

Regular Meeting of the Shelton Public Schools Board of Education
Wednesday, October 12, 2022
the Elementary Conference Room
7:30 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Wednesday, October 12, 2022 in the Elementary Conference Room. The meeting was advertised in accordance 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.

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

2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Lisa Stewart to approve the minutes from Sept 12th for the Regular meeting and Budget hearing, as well as minutes from Sept 28th for the Special meeting to approve the budget and Special hearing to set the tax request. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ 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 55325-55391 in the amount of \$241,514.59 plus regular payroll. Vote: Passed

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

Yea: 6, Nay: 0

3. Request to address the Board of Education

There were no requests to address the Board of Education.

4. Reports

4.a. Financial Report

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

4.b. Board Report

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

4.c. Superintendent's Report

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

4.d. Principal's Report

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

5. New Business

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

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

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

Yea: 6, Nay: 0

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

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

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

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

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

Yea: 6, Nay: 0

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

Motion made by Emmy Power seconded by Chris Lewis to approve Policy 5012 School Safety and Security as revised, and Policy 9006 Admission of Part-Time Students, Policy 5013 Data Breach Response, Policy 5014 Technology in the Classroom, Policy 5015 Workplace or Non-workplace Injuries or Illness and Return to Work as presented.. Vote: Passed

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

Yea: 6, Nay: 0

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

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

6. Old Business

There was no old business to come before the board.

7. Adjournment

Motion made by Lisa Stewart seconded by Kay Johnson to adjourn at 8:54 PM. Vote: Passed

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

Yea: 6, Nay: 0

Respectfully Submitted,
Emmy Power, Secretary

Special Hearing to set the final tax request
Wednesday, September 28, 2022
the Elementary Conference Room
7:30 PM

President Lewis called the Special Hearing to set the final tax request to order at 7:30 PM on Wednesday, September 28, 2022 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

There was one visitor present. Administrators Gannon and Kenton were present.

2. Request to address the Board of Education

The visitor addressed the Board of Education with questions regarding the increase in the tax request. Positive dialogue and discussion followed.

3. Discussion and action regarding the proposed 2022-23 property tax request

Motion made by Russ Muhlbach seconded by Joe Berglund to approve the 2022-2023 tax request resolution for the Shelton School District 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

4. Adjournment

Motion made by Lisa Stewart seconded by Kay Johnson to adjourn at 7:55PM. Vote: Passed

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

Respectfully Submitted,
Emmy Power, Secretary

Special Board Meeting To Approve 2022-23 Budget
Wednesday, September 28, 2022
the Elementary Conference Room
7:30 PM

President Lewis called the Special Board Meeting To Approve 2022-23 Budget to order at 7:30 PM on Wednesday, September 28, 2022 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

One visitor was present; Administrators Gannon, Kenton, and Meyer were present.

2. Routine Matters

3. Request to address the Board of Education

There were no requests to address the Board of Education.

4. Discussion and approval of 2022-2023 Budget

Motion made by Chris Lewis seconded by Emmy Power to approve the 2022-2023 budget as presented. Vote: Passed

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

5. Discussion and consideration to approve policy 7037 Resignation of Certified Staff and policy 7038 Transporting Students In Employee Vehicles

Motion made by Joe Berglund seconded by Lisa Stewart to approve policy 7037 Resignation of Certified Staff and policy 7038 Transporting Students In Employee Vehicles as presented. Vote: Passed

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

6. Adjournment

Motion made by Emmy Power seconded by Lisa Stewart to move to adjourn 8:01PM. Vote: Passed

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

Yea: 6, Nay: 0

Respectfully Submitted,
Emmy Power, Secretary

Budget Hearing of the Shelton Public Schools Board of Education
Monday, September 12, 2022
the Elementary Conference Room
7:30 PM

President Lewis called the Budget Hearing of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, September 12, 2022 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

Motion made by Chris Lewis seconded by Joe Berglund to excuse Russ from tonight's meeting.

Vote: Passed

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

Power: Yea, Lisa Stewart: Yea

Yea: 5, Nay: 0, Absent: 1

2. Request to address the Board of Education

There were no requests to address the Board of Education.

3. Discussion regarding the proposed 2022-2023 Budget

The board didn't have any questions regarding the budget.

4. Adjournment

Motion made by Lisa Stewart seconded by Kay Johnson to adjourn the budget hearing at 7:34 PM. Vote: Passed

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

Power: Yea, Lisa Stewart: Yea

Yea: 5, Nay: 0, Absent: 1

Respectfully Submitted,
Emmy Power, Secretary

Regular Meeting of the Shelton Public Schools Board of Education
Monday, September 12, 2022
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President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, September 12, 2022 in the Elementary Conference Room. The meeting was advertised in accordance with Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Absent, Emmy Power: Present, Lisa Stewart: Present. Present: 5, Absent: 1. Russ Muhlbach: Present. Present: 6. Russ joined the meeting at 7:40 PM.

Motion made by Chris Lewis seconded by Joe Berglund to excuse Russ Mulbach from the meeting tonight. Vote: Passed

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

2. Routine matters

2.a. Review and approve minutes

Motion made by Lisa Stewart seconded by Joe Berglund to approve minutes of the budget hearing from 8/29 and the minutes of the regular BOE meeting from 8/15 as presented. Vote: Passed

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

2.b. Review and approve claims

Motion made by Emmy Power seconded by Joe Berglund to approve claims 55245-55321 in the amount of \$313,857.81 plus regular payroll. Vote: Passed

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

3. Request to address the Board of Education

There were no requests to address the Board of Education.

4. Reports

4.a. Financial Report

Dr. Gannon gave an update on the financial status of the District. Discussed moving \$150K in cash on hand into HVAC and Transportation depreciation funds.

4.b. Board Report

There weren't any committee meetings to report on.

4.c. Superintendent's Report

Dr. Gannon submitted the ESSA Consolidated Grant and is working to submit reimbursement requests for ESSER II, ESSER III, and Title IV dollars spent. Missy, the principals, and Dr. Gannon will be working on the consolidated data collection in NDE Portal due Oct 15th. The calendar committee met to discuss possible out of school days for state competitions and a plan to make days up. A huge thank you to Mr. Dennis Holley for donating a bunch of science equipment to our high school science lab.

4.d. Principal's Report

Current enrollment: 269 Students. The district has completed the beginning-of-year reading assessments and have identified those students in grades K-3 who may have a reading difficulty. A reading improvement plan will be created for these students. MAP Tests have been completed and information will be shared with parents at P-T Conferences, which are the 14th & 15th. Mr. Kenton shared info regarding the ESU 10 Principal Triad Learning Walks.

5. New Business

5.a. Second read and consideration to adopt policy 7037 Resignation of Certified Staff, Policy 7038 Transporting Students In Employee Vehicles, 9021 Testing and Assessment Program

Discussed Policy 7037: Resignation of Certified Staff and Policy 7038: Transporting Students In Employee Vehicles. These policies will be amended and ready for adoption at the next meeting.

Motion made by Chris Lewis seconded by Lisa Stewart to adopt Policy 9021: Testing and Assessment Program 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.b. Consideration to designate school equipment and technology as surplus for removal from the district inventory.

Motion made by Russ Muhlbach seconded by Joe Berglund to approve the designated school

equipment and technology as surplus for removal from the district inventory. 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 and possible action regarding the district's Employee Assistance Program

The board discussed the Employee Assistance Program and staff survey responses. Table this item and continue to discuss options.

6. Old Business

There was no old business to discuss

7. Adjournment

Motion made by Chris Lewis seconded by Kay Johnson to adjourn at 8:46PM. Vote: Passed Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 6, Nay: 0

Respectfully Submitted,
Emmy Power, Secretary

Shelton Public Schools

Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 55325; End Check Number: 55391; Check Status: Paid; Created On: 10/10/2022 4:48:07 PM

