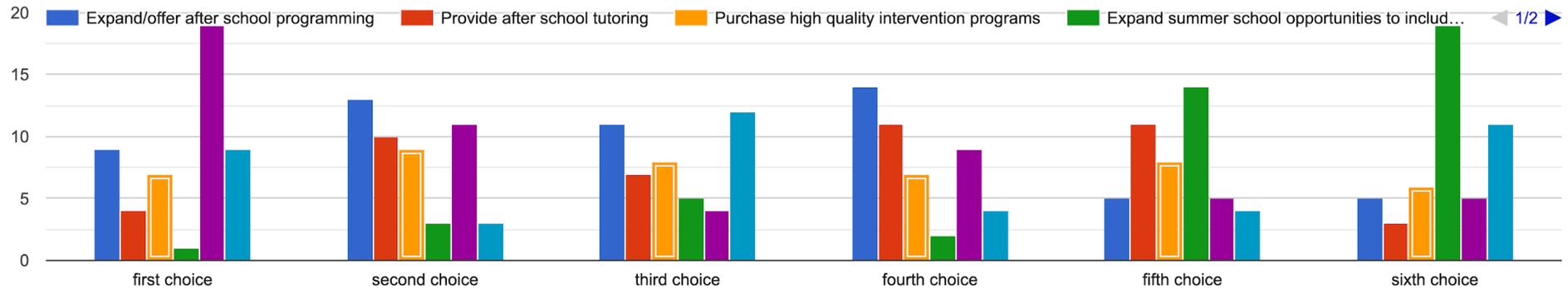
Proposed 2021-2022

Adult priced breakfast- ~~\$2.25~~ \$2.40
Adult priced lunch- ~~\$3.75~~ \$4.00
Student breakfast- free
Student lunch- free
Extra milk- \$.45

Total of 49 responses

Students, staff, and parents were provided with a link to the survey through SwiftReach, our district-wide communication tool.

Each district is required to spend 20% of their ESSER funds to address learning loss. Please rank in priority order the steps you would like to see the district take to address learning loss.



Blue= Expan/offer after school programming

Red= Provide after school tutoring

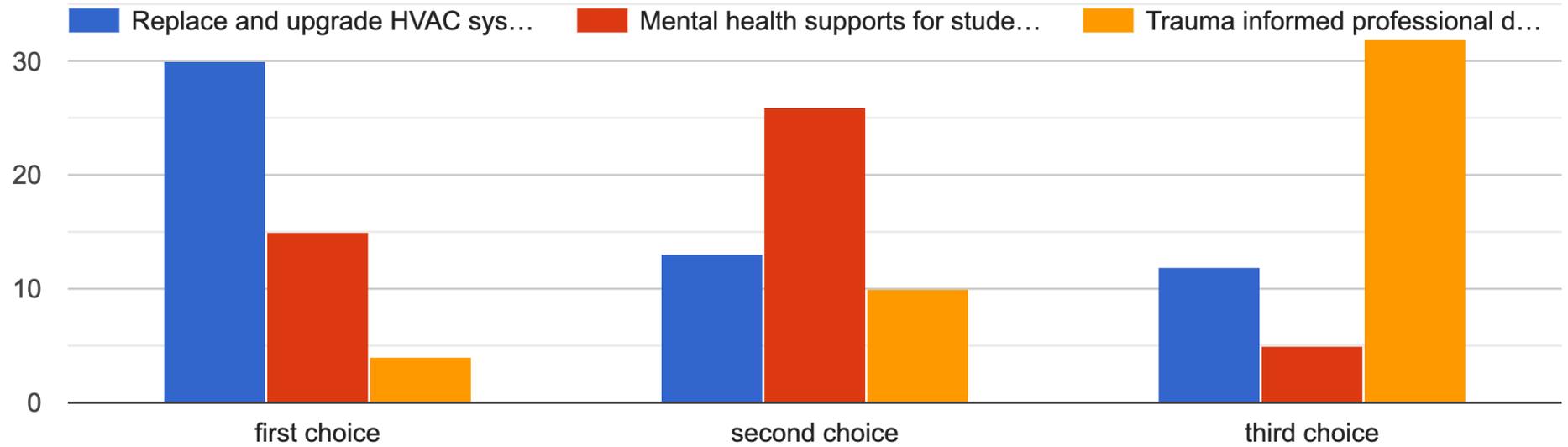
Yellow= Provide high quality intervention programs

Green = Expand summer school opportunities to include more students

Purple = Purchase high quality science and social studies resources

Teal = Provide professional development for staff on how to diagnose learning gaps and remediate

Please prioritize the following ideas for spending the remaining allocation of ESSER funds.



