

Regular Meeting of the Shelton Public Schools Board of Education
Monday, October 16, 2023
the Elementary Conference Room
7:30 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, October 16, 2023 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2008. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Absent, Lisa Stewart: Present, Dana Tompkin: Absent. Present: 4, Absent: 2.

Administrators Dr. Gannon, Mrs. Meyer and Mr. Kenton were present as well as 2 visitors.

Motion made by Chris Lewis seconded by Russ Muhlbach to excuse Dana Tompkin and Emmy Power from the meeting. Vote: Passed

Emmy Power: Absent, Dana Tompkin: Absent, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Lisa Stewart: Yea
Yea: 4, Nay: 0, Absent: 2

2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Kay Johnson to review and approve minutes from the Regular Board Meeting on 9/11/23, the Budget Hearing on 9/25/23 and the Special Board Meeting on 9/25/23 as presented. Vote: Passed

Emmy Power: Absent, Dana Tompkin: Absent, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Lisa Stewart: Yea
Yea: 4, Nay: 0, Absent: 2

2.b. Review and approve claims

Motion made by Lisa Stewart seconded by Russ Muhlbach to review and approve claims 56101 to 56170 in the amount of \$241,045.28 plus regular payroll. Vote: Passed

Emmy Power: Absent, Dana Tompkin: Absent, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Lisa Stewart: Yea
Yea: 4, Nay: 0, Absent: 2

3. Request to address the Board of Education

No requests to address the board were made.

4. Reports

4.a. Financial Report

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

4.b. Board Report

4.c. Superintendent's Report

Dr. Gannon reported that the school audit has been completed, results will be available in a few weeks and a safety inspection of the school by Alicap has been completed.

4.d. Elementary Principal's Report

Mr. Kenton reported that parent-teacher conferences were well attended, CCC dental hygiene students came and did a presentation and screening of PK-K students and a letter had been sent out indicating updated guidelines for dropoff and pickup of students.

4.e. Secondary Principal's Report

Mrs. Meyer reported that parent-teacher conferences were well attended and weekly problem solving meetings on Wednesday afternoons allowed the teachers to collaborate offer feedback and immediate help to students in need.

5. New Business

5.a. Information regarding the elementary ELA intervention mCLASS

Mrs. Kropp presented the mClass assessment suite being utilized in K-6th grade for ELA.

5.b. Review and/or revise the Shelton Safe Return Plan

Motion made by Lisa Stewart seconded by Kay Johnson to to approve the Shelton Safe Return Plan as revised. Vote: Passed
Emmy Power: Absent, Dana Tompkin: Absent, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Lisa Stewart: Yea
Yea: 4, Nay: 0, Absent: 2

5.c. Consider designating equipment as surplus to be sold or discarded from district inventory.

Motion made by Chris Lewis seconded by Russ Muhlbach to approve the list of designated items as surplus to be sold or discarded. Vote: Passed
Emmy Power: Absent, Dana Tompkin: Absent, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Lisa Stewart: Yea
Yea: 4, Nay: 0, Absent: 2

5.d. Consideration to adopt a safe pupil transportation plan to fulfill a Rule 10 requirement.

Motion made by Lisa Stewart seconded by Kay Johnson to adopt the Safe Pupil Transportation Plan as revised. Vote: Passed

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

Yea: 4, Nay: 0, Absent: 2

- 5.e. Review and/or revise Policy 9022 Standards of Conduct for participating in extracurricular and co-curricular activities, 9023 Medication of students, 9024 Student illness, 7033 Nebraska family military leave act

Motion made by Chris Lewis seconded by Russ Muhlbach to approve Policy 9022 Standards of Conduct for participating in extracurricular and co-curricular activities, Policy 9023 Medication of Students, Policy 9024 Student Illness and Policy 7033 Nebraska Family Military Leave Act as revised. Vote: Passed

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

Yea: 4, Nay: 0, Absent: 2

- 5.f. Consideration to recognize the Shelton Education Association as the negotiating body for the 23-24 school year.