Bank	Account Number				
Cornerstone Bank	031038968				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
10/12/2022	55325	Payroll Liability	Aflac	\$2,074.52	Paid
10/12/2022	55326	Payroll Liability	Blue Cross Blue Shield	\$51,558.61	Paid
10/12/2022	55327	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
10/12/2022	55328	Payroll Liability	Companion Insurance Company	\$106.50	Paid
10/12/2022	55329	Payroll Liability	Dist. 19 Payroll Acct.	\$6,823.99	Paid
10/12/2022	55330	Payroll Liability	District 19 Payroll Acct.	\$44,940.91	Paid
10/12/2022	55331	Payroll Liability	General Collection Co.	\$482.70	Paid
10/12/2022	55332	Payroll Liability	Horace Mann Life Insurance Co	\$50.00	Paid
10/12/2022	55333	Payroll Liability	Payroll Account - Dist 19	\$433.33	Paid
10/12/2022	55334	Payroll Liability	Principal Life Insurance Co	\$772.76	Paid
10/12/2022	55335	Payroll Liability	Shelton School Payroll Acct.	\$39,667.64	Paid
10/12/2022	55336	Payroll Liability	Vision Service Plan	\$510.98	Paid
10/12/2022	55337	Accounts Payable	Amazon Capital Services, Inc.	\$4,209.36	Paid
10/12/2022	55338	Accounts Payable	Apple, Inc.	\$687.00	Paid
10/12/2022	55339	Accounts Payable	Bio Corporation	\$936.00	Paid
10/12/2022	55340	Accounts Payable	Black Hills Energy	\$664.53	Paid
10/12/2022	55341	Accounts Payable	Blick Art Materials	\$20.21	Paid
10/12/2022	55342	Accounts Payable	BS & K Signs, Inc.	\$30.00	Paid
10/12/2022	55343	Accounts Payable	Builders How-to Warehouse	\$194.88	Paid
10/12/2022	55344	Accounts Payable	Business Card	\$2,459.49	Paid
10/12/2022	55345	Accounts Payable	Cash-wa Distributing Co.	\$149.37	Paid
10/12/2022	55346	Accounts Payable	Central Programs, Inc	\$2,760.53	Paid
10/12/2022	55347	Accounts Payable	Central States Safety & Driver Training, LLC	\$600.00	Paid
10/12/2022	55348	Accounts Payable	Clipper Publishing Co., Inc.	\$489.32	Paid
10/12/2022	55349	Accounts Payable	Convergent Ag Media, LLC	\$125.00	Paid
10/12/2022	55350	Accounts Payable	Copycat Printing	\$252.00	Paid
10/12/2022	55351	Accounts Payable	Culligan	\$45.00	Paid
10/12/2022	55352	Accounts Payable	DAS State Accounting - Central Finance	\$282.72	Paid
10/12/2022	55353	Accounts Payable	Demco	\$483.01	Paid
10/12/2022	55354	Accounts Payable	Eakes Office Solutions	\$1,104.96	Paid
10/12/2022	55355	Accounts Payable	Educational Service Unit #10	\$33,970.85	Paid
10/12/2022	55356	Accounts Payable	Fitness Finders	\$294.47	Paid
10/12/2022	55357	Accounts Payable	Harris School Solutions	\$1,668.03	Paid
10/12/2022	55358	Accounts Payable	Heartland Disposal, Inc.	\$335.00	Paid
10/12/2022	55359	Accounts Payable	Hobby Lobby Stores, Inc	\$65.70	Paid
10/12/2022	55360	Accounts Payable	Hometown Leasing	\$653.27	Paid
10/12/2022	55361	Accounts Payable	Horak, Hannah M	\$17.06	Paid
10/12/2022	55362	Accounts Payable	J.W. Pepper & Son, Inc.	\$118.89	Paid
10/12/2022	55363	Accounts Payable	Junior Library Guild	\$1,534.10	Paid
10/12/2022	55364	Accounts Payable	K & K	\$2,108.61	Paid
10/12/2022	55365	Accounts Payable	King, Micah L	\$61.50	Paid
10/12/2022	55366	Accounts Payable	Lakeshore Learning Materials	\$114.43	Paid
10/12/2022	55367	Accounts Payable	Larry's Market	\$144.26	Paid
10/12/2022	55368	Accounts Payable	The Lockmobile	\$375.00	Paid
10/12/2022	55369	Accounts Payable	Todd C. Sutton	\$125.00	Paid
10/12/2022	55370	Accounts Payable	Matheson Tri-Gas, Inc.	\$76.10	Paid
10/12/2022	55371	Accounts Payable	MCI	\$60.08	Paid
10/12/2022	55372	Accounts Payable	NCSA	\$1,005.00	Paid

10/12/2022	55373	Accounts Payable	Nebraska Central Telephone Co	\$264.80	Paid
10/12/2022	55374	Accounts Payable	Nebraska Public Power Dist.	\$7,344.04	Paid
10/12/2022	55375	Accounts Payable	OnToCollege	\$1,700.00	Paid
10/12/2022	55376	Accounts Payable	Optum	\$150.00	Paid
10/12/2022	55377	Accounts Payable	Rasmussen Mechanical Services	\$19,963.91	Paid
10/12/2022	55378	Accounts Payable	Reams Sprinkler Supply	\$722.62	Paid
10/12/2022	55379	Accounts Payable	S & S Worldwide, Inc.	\$81.88	Paid
10/12/2022	55380	Accounts Payable	SAVVAS Learning Company LLC	\$171.44	Paid
10/12/2022	55381	Accounts Payable	Scholastic, Inc.	\$131.78	Paid
10/12/2022	55382	Accounts Payable	Shelton School Activity Acct.	\$912.35	Paid
10/12/2022	55383	Accounts Payable	Shelton School Petty Cash	\$115.96	Paid
10/12/2022	55384	Accounts Payable	SPORT SAFE Testing Service, Inc.	\$345.00	Paid
10/12/2022	55385	Accounts Payable	SWAY MEDICAL, INC.	\$379.30	Paid
10/12/2022	55386	Accounts Payable	Teaching Strategies, LLC	\$430.50	Paid
10/12/2022	55387	Accounts Payable	The Sherwin-Williams Co.	\$432.73	Paid
10/12/2022	55388	Accounts Payable	Village Of Shelton	\$987.78	Paid
10/12/2022	55389	Accounts Payable	Kevin Willis	\$1,353.13	Paid
10/12/2022	55390	Accounts Payable	Woodward Disposal Service, Inc.	\$54.00	Paid
10/12/2022	55391	Accounts Payable	Yanda's Music	\$290.95	Paid
Sub Total				\$241,514.59	
Grand Total				\$241,514.59	

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY22-23; Begin Date: 10/01/2022; End Date: 10/31/2022; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01") ; Created On: 10/10/2022 4:44:37 PM

Check Date	Check Number	Payee	Description	Type	Amount
10/12/2022	55337	Amazon Capital Services, Inc.	Elem Teaching, HS SPED, Library, Title IV, Sec misc, Elem misc, Elem SPED, PK, Sec Teaching, Guidance, Sec Furniture, Custodial	Accounts Payable	\$4,209.36
10/12/2022	55338	Apple, Inc.	SPED - HS/Elem - IPAD	Accounts Payable	\$687.00
10/12/2022	55339	Bio Corporation	Secondary Science Supplies	Accounts Payable	\$936.00
10/12/2022	55340	Black Hills Energy	Utility - Gas	Accounts Payable	\$664.53
10/12/2022	55341	Blick Art Materials	Art Supplies	Accounts Payable	\$20.21
10/12/2022	55342	BS & K Signs, Inc.	Transportation - Letters for Bus	Accounts Payable	\$30.00
10/12/2022	55343	Builders How-to Warehouse	Custodial Supplies	Accounts Payable	\$194.88
10/12/2022	55344	Business Card	Admin Supplies, Extra Curric, Elem Sped, Tech, Board Other, Title IV, PK, Custodial Supplies, Sec. Period, Misc Elem/Sec	Accounts Payable	\$2,459.49
10/12/2022	55345	Cash-wa Distributing Co.	Custodial Supplies	Accounts Payable	\$149.37
10/12/2022	55346	Central Programs, Inc	Library - Nonfiction Books	Accounts Payable	\$2,760.53
10/12/2022	55347	Central States Safety & Driver Training, LLC	Transportation - Training, Evaluation, Test	Accounts Payable	\$600.00
10/12/2022	55348	Clipper Publishing Co., Inc.	Board Advertising - Meetings/Minutes	Accounts Payable	\$489.32
10/12/2022	55349	Convergent Ag Media, LLC	Judgingpro - 12 month Subscription	Accounts Payable	\$125.00
10/12/2022	55350	Copycat Printing	Title IV - Shelton Kid Caught with Character Signs	Accounts Payable	\$252.00
10/12/2022	55351	Culligan	RO System Rent w/Pump - Custodial Maint	Accounts Payable	\$45.00
10/12/2022	55352	DAS State Accounting - Central Finance	Distance Learning, Sec	Accounts Payable	\$282.72
10/12/2022	55353	Demco	Library Supplies	Accounts Payable	\$483.01
10/12/2022	55354	Eakes Office Solutions	Teaching Supplies - Elem/Sec - Calendars	Accounts Payable	\$139.90
10/12/2022	55354	Eakes Office Solutions	Office Supplies	Accounts Payable	\$51.96
10/12/2022	55354	Eakes Office Solutions	HS Teaching Supplies m. Potter /Kindergarten - K. Meyer	Accounts Payable	\$28.50
10/12/2022	55354	Eakes Office Solutions	PK Supplies	Accounts Payable	\$14.48
10/12/2022	55354	Eakes Office Solutions	Kindergarten - K. Meyer	Accounts Payable	\$7.24
10/12/2022	55354	Eakes Office Solutions	Office Supplies	Accounts Payable	\$287.34
10/12/2022	55354	Eakes Office Solutions	Office - Kindergarten - K. Meyer	Accounts Payable	\$531.78
10/12/2022	55354	Eakes Office Solutions	Office Supplies	Accounts Payable	\$43.76
10/12/2022	55355	Educational Service Unit #10	Technology - Patriot	Accounts Payable	\$550.00
10/12/2022	55355	Educational Service Unit #10	Speech SA Elementary	Accounts Payable	\$3,776.68
10/12/2022	55355	Educational Service Unit #10	Speech SA Elem	Accounts Payable	\$12,085.36
10/12/2022	55355	Educational Service Unit #10	Speech Ages 3-4	Accounts Payable	\$2,895.45
10/12/2022	55355	Educational Service Unit #10	Speech B-2	Accounts Payable	\$1,384.78
10/12/2022	55355	Educational Service Unit #10	Deaf Education Secondary	Accounts Payable	\$329.13
10/12/2022	55355	Educational Service Unit #10	Deaf Education Elem	Accounts Payable	\$659.47
10/12/2022	55355	Educational Service Unit #10	OT SA Sec	Accounts Payable	\$951.45
10/12/2022	55355	Educational Service Unit #10	OT SA Elem	Accounts Payable	\$951.45