Blue= replace and upgrade HVAC systems to improve air quality

Red= Mental health supports for students

Yellow= trauma informed professional development for staff



EDUCATIONAL SERVICE UNIT 10

76 Plaza Boulevard • PO Box 850

Kearney, NE 68848-0850

Ph. 308-237-5927 • Fax 308-237-5920

www.esu10.org

Our focus is on Serving you!

August 4, 2021

Shelton Public Schools
Shanna Gannon, Superintendent
210 9th St., Box 610
Shelton, NE 68876-0610

Dear Shanna,

Attached please find the contract for Licensed Mental Health Provider (LMHP) services. The costs of this program are subsidized by ESU 10 and your costs are included on the contract.

These services will start in your school building after Labor Day. Between now and then, we will be working with our new LMHPs at the service unit to create procedures for the program and provide training as we prepare to bring these services to your school

Your district will be billed for the service for 10 months beginning in October, 2021. It will be important for us to know what funding source you are using to pay your portion of the services so that we bill you correctly. You can use ESSERS, IDEA, Special Education, General Education or a combination of these dollars. Each one comes with slightly different rules and we want to help you be in compliance with the different rules as you fund this program.

Please run this contract through your board process and return it to us at your earliest convenience. I'm available if you have any questions.

Sincerely,

Jean Anderson, Ph.D.
Special Education Director
ESU 10
308-237-5927

Budget

EDUCATIONAL SERVICE UNIT 10 BUDGET FORM
2021-2022
Agency Code--950010

District Name: Shelton Public Schools

Contracted Reimbursable School Age Services

	Budget	FTE/Hours
Licensed Mental Health Provider Service - Secondary	5,000.00	1 day a week
Licensed Mental Health Provider Service- Elementary	5,000.00	for LMHP
	\$10,000.00	

signature of authorized school representative

Old Band Uniforms 61 hats 57 pairs of shoes 68 uniforms
Lockers from varsity locker 70 units

POLICY 4003: STATE AND FEDERAL FUNDING

The Board of Education is to be kept informed of sources of state, federal, and other funds for the support of Shelton Public Schools and/or for the enhancement of educational opportunities to Shelton students. The superintendent is to appraise the Board of Education of its eligibility for general or program funds and to make recommendations for Board of Education action on applications for such funds.

Adopted on:

Revised on: 1/12/09

Reviewed on:

POLICY 4004: GATE RECEIPTS AND ADMISSIONS

Admission receipts for school events shall be adequately controlled. The principal is responsible for the administration and supervision of all phases of all school events for which admission is charged. Adequate records shall be maintained and provide chronological and accounting data for subsequent review and analysis.

Adopted on:

Revised on:

Reviewed on: 1/12/09

POLICY 4005: INCOME FROM SCHOOL SALES AND/OR SERVICES

The services provided through school shops, laboratories, or other programs and products may be offered for sale.

The instructor in charge of the particular program or shop with approval of the principal shall be responsible for setting prices or charges.

All money received from customers for such sales and for all sales and services shall be turned in each day to the school business office. This money will go into the appropriate activity revolving account for later use in the purchase of replacement parts. All purchases of materials, all refunds to customers and all financial procedures involved in the production of such products or services shall be underwritten through the appropriate activity account of the school. In no instance will employees of Shelton Public Schools use their personal accounts for purchase of parts or services for school programs.

No employee of Shelton Public Schools may utilize school repair programs or services for their own personal gain through immediate or later sale of the products, which have been improved as a result of such services.

Adopted on:

Revised on:

Reviewed on: 1/12/09

POLICY 4006: BONDED EMPLOYEES AND OFFICERS

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Adopted on: 1/15/06

Revised on:

Reviewed on: 1/12/09

POLICY 4007: FINANCIAL REPORTS AND STATEMENTS

The Board of Education shall receive monthly financial statements showing the financial condition of Shelton Public Schools as of the last day of the preceding month. Such statements will reflect obligations accrued as well as those already paid. Such other financial records as may be determined necessary by either the Board of Education or the administration shall be presented periodically.