Motion made by Russ Muhlbach seconded by Lisa Stewart to recognize the Shelton Education Association as the negotiating body for the 23-24 school year. Vote: Passed

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

Yea: 4, Nay: 0, Absent: 2

6. Old Business

7. Adjournment

Motion made by Lisa Stewart seconded by Russ Muhlbach to adjourn at 8:38 pm. Vote: Passed

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

Yea: 4, Nay: 0, Absent: 2

Respectfully Submitted,
Lisa Stewart, Secretary

Regular Meeting of the Shelton Public Schools Board of Education
Monday, September 11, 2023
the Elementary Conference Room
7:30 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, September 11, 2023 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

Administrators Dr. Gannon, Mr. Kenton and Mrs. Meyer were present as well as 3 visitors.

2. Routine matters

2.a. Review and approve minutes

Motion made by Emmy Power seconded by Kay Johnson to review and approve minutes of the regular board meeting from Monday August 14, 2023 as presented. Vote: Passed

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

2.b. Review and approve claims

Motion made by Lisa Stewart seconded by Dana Tompkin to review and approve claims 56026 to 56098 in the amount of \$348,272.47 plus regular payroll. Vote: Passed

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

3. Request to address the Board of Education

No requests were made to address the board.

4. Reports

4.a. Financial Report

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

4.b. Board Report

No committees met this month.

4.c. Superintendent's Report

Dr. Gannon reported on current grant applications and ongoing data collection for NDE. The joint hearing location has been changed to the Buffalo County Extension Building at 1400 E 34th St, Kearney, NE on September 19th at 6:30 pm. The safety committee has also been preparing for the annual safety drills.

4.d. Principal's Report

Mr. Kenton reported a PK-6 enrollment of 173 students, reading assessments have been completed and MAP testing is underway. Parent-Teachers Conferences will be held Wednesday September 20th from 4-8 pm and Thursday September 21st from 8 am- noon.

Mrs. Meyer reported a 7-12 enrollment of 110 students, 11 students are currently taking college classes for dual credit and MAP testing has been completed. Fall sports are off to a great start and homecoming activities last week were well attended.

5. New Business

5.a. Consideration to establish program capacity in a resolution on school district standards for acceptance or rejection of option enrollment for late applications for the 2023-2024 school year.

Motion made by Chris Lewis seconded by Emmy Power to approve the Optional Enrollment Resolution for 2023-2024 as revised. Vote: Passed

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

5.b. Consideration to establish program capacity in a resolution on school district standards for acceptance or rejection of option enrollment applications for the 2024-2025 school year.

Motion made by Russ Muhlbach seconded by Kay Johnson to approve the Optional Enrollment Resolution for 2024-2025 as revised. Vote: Passed

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

5.c. Review and possibly revise policy 7015 Credit for Experience and College Credit, 9015 Protection of Pupil Rights, 9016 Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services, 9017 Student Restraint and Seclusion, 9020 Student Records, 9034 Option Enrollment

Motion made by Chris Lewis seconded by Lisa Stewart to approve the following policies as revised: Policy 7015 Credit for Experience and College Credit, 9015 Protection of Pupil Rights, 9016 Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services, 9017 Student Restraint and Seclusion, 9020 Student Records and 9034 Option Enrollment. Vote: Passed

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

5.d. Discussion regarding the 23-24 school budget

Dr. Gannon and the board discussed the 2023-2024 budget and information for the upcoming joint hearing.

5.e. Consideration to designate technology equipment and Anatomy textbooks as surplus

Motion made by Lisa Stewart seconded by Emmy Power to move designated technology and textbooks as presented to surplus. Vote: Passed

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

5.f. Consideration to approve a teaching contract for Kambria Chohon beginning January 2, 2024.