10/12/2022	55355	Educational Service Unit #10	OT Ages 3-4	Accounts Payable	\$237.86
10/12/2022	55355	Educational Service Unit #10	OT B-2	Accounts Payable	\$237.86
10/12/2022	55355	Educational Service Unit #10	Psychology Sec	Accounts Payable	\$1,588.90
10/12/2022	55355	Educational Service Unit #10	Psychology Elem	Accounts Payable	\$1,588.90
10/12/2022	55355	Educational Service Unit #10	Psychology 3-4	Accounts Payable	\$397.22
10/12/2022	55355	Educational Service Unit #10	Psychology B-2	Accounts Payable	\$397.23
10/12/2022	55355	Educational Service Unit #10	PT Secondary	Accounts Payable	\$503.93
10/12/2022	55355	Educational Service Unit #10	PT Elementary	Accounts Payable	\$503.93
10/12/2022	55355	Educational Service Unit #10	PT Ages 3-4	Accounts Payable	\$125.98
10/12/2022	55355	Educational Service Unit #10	PT Ages B-2	Accounts Payable	\$125.98
10/12/2022	55355	Educational Service Unit #10	SPED Supervision Secondary	Accounts Payable	\$1,199.31
10/12/2022	55355	Educational Service Unit #10	SPED Supervision Elem	Accounts Payable	\$1,199.31
10/12/2022	55355	Educational Service Unit #10	SPED Supervision 3-4	Accounts Payable	\$271.27
10/12/2022	55355	Educational Service Unit #10	SPED Supervision B-2	Accounts Payable	\$271.27
10/12/2022	55355	Educational Service Unit #10	Vocational Secondary	Accounts Payable	\$211.14
10/12/2022	55355	Educational Service Unit #10	Principal - Meeting/HAL Membership Dues	Accounts Payable	\$1,020.00
10/12/2022	55355	Educational Service Unit #10	ESY Speech Ages 3-4 August	Accounts Payable	\$160.84
10/12/2022	55355	Educational Service Unit #10	ESY Speech B-2 August	Accounts Payable	\$206.31
10/12/2022	55355	Educational Service Unit #10	Audiology SA Sec	Accounts Payable	\$55.94
10/12/2022	55355	Educational Service Unit #10	Audiology SA Elem	Accounts Payable	\$55.94
10/12/2022	55355	Educational Service Unit #10	Audiology 3-4	Accounts Payable	\$13.98
10/12/2022	55355	Educational Service Unit #10	Audiology B-2	Accounts Payable	\$13.98
10/12/2022	55356	Fitness Finders	Elem Teaching Supplies	Accounts Payable	\$294.47
10/12/2022	55357	Harris School Solutions	Census/Activities Accounting	Accounts Payable	\$1,668.03
10/12/2022	55358	Heartland Disposal, Inc.	Trash Removal	Accounts Payable	\$335.00
10/12/2022	55359	Hobby Lobby Stores, Inc	Art Supplies	Accounts Payable	\$65.70
10/12/2022	55360	Hometown Leasing	Copy Machine Lease - Elem/Sec	Accounts Payable	\$653.27
10/12/2022	55361	Horak, Hannah M	Ag Supplies - Reimbursement for classroom project	Accounts Payable	\$17.06
10/12/2022	55362	J.W. Pepper & Son, Inc.	Music - Choir Music	Accounts Payable	\$34.49
10/12/2022	55362	J.W. Pepper & Son, Inc.	Music - Choir Music	Accounts Payable	\$84.40
10/12/2022	55363	Junior Library Guild	Elem/HS Books - Yearly Subscription	Accounts Payable	\$1,534.10
10/12/2022	55364	K & K	Fuel/Diesel	Accounts Payable	\$2,108.61
10/12/2022	55365	King, Micah L	Reimbursement for getting school bus drivers license	Accounts Payable	\$61.50
10/12/2022	55366	Lakeshore Learning Materials	PK Supplies - Science Viewer	Accounts Payable	\$114.43
10/12/2022	55367	Larry's Market	Board Other, PK Supplies, Elem/Sec Misc, HS Sped	Accounts Payable	\$144.26
10/12/2022	55368	Lockmobile, The	Custodial Supplies-Repair/Maint	Accounts Payable	\$375.00
10/12/2022	55369	M&K Electric	Operation of Building Repair - Lighting in hallway/lunch room	Accounts Payable	\$125.00
10/12/2022	55370	Matheson Tri-Gas, Inc.	Ag Supplies - Welding	Accounts Payable	\$76.10
10/12/2022	55371	MCI	Telephone	Accounts Payable	\$60.08
10/12/2022	55372	Nebr. Council of School Administrators	Dues/ Fees, Principal -	Accounts Payable	\$335.00
10/12/2022	55372	Nebr. Council of School Administrators	Admin Dues/Fees - Membership Form	Accounts Payable	\$335.00
10/12/2022	55372	Nebr. Council of School Administrators	Principal Dues/Fees - Membership Form	Accounts Payable	\$335.00
10/12/2022	55373	Nebraska Central Telephone Co	Telephone	Accounts Payable	\$264.80

10/12/2022	55374	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$2,415.82
10/12/2022	55374	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$31.58
10/12/2022	55374	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$4,717.82
10/12/2022	55374	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$178.82
10/12/2022	55375	OnToCollege	Title IV - Test Prep	Accounts Payable	\$1,700.00
10/12/2022	55376	Optum	FSA Plan Administration	Accounts Payable	\$150.00
10/12/2022	55377	Rasmussen Mechanical Services	Custodial Repair/Maint - Hot water issues	Accounts Payable	\$965.18
10/12/2022	55377	Rasmussen Mechanical Services	Operation of Building - Issues with rooftop unit	Accounts Payable	\$3,615.58
10/12/2022	55377	Rasmussen Mechanical Services	Operation of Building - New Compressor for HVAC	Accounts Payable	\$12,631.08
10/12/2022	55377	Rasmussen Mechanical Services	Building Operations - Boiler Leak/Removed Pump and install new	Accounts Payable	\$2,752.07
10/12/2022	55378	Reams Sprinkler Supply	Sprinklers -	Accounts Payable	\$722.62
10/12/2022	55379	S & S Worldwide, Inc.	Teaching Supplies - Elem/Sec	Accounts Payable	\$81.88
10/12/2022	55380	SAVVAS Learning Company LLC	Secondary Teaching Supplies	Accounts Payable	\$171.44
10/12/2022	55381	Scholastic, Inc.	Scholastic News 2 - J. Thornburg	Accounts Payable	\$131.78
10/12/2022	55382	Shelton School Activity Acct.	Reimbursement for M & K Bill	Accounts Payable	\$912.35
10/12/2022	55383	Shelton School Petty Cash	Reimbursement - 8/19/2022-9/30/2022	Accounts Payable	\$115.96
10/12/2022	55384	SPORT SAFE Testing Service, Inc.	Extra Curr - Misc - Random Drug Testing	Accounts Payable	\$345.00
10/12/2022	55385	SWAY MEDICAL, INC.	Extra Curr. Misc Dues/Fees = System Fee - Sports Profiles	Accounts Payable	\$379.30
10/12/2022	55386	Teaching Strategies, LLC	PK Supplies/Elem SPED Supplies - Gold Bundle	Accounts Payable	\$430.50
10/12/2022	55387	The Sherwin-Williams Co.	Custodial Supplies - Paint	Accounts Payable	\$432.73
10/12/2022	55388	Village Of Shelton	Water/Sewer	Accounts Payable	\$987.78
10/12/2022	55389	Willis Repair, LLC	Bus Repair - Side Glass Window	Accounts Payable	\$750.00
10/12/2022	55389	Willis Repair, LLC	Custodial Supplies	Accounts Payable	\$21.52
10/12/2022	55389	Willis Repair, LLC	Custodial Supplies	Accounts Payable	\$54.60
10/12/2022	55389	Willis Repair, LLC	Custodial Supplies	Accounts Payable	\$24.00
10/12/2022	55389	Willis Repair, LLC	Vehicle Repair - Blower motor	Accounts Payable	\$53.01
10/12/2022	55389	Willis Repair, LLC	Windshield - Vehicle Repair	Accounts Payable	\$450.00
10/12/2022	55390	Woodward Disposal Service, Inc.	Trash Removal - Document Destruction	Accounts Payable	\$54.00
10/12/2022	55391	Yanda's Music	Music - Repair on school instrument	Accounts Payable	\$11.45
10/12/2022	55391	Yanda's Music	Band - Snare Drum Sticks	Accounts Payable	\$24.00
10/12/2022	55391	Yanda's Music	Band - Music	Accounts Payable	\$5.20
10/12/2022	55391	Yanda's Music	Band - Music	Accounts Payable	\$23.00
10/12/2022	55391	Yanda's Music	Band - Music	Accounts Payable	\$58.80
10/12/2022	55391	Yanda's Music	Music Repair - Instrument	Accounts Payable	\$149.50
10/12/2022	55391	Yanda's Music	Music - Clarinet Reeds	Accounts Payable	\$19.00
Sub Total					\$94,052.90

SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON

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

DISTRICT 19 FINANCIAL STATUS AS OF September 30,2022

CASH RESERVES:

GENERAL FUND CASH RESERVE	(9/30/2022 Interest + \$632.20)	\$930,053.51
SPECIAL BUILDING CASH RESERVE	(9/30/2022 Interest + \$58.33)	\$65,867.43
TOTAL CASH RESERVE ACCOUNTS:		\$995,920.94

SAVINGS:

GENERAL FUND CR SAVINGS 5882	(9/30/2022 Interest + \$98.78)	\$295,508.00
TOTAL CASH RESERVE ACCOUNTS:		\$295,508.00

UNEMPLOYMENT SAVINGS #5891	(9/30/2022 Interest + \$9.86)	\$26,578.34
VEH/BUS ACQ. Savings #9457	(9/30/2022 Interest + \$86.36)	\$32,410.50
TECHNOLOGY ACQ SAVINGS # 5918	(9/30/2022 Interest + \$19.01)	\$51,238.53
PARKING LOT DEPR. SAVINGS #5909	(9/30/2022 Interest + \$26.11)	\$70,351.82
BAND UNIFORM SAVINGS #5900		\$0.10
HVAC Savings #9475	(9/30/2022 Interest + \$179.49)	\$67,359.03

TOTAL DEPRECIATION SAVINGS: \$247,938.32

TOTAL SAVINGS: \$543,446.32

TOTAL OF DISTRICT FUNDS: \$1,539,367.26

<u>TAXES:</u>	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$707,289.99	\$0.00	GENERAL	\$1,225,561.51
HALL	\$180,844.05	\$0.00	DEPRECIATION	\$247,938.32
ADAMS	\$12,095.73	\$0.00	LUNCH	\$20,017.71
KEARNEY		\$0.00	SPECIAL BLDG	65,867.43
TOTAL TAXES	\$900,229.77	\$0.00		

Net Wages	\$ 152,263.80
General Fund Expenditures	\$ 94,052.90
Employee - Liabilities	\$ 89,330.40

Receipts for September 2022	\$ 1,020,569.38
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Superintendent Report for October 2022

School Finance

- School audit was conducted October 5-7. Everything went well. This is a different firm than we used in the past because if you remember KSO was raising their rates significantly. Now we are using Dana Cole. It is a lot of work to get used to a new auditor and a new system, but Missy is extremely organized and able to very quickly get them the reports or documentation they needed.
 - I did receive clarification on our depreciation accounts and the accountants said the way we are currently doing things is fine and enough clarification on what the money is allocated toward. We can continue to put money toward “transportation” and do not need to further specify which type of vehicle it will be used for.