The accounting system used shall conform with the requirements of the State Department of Education and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The district administration shall also be responsible for pupil accounting and shall report enrollment and attendance as required in the State of Nebraska.

Adopted on:

Revised on:

Reviewed on: 1/12/09

POLICY 4008: AUDITS

The board of education shall appoint a certified public accountant or public accounting firm to audit all school accounts annually and report to the board of education. The audit shall include all areas required by law and the rules of the Nebraska Department of Education. The auditor shall conduct the audit according to the generally accepted standards of the auditing profession.

Adopted on: 1/12/09

Revised on:

Reviewed on:

POLICY 4009: GENERAL PURCHASING AND PROCUREMENT

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. General Purchasing Policy

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

D. The administration is responsible for purchasing of goods, services, and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than one week prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

F. For purchases of more than \$3,500, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

- B. No purchase shall be made that violates any conflict of interest policy or law.
 - 1.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: 07/10/17

Revised on:

Reviewed on:

POLICY 4010: SCHOOL ACTIVITIES FUND

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent shall manage the activities fund and serve as its treasurer. The superintendent may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general fund or such other fund as the board may choose. Funds left in a graduating class's account will be maintained for a period of six months for a class memorial. If they are not used within that time, they may be transferred upon board approval.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: 1/12/09

Revised on:

Reviewed on:

POLICY 4011: PAYMENT PROCEDURES

All suppliers shall render invoices for materials, supplies, services and equipment after delivery to the school. Invoices shall be mailed to the office of the superintendent of schools.

To be considered a part of the monthly claims of this district to the Board of Education, the office of the superintendent must receive the invoices by the Wednesday preceding the board meeting (second Monday of the month).

Adopted on:

Revised on: 8/13/90

Reviewed on: 1/12/09

Shelton Public Schools

Return To School Plan

The purpose of this document is to outline the protocols Shelton Public Schools will follow for in-person learning in the 2021-22 school year. The return to school protocols were created to create a safe and predictable environment that can be used by parents, students, staff, and community during the COVID-19 pandemic. The district realizes that COVID-19 is unpredictable and as a result, these protocols may need to be modified as needed to ensure the safety of all staff, students, and patrons.

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

- Megan Schnerigner- School Psychologist
- Matt Walter- K-12 PE/7-12 History
- Ryan Province- 7-12 Business/Athletic Director
- Seth Jensen- Head Custodian/ Transportation
- Tabitha Burmood- Guidance Counselor
- Jeanne Pope- Technology and Assessment Coordinator
- Jackie Cornelius- School Nurse
- Joni Thornburg- Elementary Teacher
- Sue Bombeck- Head of Nutrition Services
- Sandy Sutton- Office Manager
- Jeff Kenton- K-12 Principal
- Jenette Meyer- K-12 Assistant Principal

Maintaining Health and Safety

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

- ✓ Universal and correct wearing of masks
- ✓ Modifying facilities to allow for physical distancing (e.g., including using of cohorts/podding)
- ✓ Handwashing and respiratory etiquette
- ✓ Cleaning and maintaining healthy facilities, including improving ventilation
- ✓ Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments
- ✓ Diagnostic and screening tests
- ✓ Efforts to provide vaccinations to school communities
- ✓ Appropriate accommodations for children with disabilities with respect to health and safety policies
- ✓ Coordination with state and local health officials. Including the needs for support and technical assistance to implement strategies consistent to the greatest extent possible, with relevant CDC guidance.

Universal and Correct Wearing of Masks

- Green, yellow, and red will be based on Two Rivers Public Health Department’s risk dial.

<p>In the green zone, students and staff are not required to wear masks but may do so if they choose.</p>	<p>In the yellow zone, students and staff will be encouraged to wear masks, but not required.</p>	<p>In the orange zone students and staff will be required to wear masks at all times inside the school and at indoor activities but may remove masks when outside for recess or outdoor activities.</p>	<p>In the red zone, students and staff will be required to wear masks at all times in school and at school activities unless participating in a sporting event.</p>
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Modifying Facilities to Allow For Physical Distancing

Students will not be cohorted or socially distanced unless there is a significant increase of COVID-19 cases in our area.