Motion made by Chris Lewis seconded by Dana Tompkin to approve the teaching contract for Kambria Chohon beginning January 2, 2024 as presented. Vote: Passed

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

6. Old Business

7. Adjournment

Motion made by Kay Johnson seconded by Emmy Power to adjourn at 9:20 pm. Vote: Passed

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

Respectfully Submitted,
Lisa Stewart, Secretary

Budget Hearing of the Shelton Public Schools Board of Education
Monday, September 25, 2023
the Elementary Conference Room
7:30 PM

Vice President Muhlbach called the Budget Hearing of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, September 25, 2023 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

Dr. Gannon was present and there were no visitors in attendance.

Motion made by Russ Muhlbach seconded by Dana Tompkin to to excuse Chris Lewis from the Shelton Public Schools Board of Education Budget Hearing. Vote: Passed
Chris Lewis: Absent, Kay Johnson: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea
Yea: 5, Nay: 0, Absent: 1

2. Request to address the Board of Education

No requests were made to address the board.

3. Discussion regarding the proposed 2023-2024 Budget

The board discussed the joint hearing and budget for the 23-24 school year.

4. Adjournment

Motion made by Lisa Stewart seconded by Emmy Power to Adjourn at 7:40 pm. Vote: Passed
Chris Lewis: Absent, Kay Johnson: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea
Yea: 5, Nay: 0, Absent: 1

Respectfully Submitted,
Lisa Stewart, Secretary

Special Board Meeting
Monday, September 25, 2023
the Elementary Conference Room
7:30 PM

Vice President Muhlbach called the Special Board Meeting to order at 7:30 PM on Monday, September 25, 2023 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

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

Dr. Gannon was present and there were no visitors in attendance.

Motion made by Russ Muhlbach seconded by Dana Tompkin to excuse Chris Lewis from the Special Board Meeting. Vote: Passed

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

2. Requests to address the board

No requests were made to address the board.

3. Consideration to approve the property tax request resolution

Motion made by Emmy Power seconded by Kay Johnson to approve the property tax resolution as presented. Vote: Passed

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

4. Consideration to approve the 2023-2024 budget

Motion made by Lisa Stewart seconded by Dana Tompkin to approve the budget for the 2023-2024 school year. Vote: Passed

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

5. Adjournment

Motion made by Russ Muhlbach seconded by Emmy Power to adjourn at 7:45 pm. Vote: Passed
Chris Lewis: Absent, Kay Johnson: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart:

Yea, Dana Tompkin: Yea
Yea: 5, Nay: 0, Absent: 1

Respectfully Submitted,
Lisa Stewart, Secretary

Petty Cash Reimbursement - 9/5/2023-9/27/2023					
Date	Check #	Vendor	Cost	Program	Amount
9/5/2023	3479	Capital One	\$ 91.42	Sec Misc	\$123.38
9/12/2023	3480	Sam's Club - Payment	\$ 77.67	Elem Misc	\$45.71
9/21/2023	3481	Shelton Postage	\$ 60.00	Postage	\$60.00
9/21/2023	3482	NE Secretary of State	\$ 30.00	Business Manager Dues/Fees	\$30.00
9/27/2023	3483	Business Card	\$ 2,396.63	Board Other	\$449.05
				Extra Curricular Misc	\$212.01
				Ag Supplies	\$125.00
				Music	\$110.55
				Elem SPED	\$607.99
				PK Para Prof Development	\$100.00
				HS SPED	\$299.00
				Admin Supply	\$50.89
				Tech Supplies	\$141.36
				Secondary Teaching	\$199.00
				Secondary Periodical	\$29.99
				Maint of Building	\$22.79
				Fuel SPED	\$49.00
		Total	\$ 2,655.72		\$2,655.72