School Safety

Each year we have 2 safety audits. One is for our insurance provider, ALICAP. The other is to satisfy a Rule 10 requirement. We had our first safety visit for ALICAP on September 27. We received numerous commendations.

- A couple of recommendations were to have the teachers hang their tornado and fire evacuation route maps on the wall next to the door. Staff have the maps in their safety bags, so during the October 12 staff meeting I will remind them to hang them on the wall.
- We need to post the boiler inspection certificate by the boiler, and this has been corrected.
- In a previous inspection we needed to separate the chemicals in the science room. Dr. A has thoroughly cleaned out these cabinets and disposed of out of date or unused chemicals and sorted them according to the safety guidelines. Now we just need to get a lock on the cabinet and we should be all set in this area.

Rule 10 safety audit is scheduled for October 26.

Negotiations

Negotiations is ready to begin. I am waiting on confirmation from SEA to hold the first meeting on November 8 at Railside in Gibbon. Would the negotiations committee like to meet prior to November 8th to plan? It is the SEA's turn to make the first offer.

Respectfully submitted,

Dr. Gannon



Team Fitz Graphics
 11320 Mosteller Rd
 Cincinnati, OH 45241
 (855) 356-8550 (toll free)
 (513) 771-5009 (fax)
www.teamfitzgraphics.com

Created Date 9/29/2022
 Quote Expiration 90 Days

Prepared By Justin Akindele
 Quote Number 00061307

Prepared For

Account Name Shelton High School
 Bill To PO BOX 610
 SHELTON, NE 68876-0610

Contact Name Jeff Kenton
 Email jkenton@sheltonbulldogs.org

Quantity	Product	Unit Size	Sales Price	Total Price
1.00	Slide-In Record Board	2.5' x 4'	\$795.00	\$795.00
1.00	Shipping - LTL Freight Standard	n/a	\$270.00	\$270.00
1.00	Shipping - LTL Freight Limited Access Fee	n/a	\$65.00	\$65.00

Totals

Subtotal \$1,130.00
 Grand Total \$1,130.00

**Rush Orders Available, Fee Will Apply*
***Installation by Owner unless otherwise noted*
****LTL Limited Access fee is defined as any non-commercial delivery site*
*****Sales tax is not included and may be added at time of order if applicable*

Signature: _____ Date: _____

PO Number (if applicable): _____

By my signature, I confirm the final design, authorize production, and agree to pay the above amount in full upon receipt of invoice.

**To: Board of Education
From: Jeff Kenton
Date: October 12, 2022
Re: Board Report**

Enrollment

- 157 Elementary
- 112 JH/HS
- 269 District

Elementary

- 93% PTC Attendance

Junior High and High School

- 58% PTC Attendance

College and Career Student Exposure

- September 21, 2022 - 8 Students attended CCC Health Career Fair (sophomores & juniors)
- September 26, 2022 - 13 students attended College Fair at Kearney Catholic High School (sophomores & Seniors)
- September 28, 2022 - 8 Students attended UNK Health Career Fair (freshmen, junior & seniors)
- October 10, 2022 - 9 Students attended UNK Criminal Justice Fair (juniors & seniors)
- October 27, 2022 Seniors will be going to Creighton University and UNO
- September 28, 2022 - Mrs. Flint & Mrs. Meyer met with Senior parents - information about the FAFSA, and other necessary information

Respectfully Submitted,

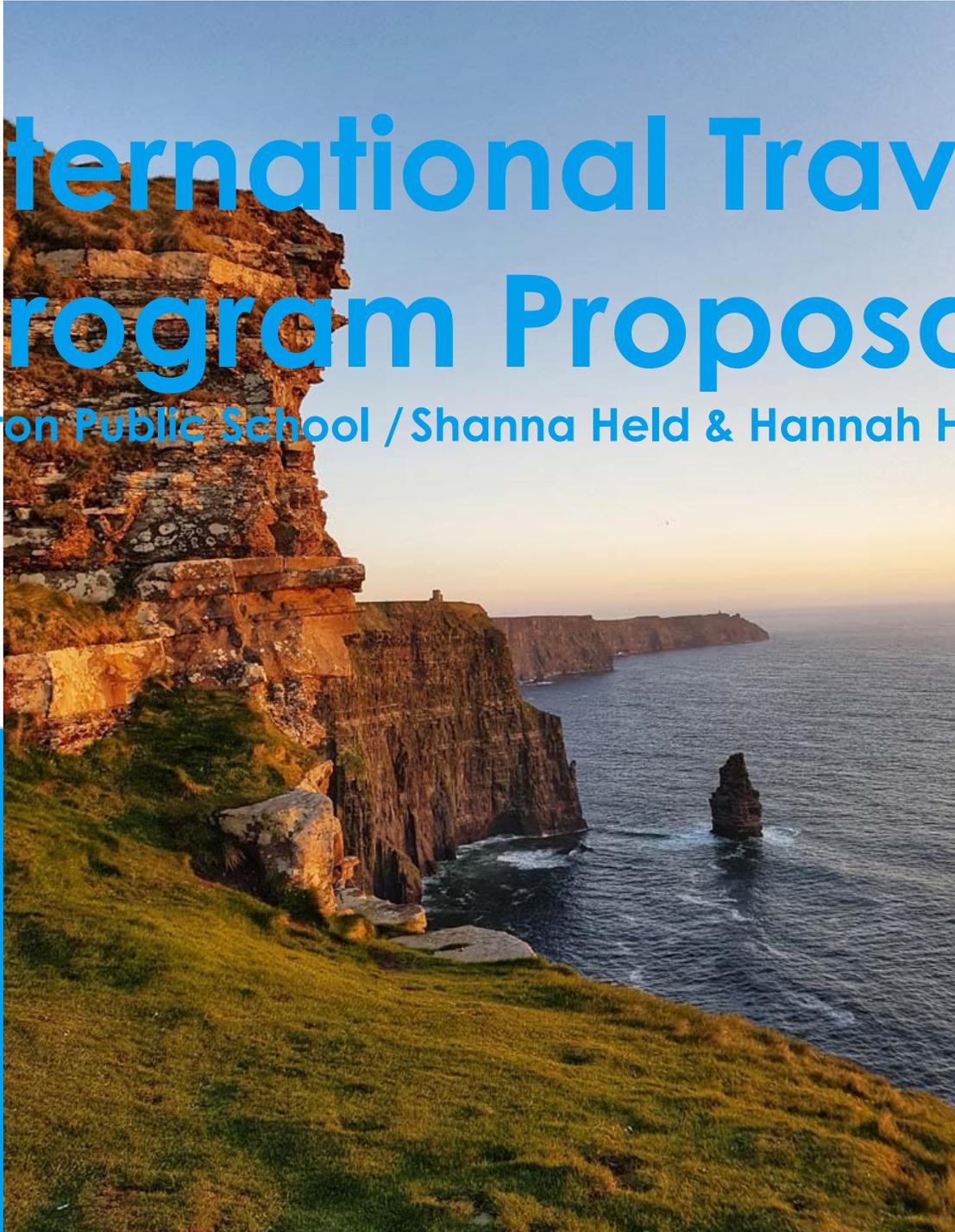
Jeff Kenton



EDUCATIONAL
TOURS

International Travel Program Proposal

Shelton Public School / Shanna Held & Hannah Horak



Agriculture in Ireland - Summer 2024

eftours.com/AGI

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

this document

- Pg. 2** Safety
- Pg. 4** Liability protection
- Pg. 6** Affordability
- Pg. 7** Educational value
- Pg. 8** Itinerary specifics
- Pg. 8** Cost and payment options
- Pg. 9** Sample hotels
- Pg. 10** Sample meals
- Pg. 11** Next steps

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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What's contained in

Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

***For specific information on EF's response to COVID-19, visit [eftours.com/covid](https://www.eftours.com/covid)**

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response

Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team

– Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Donation pages – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period - New travelers who enroll by October 1, 2022 can cancel for any reason up to 14 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day’s activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Price details	
<i>Agriculture in Ireland</i>	
Program Price* ¹	\$4,009
Includes:	
<ul style="list-style-type: none"> • Round-trip airfare and on tour transportation • Hotels with private bathrooms • Breakfast and dinner (see your itinerary for meal details) • Full-time Tour Director • Daily activities, tours and entrances to attractions 	
Global Travel Protection	\$190
EF's Peace of Mind Program *	Free
Total for Students (under 20)	\$4,199
20 monthly payments	\$206/mo
<hr/>	
Adult Supplement ²	\$660
Total for Adults	\$4,859
20 monthly payments	\$239/mo

Quote created on 9/9/2022

¹ *Program price valid for today. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at eftours.com/baggage. All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit eftours.com/bc. Some destinations may require aircraft insecticide treatment for in-bound foreign flights. Such destinations can be found at eftours.com/insecticide.

² Adult supplement required for travelers age 20 and older at the time of travel.

* We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Itinerary shown is for 2024 travel. Itineraries are subject to change biannually, please call for more details

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here is an example of hotels students might stay in on tour:

Aspect Hotel Park West | Dublin

www.aspecthotelparkwest.com

Aspect Hotel Dublin Park West is located within the award-winning Park West Business Campus, close to the city and all the major road networks. Access to and from the hotel is easy and convenient; it is situated just four miles West of Dublin City Centre. Guests can visit the many popular attractions including Dublin Castle and The Guinness Brewery.

Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of local dishes travelers may try at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

On tour, breakfast generally is simple and will be at the hotel; it could be plated or buffet-style. **Lunch** typically is your chance to make culinary discoveries of your own. **Dinners** will be a mix of familiar dishes and local specialties. All meals will be a mix of familiar dishes and local specialties all served from a pre-set group menu.



Ireland: Sample Meals

Irish Soda Bread, Beef Stew, chicken with mashed potatoes and gravy,

How I can help with next steps

My name is Jordan Negron and I am Shelton Public School's dedicated Tour Consultant. That means I'll be working with Shanna Held & Hannah Horak every step of the way to make sure everything is perfectly planned.

As we move forward in this process, here are some next steps to keep in mind:

- I will work closely with Shanna to craft a customized promotional plan that meets the needs of your community, in order to get as many families as possible to our parent enrollment meeting.
- We would love to hold our first enrollment meeting on October 5th, at 6:00 pm!

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,
Jordan Negrón
Tour Consultant
7209038524
jordan.negrón@ef.com

“I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel.”

Angela M., Administrator, Brunswick, ME

“I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy.”

- Chuck C., Group Leader, Central, SC

From a single tour to a whole program

A single tour can open up endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.

School Sponsored Trip Request Form

Name of the school club, organization, or group requesting this trip:

Non-club specific

Date request was submitted: *September 15, 2022* Dates of the trip: *late May 2024*

Sponsor's Name: *Shanna Held*

Additional supervisor's name (s): *Hannah Horak*

General description of the trip: (e.g. Where, purpose, educational outcomes, connection to standards, etc.)

- The itinerary & proposal are attached.
- Participating in global experiences for students increases student success and personal growth.
- An agriculture-based experience allows students to also make connections relevant to our community.

Who is eligible to attend? How are students selected if there is a selection process?

Any student who will be in grades 9-12 (or just graduated) at the time of the trip is eligible to attend. There is no selection process.

How many students will be going? *5-10*

Cost to the organization: *N/A*

Cost to the students: *\$4000-\$5000/student*

Cost to the district: *transportation to and from the airport*

Will the organization do fundraising for this trip? If so, what type of fundraising will be conducted?

Various fundraising opportunities will be available for students who wish to participate. These include selling popcorn/coffee, winter greenery, local products, etc.

Additional notes or comments regarding cost:

- The tour company (EF) also provides information on additional fundraising options including student scholarships.

Approval of principal: _____



EDUCATIONAL
TOURS



EF STEM

Agriculture in Ireland

10 days | Dublin, Kilkenny region, Galway

Get your hands dirty (literally) as you experience the farm-to-table journey—an important part of life in Ireland—by visiting a variety of local farms around the country. Learn about organic and sustainable farming practices, the impact of climate change on traditional food production, and how each agricultural product requires specialized care. Get to know Irish farmers and fishermen, learn about the business of farming, and engage in hands-on projects at dairy, potato, shellfish, or sheep farms. Balance your time on the Emerald Isle by exploring the vibrant, culture-packed, and welcoming streets of Dublin, Kilkenny, and Galway, and admire the Atlantic Ocean from atop the Cliffs of Moher.

Explore a world built on STEM

Science, Technology, Engineering, and Math shape communities across the globe. Our STEM-focused tours showcase the value of diverse ways of thinking and building, while also highlighting the powerful universality of STEM subjects. At EF, we've spent over 55 years witnessing the power of educational travel, and we know how it can transform STEM learners. Each STEM tour challenges travelers to think critically, and helps students develop innovative solutions to global problems.



What to expect on a STEM tour

EXPERIENTIAL LEARNING

Apply STEM principles by participating in project-based learning that goes well beyond theory.

INNOVATIVE LOCATIONS

Tour exciting international destinations that host some of the world's most advanced laboratories, universities, and companies, or are simply perfect global "classrooms" to study analytical issues of the day in real life.

INDUSTRY EXPERTS

Collaborate and learn with scientists, engineers, researchers, and other STEM practitioners in the field.



< Learn about the importance of potatoes in Irish history and culture.

YOUR EXPERIENCE INCLUDES

Full-time Tour Director; sightseeing tours; walking tours; farmer's market or urban farm visit; EPIC museum; potato farm tour; cattle or dairy farm visit and activities; Cliffs of Moher Interpretive Center; shellfish farm visit and activity; sheep farm visit and demonstration (*seasonal*); round-trip flights; 8 overnight stays in hotels; European breakfast and dinner included daily



“This was an awesome tour for our group. They got to experience a different part of the world while learning about culture, science, and the real business of agriculture all around them.”

Johana T., Agriscience Teacher and FFA Advisor



^

Learn about organic and sustainable farming while helping care for livestock.



Cliffs of Moher

Day 1: Fly overnight to Ireland

Day 2: Dublin

Meet your Tour Director at the airport in Dublin, your starting point to exploring Ireland's colorful cities, rolling hills, and rich agricultural industry. Take a walking tour of Dublin's winding streets and see iconic areas like Grafton Street and Temple Bar district. Then get your first look at what Irish farms produce at a local farmer's market or an urban farm.

Day 3: Dublin

Take a guided tour of Dublin with your expert local guide, where you will see Georgian squares, O'Connell Street, St. Stephen's Green, and Phoenix Park. Visit St. Patrick's Cathedral and EPIC, the interactive museum of Irish emigration, before partaking in an Irish folklore evening.

Day 4: Dublin | Kilkenny region

Tour a potato farm and learn about the importance of this crop in Irish history and culture before traveling southwest to Kilkenny. Known as the "Marble City," wander its medieval streets on your walking tour and visit places like Kilkenny Castle and St. Mary's Cathedral.

Days 5–6: Kilkenny region

Spend these days engaging in hands-on learning activities on several local cattle, produce, and dairy farms. While projects will vary by season and type of farm, you'll interact with local farmers and could assist them in harvesting, planting, or maintaining crops, processing milk, or feeding livestock. Then, explore a local farm or livestock market to learn about sustainable farming and modern challenges facing the traditional business of agriculture. Top off your visit to Kilkenny with a locally sourced dinner.

Day 7: Kilkenny region | Galway

On your way to Galway, the cultural and artistic capital of Ireland's west coast, visit the Cliffs of Moher to walk the cliffside paths and learn about its history at the Cliffs of Moher Interpretive Center. When you arrive in Galway, take a walking tour with your Tour Director, where you might see Eyre Square, famous for its merchant town houses, or Lynch's Castle, built in the 15th century.

Day 8: Galway

Spend the morning learning about the sustainability of oyster, mussel, or seaweed farming in the region and their environmentally restorative practices. Partake in a hands-on activity, which includes a meet-and-greet with local fishermen and a walk-through of the shellfish farm's production and processing facilities. Weather and tide permitting, you might have an opportunity to collect shellfish along the shore or in the harbor. Then visit a sheep farm to see a sheepdog demonstration (*seasonal*).

Day 9: Galway | Dublin

Spend your last day venturing back to Dublin, passing through the luscious, rolling hills of the Irish countryside. Take time to explore more of this lively city, and end your trip with a delicious farewell dinner.

Day 10: Depart for home

The world leader in international education

For over 55 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

AFFORDABILITY

Every student should have the opportunity to travel, which is why we're dedicated to providing the lowest prices.

INSIGHT

We believe in experiential learning at the most important sites. Your Tour Director is with you at every step, providing their own perspective and local tips.

SAFETY

We're committed to your safety. With 600+ schools and offices in over 50 countries, EF staff can react quickly and in person wherever you travel.

THE EASIEST WAYS TO ENROLL TODAY

Enroll online

eftours.com/enroll

Enroll by phone

800-665-5364

Mail your enrollment form

EF Educational Tours
Two Education Circle
Cambridge, MA 02141

PROPOSAL

Customer: Shelton School (279640)
Shelton School - 9th St. (32INV)
210 9th Street
Shelton, NE 68876-9639

Date: 8/30/2022
Quote #: 294658.1

Customer PO:
Work Order: 6848720

Project: Refrigeration Monitoring System

We propose to furnish the materials and/or perform the work described below:

Provide and install a new monitoring system for walk in cooler and freezer.
Unit to be mounted in IT room by gym.
Run sensor wires from unit to walk ins.
Make wiring connections.
Program the new system and start up.
Ethernet cable to unit to be provided and connected to the system by the customer's IT staff.
Will use 120 volt outlet in room to power unit.

We have included the following:

- All labor during regular business hours
- Final adjustment and calibration of equipment

We have not included:

- All work not specifically stated in this proposal
- Asbestos abatement or hazardous waste disposal
- Next day or Express shipping is not included

All for the sum of: four thousand one hundred ninety-seven dollars and fifty cents
\$4,197.50

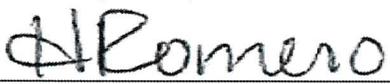
This proposal is subject to the terms and conditions as shown on the attached page.
This quote is good for 14 (fourteen) day(s).

Purchaser's Acceptance:
Shelton School - 9th St.

Respectfully Submitted:
The Waldinger Corporation

Signature

Date



Signature

8/30/2022

Date

Printed Name

Heather Romero

Printed Name

FEDERAL DISASTER RESOLUTION
SHELTON SCHOOL DISTRICT #10-0019

WHEREAS, the Federal Disaster Mitigation Act of 2000 was signed in to law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, a Multi-Jurisdictional Hazard Mitigation Plan was prepared by the Central Platte Natural Resources District, with assistance from JEO Consulting Group, Inc.