In the green zone, students and staff will not be required to socially distance.	In the yellow zone, students and staff will be encouraged to maintain social distance when eating food, singing, or while not wearing masks.	In the orange zone, students and staff will be encouraged to maintain social distance when eating food or singing if unmasked.	In the red zone, students and staff will be encouraged to maintain social distance when eating food or singing if unmasked.
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Handwashing and Respiratory Etiquette

In the green zone, students and staff will be encouraged to frequently wash/sanitize hands. Hand sanitizer will be available in all classrooms and common areas.	In the yellow zone, students and staff will be encouraged to frequently wash/sanitize hands. Hand sanitizer will be available in all classrooms, common areas, and as students enter the building.	In the orange zone, students and staff will be encouraged to frequently wash/sanitize hands. Hand sanitizer will be available in all classrooms, common areas, and as students enter the building.	In the red zone, students and staff will be encouraged to frequently wash/sanitize hands. Hand sanitizer will be available in all classrooms, common areas, and as students enter the building.
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Cleaning and Maintaining Healthy Facilities

In the green zone, students and staff will have access to disinfectant spray in the classroom to clean and sanitize classroom furniture and materials as needed.	In the yellow zone, staff and students will disinfect desks and other high touch surfaces between classes. Custodians will spray classrooms with the disinfectant sprayer daily.	In the orange zone, staff and students will disinfect desks and other high touch surfaces between classes. Custodians will spray classrooms with the disinfectant sprayer daily.	In the red zone, staff and students will disinfect desks and other high touch surfaces between classes. Custodians will spray classrooms with the disinfectant sprayer daily.
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Contact Tracing And Quarantine

Shelton Public Schools will work with local health departments to assist with contact tracing as needed. Students and staff testing positive for COVID-19 will use the following protocol:

Isolation										Return To School
Day 1 First day of experiencing symptoms	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10 Fever free without fever reducing medications	Day 11 

Students or staff who come in direct contact with someone who has tested positive for COVID-19 may wear a mask for 14 days in lieu of quarantine and self monitor for symptoms.

Diagnostic and Screening Testing

Shelton Public Schools will not provide or conduct testing for COVID-19.

Appropriate Accommodations For Children With Disabilities

Students' IEP teams will determine appropriate accommodations for students with disabilities and communicate those to the students' educational team as appropriate.

Efforts To Provide Vaccinations to School Communities

Shelton will work with local health departments to provide a location for health departments to administer COVID-19 vaccinations as well as use district communication platforms to share information regarding vaccine clinics to the school community. Students and staff will not be required to be vaccinated.

Coordination With State and Local Health Officials

Shelton Public Schools will work in cooperation with state and local health officials. The superintendent will attend webinars put on by the Governor, Education Commissioner, and Two Rivers Health Department to stay abreast of current information.

Ensuring Continuity of Services

Shelton will ensure continuity of services by providing in person instruction. The school calendar will continue to serve as a guide to indicate when school is in session. Students will be expected to attend school in-person on the days when school is in session unless they are home due to illness.

In addition, Shelton has purchased high quality instructional materials that offer virtual access for students who need to learn from home at any point during the school year. These high quality instructional materials also provide opportunities for acceleration to support students who may have gaps in their knowledge. All students will have equitable access to rigorous grade level content.

Beginning in the fall of the 2021-22 school year, 7th graders will complete a study skills course that not only supports their transition to secondary education, but also teaches them important skills for both in-person and virtual learning. The purpose of this course is to give students the necessary skills to be well organized, prepared to ask questions in class, study in effective ways, and have ownership of their progress and learning.

Students' health needs will be met by offering all students a free grab and go breakfast every morning, free lunches throughout the school year, as well as free meals offered during the summer months. In addition, students will receive guidance counseling services that support stress and anxiety management on a weekly basis by the school guidance counselor.

Staff emotional and mental health needs will be met through the district Employee Assistance Program (EAP), which offers up to five free sessions of various mental health services. Staff may access these services as needed throughout the year. Some of the services offered include counseling, stress and anxiety management, and holistic wellness services.

Public Comment Requirements

In July of 2021, a parent survey will be conducted to gather input on the return to school plan. The feedback to the survey was used to make adjustments to the return to school plan. Both the survey and any revisions to the back to school program will be documented and will be retained for future reference.

Uniform Format

Shelton ensures this plan is in an understandable and uniform format by using the template provided by the Nebraska Department of Education. This plan will be posted on the website in both English and Spanish to ensure that it is easy for all parents and students to access. Any parent who wishes to have the plan explained to them verbally may schedule a meeting with district administrators and a translator will be provided if needed.