Sep-23

Card-0236	Vendor	Cost	Program	Amount
	Little Cesears	\$ 95.42	FFA	\$ 220.42
Card-3923	Full Bloom	\$ 58.85	Board Other	\$ 449.05
	Tractor Supply	\$ 212.01	Extra Curricular Misc	\$ 212.01
	Image Market- Stu Co	\$ 819.75	Student Council	\$ 819.75
	Convergent	\$ 250.00	Ag Supplies	\$ 125.00
	Home Depot	\$ 110.55	Music	\$ 110.55
	Image Market-Spanish Club	\$ 573.50	Spanish Club	\$ 1,271.30
	Everyday Speech	\$ 9.99	Elem SPED	\$ 607.99
	UNK E-Market	\$ 100.00	PK Prof Develop Para	\$ 100.00
Card-3923	Teach Town	\$ 299.00	HS SPED	\$ 299.00
	Teach Town	\$ 598.00	XCFR	\$ 408.82
	Get Sauced BBQ	\$ 390.20	Admin Supply	\$ 50.89
Card-8527	GetSprints	\$ 408.82	Tech Supplies	\$ 41.37
	EdWeek Digital	\$ 9.95	Secondary Teaching	\$ 199.00
Card-1495	Technology Supplies	\$ 41.37	Secondary Periodical	\$ 29.99
	Office Depot	\$ 40.94	Maint of Building	\$ 22.79
	DropBox	\$ 199.00	Technology Web	\$ 99.99
	Lincoln Journal Star	\$ 29.99	FBFR	\$ 83.76
	Home Depot	\$ 22.79	SPED Fuel	\$ 49.00
	GoDaddy-Web Domain	\$ 99.99		
	UNL Lied Center	\$ 697.80		
Card-4217	Walmart	\$ 38.88		
	Hy-Vee	\$ 44.88		
	Love's	\$ 49.00		
	Total	\$ 5,200.68	Total	\$ 5,200.68

Shelton Public Schools

Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 56101; End Check Number: 56170; Check Status: Paid; Created On: 10/12/2023 3:00:44 PM