WHEREAS, the purpose of the mitigation plan was to lessen the effects of disasters by increasing the disaster resistance of the counties and participating jurisdictions located within the planning boundary by identifying the hazards that affect Shelton Public School and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards, and

WHEREAS, FEMA regulations require documentation that the plan has been formally adopted by the governing body of the Shelton Board of Education in the form of a resolution and further requesting approval of the plan at the Federal Level; and

NOW, THEREFORE, the governing body of Shelton Board of Education does herewith adopt the most recent and FEMA approved version of the Central Platte NRD Multi-Jurisdictional Hazard Mitigation Plan Update in its entirety; and

PASSED AND APPROVED this _____ day of _____, 2022.

President of the Board

ATTEST:

Clerk

School District Profile

Shelton Public Schools

**Central Platte NRD
Hazard Mitigation Plan Update**

2022

Local Planning Team

The Shelton Public Schools' local planning team for the hazard mitigation plan are listed in the table below along with the meetings attended. All participant worksheets were filled out and returned by the district.

Table SPS.1: Shelton Public Schools Local Planning Team

Name	Title	Jurisdiction	R1 Meeting	R2 Meeting
Shanna Gannon	Superintendent	Shelton Public Schools	Grand Island	Grand Island – Virtually

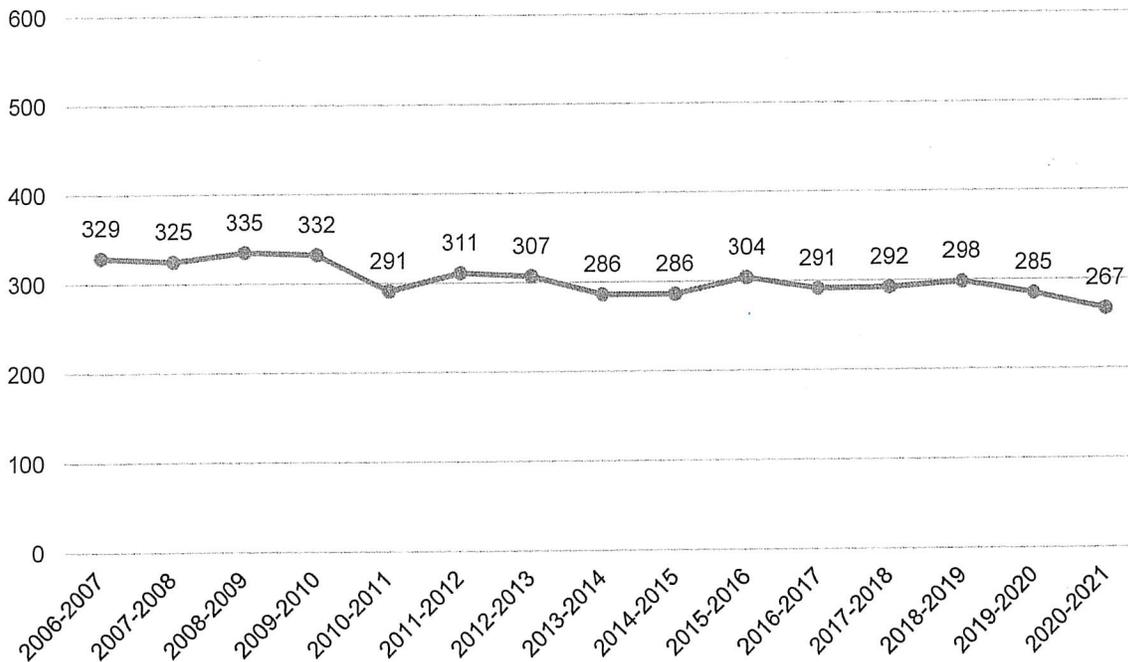
Location

Shelton Public Schools is located in eastern Buffalo County and western Hall County. It serves two schools: Shelton Elementary School and Shelton High School, which are located under one PK-12 school building. The school district provides services to students in the community of Shelton and the rural areas surrounding it.

Demographics

The following figure displays the historical student population trend starting with the 2006-07 school year and ending with the 2020-2021 year. It indicates that the student population has been declining since 2007. There are currently 267 students enrolled in the district.¹⁰⁷ The local planning team does not anticipate an increase in the student population in the coming years. Most students speak English but there are some speak Spanish.

Figure SPS.1: Student Population 2007-2021



Source: Nebraska Department of Education

¹⁰⁷ Nebraska Department of Education, July 2021. "2019-2020 Education Profile for District: Grand Island Public Schools." <https://nep.education.ne.gov//Districts/Index/40-0002-000?DataYears=20192020>

Figure SPS.2: Shelton Public Schools

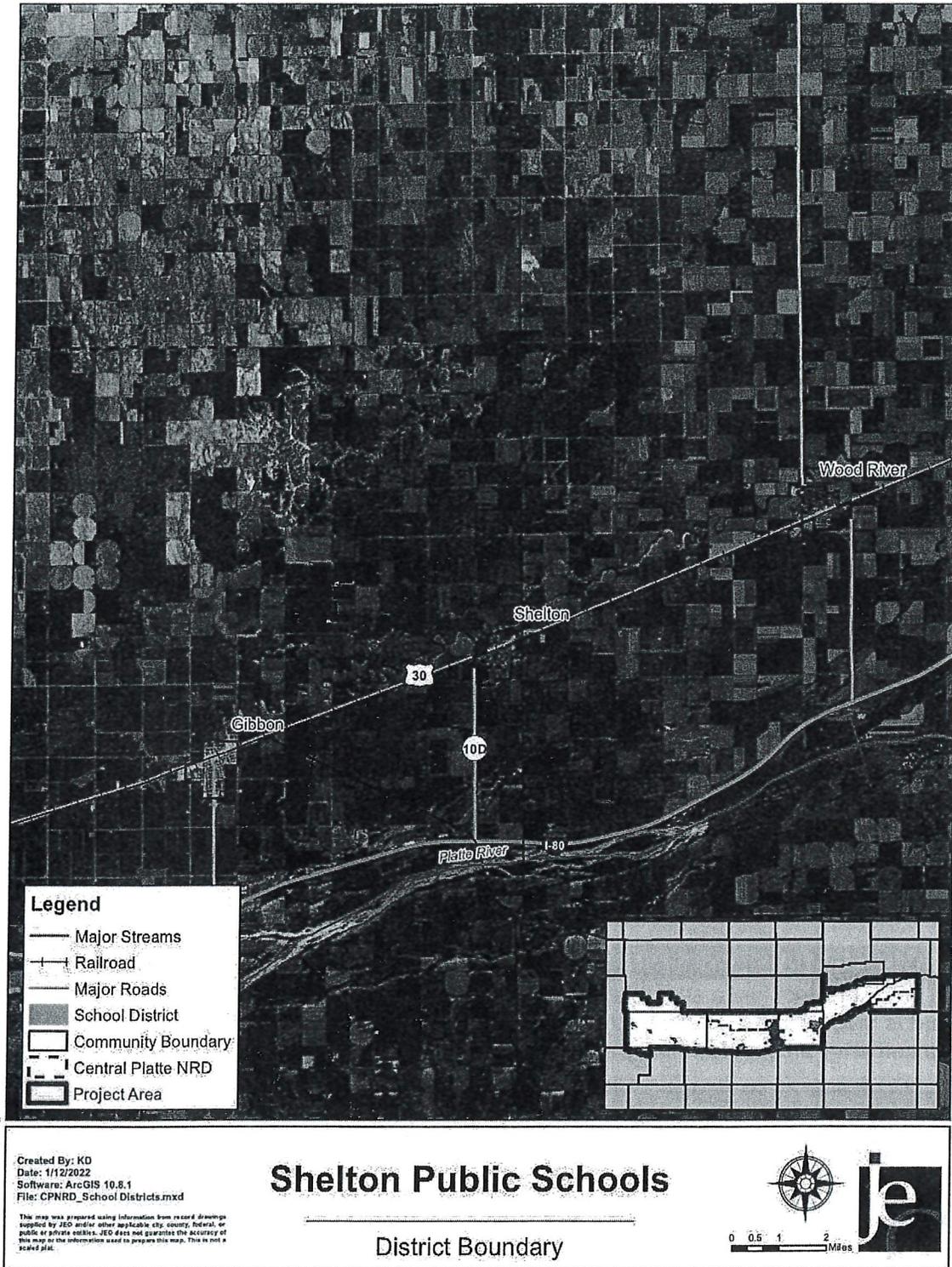
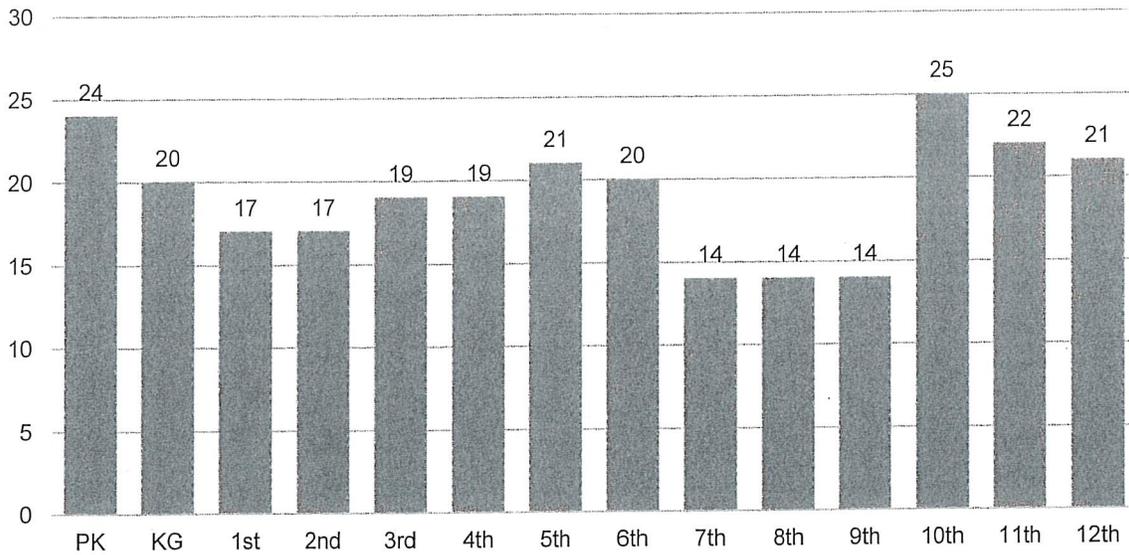


Figure SPS.3: Number of Students by Grade, 2020-2021



Source: Nebraska Department of Education

The figure above indicates that the largest number of students are in pre-kindergarten and 10th grades. The lowest population of students are in the 7th, 8th, and 9th grades. According to the Nebraska Department of Education (NDE), 40.8% of students receive either free or reduced priced meals at school. This is lower than the state average of 46.3%. Additionally, 18.5% of students are in the Special Education Program, the school mobility rate is 7.82%, and 11.1% of students are English Language Learners. These particular students may be more vulnerable during a hazardous event than the rest of the student population.

Table SPS.2: Student Statistics, 2020-2021

	School District	State of Nebraska
Free/Reduced Priced Meals	40.82%	46.33%
School Mobility Rate	7.82%	9.12%
English Language Learners	11.11%	7.25%
Special Education Students	18.52%	15.67%

Source: Nebraska Department of Education¹⁰⁸

Administration and Staff

The school district has a superintendent, one principal, and one assistant principal. The school board is made up of a six-member panel. 55 staff are employed by the district. Staff are trained on emergency procedures through emergency drills.

Capability Assessment

The capability assessment consisted of a review of local existing policies, regulations, plans, and programs with hazard mitigation capabilities. The following tables summarize the district's planning and regulatory capability; administrative and technical capability; fiscal capability; educational and outreach capability; and overall capability to implement mitigation projects. The local fire department participates in the annual safety meeting and also give input on the school's safety plan.

108 Nebraska Education Profile. "School Report Card." Accessed July 2021. <http://nep.education.ne.gov/Home/>.

District funds are limited to maintaining current facilities and systems, with a large portion already dedicated to replacing some of the HVAC units. Funds have decreased significantly over the past four years.

Table SPS.3: Capability Assessment

Survey Components/Subcomponents		Yes/No
Planning Capability	Capital Improvements Plan/Long-Term Budget	Yes
	Continuity of Operations Plan	No
	Disaster Response Plan	No
	Other (if any)	Crisis Handbook, Safety Plan
Administration & Technical Capability	GIS Capabilities	No
	Civil Engineering	No
	Local staff who can assess community's vulnerability to hazards	No
	Grant Manager	No
	Mutual Aid Agreement	No
	Other (if any)	-
Fiscal Capability	Applied for grants in the past	No
	Awarded grants in the past	No
	Authority to levy taxes for specific purposes such as mitigation projects	No
	Development Impact Fees	No
	General Obligation Revenue or Special Tax Bonds	Yes
	Approved bonds in the past	Yes
	Flood Insurance	No
	Other (if any)	-
Education & Outreach Capability	Local school groups or non-profit organizations focused on environmental protection, emergency preparedness, access, and functional needs populations, etc. (Ex. Parent groups, hazard mitigation boards, etc.)	No
	Ongoing public education or information program (Ex. Responsible water use, fire safety, household preparedness, environmental education, etc.)	No
	StormReady Certification	No
	Other (if any)	-
Drills	Fire	8 / year
	Tornado	2 / year
	Intruder	1 / year
	Bus evacuation	1 / year
	Evacuation	1 / year
	Other (if any)	-

Overall Capability	Limited/Moderate/High
Financial resources to implement mitigation projects	Limited
Staff/expertise to implement projects	Limited
Public support to implement projects	Moderate
Time to devote to hazard mitigation	Limited

Plan Integration

The school district has a safety plan that was last updated in 2021. The plan emergency procedures for bad weather, tornado watches, tornado warning, lightning, infrastructure failure, intruder, bomb threat, fire, and hazardous materials release. It also outlines staff training for safety related measures, communication during an event, and evacuation locations.

The school district also has a crisis handbook that has not been integrated with the HMP. This handbook was last updated in 2021. The district will seek out and evaluate any opportunities to integrate the results of the current hazard mitigation plan into other planning mechanisms and updates.

Future Development Trends

Over the past five years, there have been no major changes to the school building or within the district. There are no plans for any new construction or renovation at this time.

Community Lifelines

Transportation

Two major transportation corridors travel through the district: Interstate 80 and US Highway 30. The most traveled route is Interstate 80 with an average of 22,360 vehicles daily, 8,070 of which are trucks.¹⁰⁹ Two Union Pacific rail lines travel east to west through the district. Transportation information is important to hazard mitigation plans because it suggests possible evacuation corridors in the district, as well as areas more at risk of transportation incidents. The local planning team also identified a bus route that crosses the Platte River as a concern during flooding events. The district owns four buses with approximately 30 students bussed to and from school each day.

Hazardous Materials

According to the Tier II System reports submitted to the Nebraska Department of Environment and Energy, there are four chemical storage sites within the district which house hazardous materials. None of the sites are located near the school building. In the event of a chemical spill, the local fire department and emergency response may be the first to respond to the incident.

Table SPS.4: Chemical Storage Sites

Name	Address	Floodplain (Y/N)
Agricultural Services Inc.	523 Railroad St, Shelton, NE	N
Bosselman Oil Inc.	104 E Railroad St, Shelton, NE	N
Nebraska Central Telephone Co.	215 C St, Shelton, NE	N
NDOT Shelton Yard	4558 Shelton Rd, Shelton, NE	N

Source: Nebraska Department of Environment and Energy¹¹⁰

109 Nebraska Department of Roads. 2018. "Interactive Statewide Traffic Counts Map." <https://gis.ne.gov/portal/apps/webappviewer/index.html?id=bb00781d6653474d945d51f49e1e7c34>.
 110 Nebraska Department of Environment and Energy. "Search Tier II Data." Accessed June 2021.

Critical Facilities

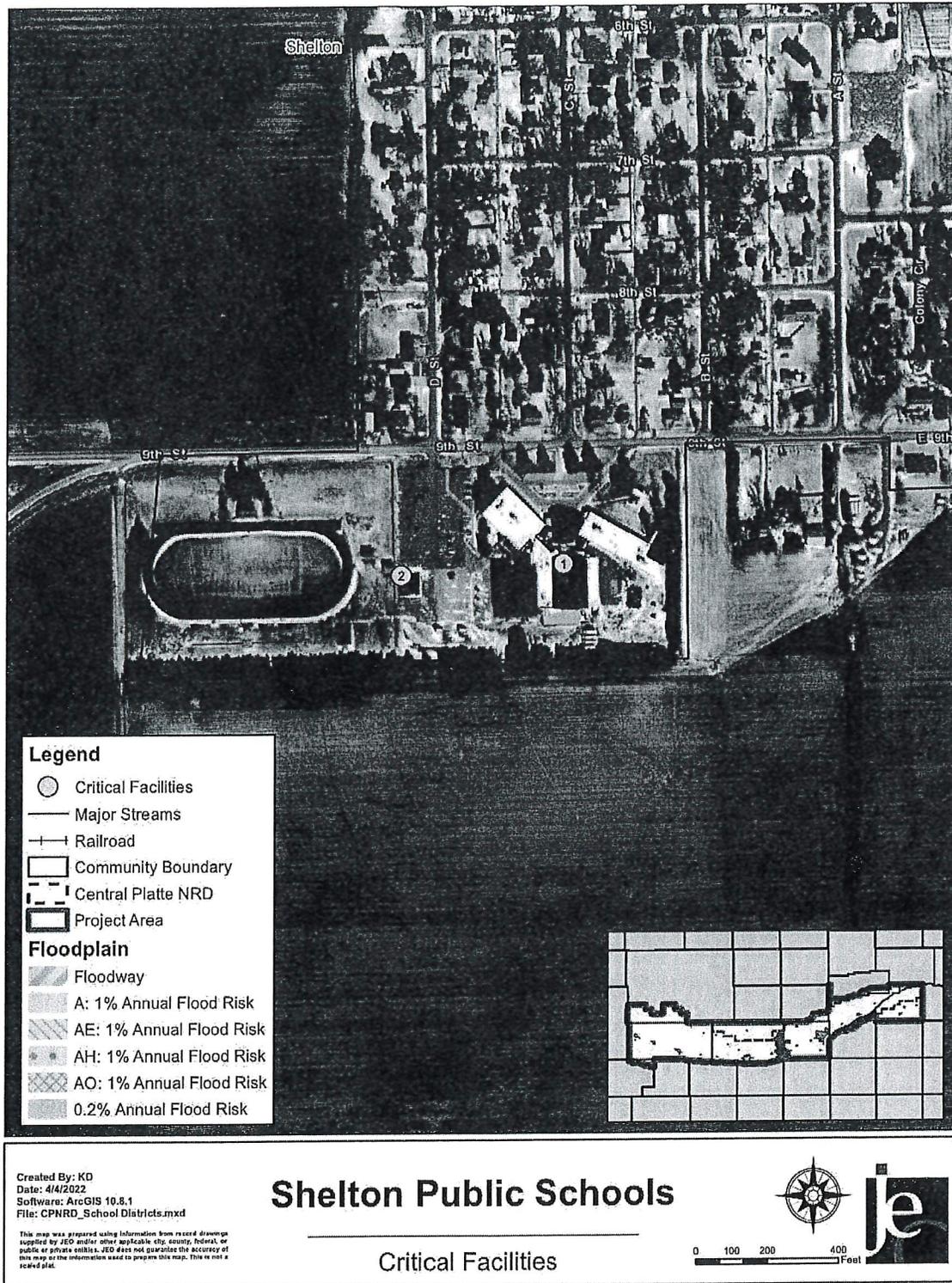
Each participating jurisdiction identified critical facilities vital for disaster response, providing shelter to the public, and essential for returning the jurisdiction’s functions to normal during and after a disaster per the FEMA Community Lifelines guidance. Critical facilities were identified during the original planning process and updated by the local planning team as part of this plan update. The following table and figure provide a summary of the critical facilities for the district.

Although they may not be listed in the table below, critical infrastructure also includes power infrastructure, cell towers, alert sirens, water infrastructure, wastewater infrastructure, and roadways.

Table SPS.5: Critical Facilities

CF Number	Name	Mass Care (Y/N)	Generator (Y/N)	Floodplain (Y/N)
1	Main School Building	Y	N	N
2	Storage Sheds and Garage	N	N	N

Figure SPS.4: Critical Facilities



Historical Occurrences

See the Buffalo County and Hall County profiles for historical hazard events, including the number of events, damage estimates, and any fatalities or injuries.

Hazard Prioritization

The hazards discussed in detail below were either identified in the previous HMP and determined to still be of top concern or were selected by the local planning team from the regional list as relevant hazards for the district. The local planning team prioritized the selected hazards based on historical hazard occurrences, potential impacts, and the district's capabilities. For more information regarding regional hazards, please see *Section Four: Risk Assessment*.

Public Health Emergency

The ongoing Covid-19 pandemic has caused the local planning team to identify public health emergencies as a top hazard of concern. The main concern of the district is the potential for Covid-19 or a variant to cause the school to close for a period of time. The greatest impact of Covid-19 to the school district has been in the absence of staff and students due to illness or quarantine. During the 2021-2022 school year, the school closed down for 2 days due to staff illness and the lack of substitutes available. To help reduce the impact of Covid-19, the school has performed measures such as requiring masks, social distancing, cohorting classes for lunch, increasing handwashing, disinfecting highly touched surfaces, and asking any staff or students that experience symptoms to stay home. During future outbreaks the school would like to provide access to free masks, but these can become expensive for the district to purchase for students and staff.

Severe Thunderstorms

Damage to the school and injuries to staff and students are the primary concerns related to severe thunderstorms. District administrators are alerted of severe weather through alerts on cell phones. The school has experienced damage to trees and the greenhouse in the past due to thunderstorm events. The power lines are buried, protecting them from the potential of being knocked over by high winds or falling trees. While the school does not experience power outages often, it is a concern due to the disruption it would have on the learning environment. As a precaution against power outages, all vital online data is backed up to an offsite server. Mitigation actions to help reduce the impact of a severe thunderstorm on the school include continued education through weather webinars, keeping trees trimmed and ensuring loose materials are picked up around school grounds.

Severe Winter Storms

Primary concerns for winter storms are potential damages to the school or injuries to staff and students. Travel to and from activities in icy or snowy conditions is also a concern. The greatest impact to the school district from a severe winter storm is the closure or delay of school sessions. Closures and delays impact not only the students learning but also the safety of the students trying to get to or from school. During the extremely cold temperature in February 2021, the school district decided to close. The cold temperatures created an unsafe environment for students to be transported to and from school. As a result, students were impacted by a loss of learning on those days.

The school plans for up to four snow days per year. If the school does deem it necessary to delay or cancel the school day, students and families will be notified through the school-wide communication system Swiftreach. This system can send phone calls, text messages, and/or emails to registered parents. If the delays or cancelations are due to severe weather, they are

also posted on Weatherthreat.com and 10/11 NOW. Removal of a large amount snowfall is contracted with an outside company. Removal of a small snowfall amount is performed by the school custodians. The school's biggest goal is to communicate weather related closings as soon as possible for staff living outside the district or for employees who get to school very early such as custodial staff or kitchen workers. Early communication is also needed for families that may need to make alternative arrangements for children if school is not in session.

Tornadoes and High Winds

The safety of staff and students is the highest priority to the school during a tornado or high wind event. The Shelton Public School District has not been impacted by tornadoes or high winds in the past, but the threat is present. In the event of a tornado or dangerous high wind event, students are instructed to take shelter in a bathroom, locker room, or other interior location. Along a bus route, drivers will have students exit the bus and get down in a low area and cover their heads. The district performs two tornado drills each school year.

Mitigation Strategy

New Mitigation Actions

Mitigation Action	Backup and Emergency Generators
Description	Provide backup and emergency generators for the school in the event of power loss.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$40,000+
Local Funding	Budget
Timeline	5+ Years
Priority	Low
Lead Agency	Superintendent, County Emergency Manager
Status	Not Started

Mitigation Action Name	Public Awareness/Education
Description	Participate in local weather webinars to stay abreast of current severe weather in our area.
Hazard(s) Addressed	Tornado and High Winds
Estimated Cost	Staff Time
Local Funding	Staff Time
Timeline	Ongoing
Priority	Medium
Lead Agency	Superintendent, Principal, Hastings Weather Station
Status	In Progress.

Plan Maintenance

Hazard Mitigation Plans should be living documents and updated regularly to reflect changes in hazard events, priorities, and mitigation actions. These updates are encouraged to occur after every major disaster event, alongside planning documents, during the fall before the HMA grant cycle begins, and/or prior to other funding opportunity cycles begin including CDBG, Water Sustainability Fund, Revolving State Fund, or other identified funding mechanisms. The Head of Buildings and Grounds, the Principal, and the Superintendent will be responsible for reviewing and updating the plan. This committee will review the plan annually at a regular monthly board meeting that is open to the public.

POLICY 9027 9006: ADMISSION OF PART TIME STUDENTS

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by **August 1st** of the year of enrollment. For second semester high school courses, the application must be filed by **January 1st**. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, **transcripts from exempt school**, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma, qualify for class ranking, **or honor roll** unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence.

Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 10 credit hours per semester. Exempt school students must follow all of the rules and regulations associated with extracurricular activities outlined in the Activity's Handbook. Exempt school students who are not enrolled in at least 10-credit hours may not participate in extracurricular sports and activities. All part-time students must meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating in the sport or activity.

Exempt school students who transfer into the district will be considered a transfer student and shall be ineligible for varsity competition for ninety school days unless the home school is located in the same school district as the high school to which the student is transferring.

The school district will determine whether credits awarded to exempt transfer students will be accepted for the purpose of eligibility for extracurricular sports and activities pursuant to the board's policy on Grade Placement and Academic Credits of Transfer Students.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation by virtue of their status as part-time students.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: 9/14/20

Revised on: _____

Reviewed on: _____

POLICY 5013: DATA BREACH RESPONSE

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Staff members with access to district devices,
4. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.
2. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.
3. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which district personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Affected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: 07/10/17

Revised on: 7/9/18

Reviewed on: _____

POLICY 5015: WORKPLACE OR NON-WORKPLACE INJURIES OR ILLNESS AND RETURN TO WORK

Reporting Workplace Injuries. Staff members who are injured while performing duties or who witness workplace injuries must report them to the superintendent or superintendent's designee as soon as possible after being injured or witnessing an injury. Staff members must prepare written statements regarding the injuries they sustained or witnessed when they are asked to do so by the school district. Failure to report a workplace injury as a witness will constitute insubordination and neglect of duty and may result in adverse employment action up to and including termination or cancellation of employment. Failure to report workplace injuries may also result in delayed or forfeited benefits to which an employee may otherwise be entitled.

Returning to Work after Workplace Injuries or Non-Workplace Injuries or Illness. Staff members whose injuries or illness prevent them from completing any or all of their duties, whether or not incurred at work, may be permitted to continue working or may be offered modified duty positions as required by law or as determined appropriate by the superintendent. This policy does not guarantee a limited or modified assignment during the recovery period unless it is otherwise required by law. The employee may be required to provide a return to work certification or report from their treating physician which delineates any restrictions, modifications, or accommodations needed to allow the employee to perform the essential functions of their position.

Termination After Workplace Injuries or Illness. Unless otherwise covered in an individual employment contract, employees may be terminated after suffering a workplace injury or illness when the district has a legitimate, nondiscriminatory reason for doing so. Such reasons include but are not limited to:

- Necessity to fill the position to maintain continuous services as required by law or district policy or standards;
- Performance deficiencies of the employee unrelated to the injury or illness;
- Unavailability of substitute or replacement employees;
- When the absence will negatively impact students' educational experience or opportunities; or
- Any other reason not otherwise prohibited by law.

The district may make such employment determinations regardless of whether the employee has returned to work and regardless of whether a medical professional has certified that the employee has reached maximum medical improvement. In the event the injury or illness lasts beyond the amount of leave time provided by the district and by the Family Medical Leave Act, which is generally no greater than 12 weeks, the employee may be terminated even if the employee remains eligible for Workers' Compensation under state law or short or long-term disability under a policy available through the district. In no event will an employee be terminated as retaliation for filing a Workers' Compensation claim.

Termination After Non-Workplace Injuries. Unless otherwise covered in an individual employment contract or prohibited by law, employees who are unable to perform any of the

essential functions of their positions with reasonable accommodation(s) due to injury or illness occurring outside of the workplace may be terminated. The employee's position or a similar position will be held open only as required by law, such as the Family Medical Leave Act.

Adopted on: 07/10/17

Revised on: _____

Reviewed on: _____

POLICY 5012: SCHOOL SAFETY AND SECURITY

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decides that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval.
- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis & Safety Teams

The Superintendent shall appoint members to serve on the school district's crisis and safety teams. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Students
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audit using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

School principal shall adopt a protocol for visitors to his/her building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

School principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Lock Down Drill: One conducted during the first semester of school.
- iv. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by the crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: 12/12/16

Revised on:

Reviewed on: 11/14/16

POLICY 5014: TECHNOLOGY IN THE CLASSROOM

I. In General

The district desires to use technology in a way that aids in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member. Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device. **Any personal, non-district issued device, should connect only to the following networks, eduroam or Shelton Public. These devices are not to connect to Shelton Private.**

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen-in" functionality must have that function disabled while the student using the device is in a district classroom. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

B. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

- A. School as Agent: The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

- B. District Applications: The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

- C. Staff-Selected Applications.
 - 1. Staff are permitted to select applications for use in the classroom.

 - 2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: 07/09/18

Revised on:

Reviewed on:

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

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

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

substantially similar evaluation.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____