Bank	Account Number				
Cornerstone Bank	031038968				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
10/16/2023	56101	Payroll Liability	Aflac	\$2,043.12	Paid
10/16/2023	56102	Payroll Liability	Blue Cross Blue Shield	\$49,215.81	Paid
10/16/2023	56103	Payroll Liability	Companion Insurance Company	\$106.50	Paid
10/16/2023	56104	Payroll Liability	Credit Management Services, Inc.	\$214.53	Paid
10/16/2023	56105	Payroll Liability	Dist. 19 Payroll Acct.	\$7,124.86	Paid
10/16/2023	56106	Payroll Liability	District 19 Payroll Acct.	\$46,179.73	Paid
10/16/2023	56107	Payroll Liability	Horace Mann Life Insurance Co	\$200.00	Paid
10/16/2023	56108	Payroll Liability	Payroll Account - Dist 19	\$225.00	Paid
10/16/2023	56109	Payroll Liability	Principal Life Insurance Co	\$771.36	Paid
10/16/2023	56110	Payroll Liability	Shelton School Payroll Acct.	\$41,367.01	Paid
10/16/2023	56111	Payroll Liability	Vision Service Plan	\$488.72	Paid
10/13/2023	56112	Accounts Payable	Albrecht, Marcus K	\$23.55	Paid
10/13/2023	56113	Accounts Payable	Amazon Capital Services, Inc.	\$439.08	Paid
10/13/2023	56114	Accounts Payable	Amplify Education, Inc.	\$3,816.72	Paid
10/13/2023	56115	Accounts Payable	Ask Supply Co., LLC	\$641.10	Paid
10/13/2023	56116	Accounts Payable	Black Hills Energy	\$652.37	Paid
10/13/2023	56117	Accounts Payable	Carolina Biological Supply Company	\$1,114.76	Paid
10/13/2023	56118	Accounts Payable	Cash-wa Distributing Co.	\$630.50	Paid
10/13/2023	56119	Accounts Payable	CDW Government, Inc.	\$3,898.60	Paid
10/13/2023	56120	Accounts Payable	Cengage Learning	\$225.75	Paid
10/13/2023	56121	Accounts Payable	CL Repair	\$65.40	Paid
10/13/2023	56122	Accounts Payable	Clipper Publishing Co., Inc.	\$1,975.50	Paid
10/13/2023	56123	Accounts Payable	Computer Hardware, Inc.	\$2,642.50	Paid
10/13/2023	56124	Accounts Payable	Computerware, Inc.	\$252.00	Paid
10/13/2023	56125	Accounts Payable	Copper Penny Station, LLC	\$1,936.03	Paid
10/13/2023	56126	Accounts Payable	Cornelius, Jacqueline S	\$9.50	Paid
10/13/2023	56127	Accounts Payable	Culligan	\$45.00	Paid
10/13/2023	56128	Accounts Payable	DAS State Accounting - Central Finance	\$267.63	Paid
10/13/2023	56129	Accounts Payable	Eakes Office Solutions	\$1,747.35	Paid
10/13/2023	56130	Accounts Payable	Educational Service Unit #10	\$43,583.60	Paid
10/13/2023	56131	Accounts Payable	Egan Supply Co.	\$4,228.82	Paid
10/13/2023	56132	Accounts Payable	Harris School Solutions	\$1,784.79	Paid
10/13/2023	56133	Accounts Payable	Heartland Disposal, Inc.	\$385.00	Paid
10/13/2023	56134	Accounts Payable	Hobby Lobby Stores, Inc	\$75.13	Paid
10/13/2023	56135	Accounts Payable	Hometown Leasing	\$653.27	Paid
10/13/2023	56136	Accounts Payable	J.W. Pepper & Son, Inc.	\$646.77	Paid
10/13/2023	56137	Accounts Payable	Kearney County Clerk	\$1.34	Paid
10/13/2023	56138	Accounts Payable	KSB School Law PC LLO	\$210.00	Paid
10/13/2023	56139	Accounts Payable	L and N Enterprises	\$30.00	Paid
10/13/2023	56140	Accounts Payable	Larry's Market	\$114.39	Paid
10/13/2023	56141	Accounts Payable	Todd C. Sutton	\$633.36	Paid
10/13/2023	56142	Accounts Payable	Masters True Value	\$313.13	Paid
10/13/2023	56143	Accounts Payable	Matheson Tri-Gas, Inc.	\$580.61	Paid
10/13/2023	56144	Accounts Payable	MCI	\$63.27	Paid
10/13/2023	56145	Accounts Payable	Menards	\$47.32	Paid
10/13/2023	56146	Accounts Payable	Menards - Grand Island	\$93.75	Paid
10/13/2023	56147	Accounts Payable	Nebr Assoc Of School Boards	\$427.00	Paid
10/13/2023	56148	Accounts Payable	NCSA	\$1,155.00	Paid

10/13/2023	56149	Accounts Payable	Nebraska Air Filter, Inc.	\$492.24	Paid
10/13/2023	56150	Accounts Payable	Nebraska Central Telephone Co	\$268.88	Paid
10/13/2023	56151	Accounts Payable	Nebraska Public Power Dist.	\$7,063.83	Paid
10/13/2023	56152	Accounts Payable	Nebraska Safety Center @ UNK	\$100.00	Paid
10/13/2023	56153	Accounts Payable	Optum	\$150.00	Paid
10/13/2023	56154	Accounts Payable	RAI of Nebraska	\$50.00	Paid
10/13/2023	56155	Accounts Payable	Rasmussen Mechanical Services	\$614.27	Paid
10/13/2023	56156	Accounts Payable	Read Naturally	\$290.00	Paid
10/13/2023	56157	Accounts Payable	rSchoolToday (DWC)	\$75.00	Paid
10/13/2023	56158	Accounts Payable	Scholastic, Inc.	\$98.84	Paid
10/13/2023	56159	Accounts Payable	School Specialty Inc	\$41.59	Paid
10/13/2023	56160	Accounts Payable	Shelton School Petty Cash	\$2,655.72	Paid
10/13/2023	56161	Accounts Payable	SiteOne Landscape Supply, LLC	\$1,195.23	Paid
10/13/2023	56162	Accounts Payable	Soar Learning, Inc	\$924.00	Paid
10/13/2023	56163	Accounts Payable	Spracklin Chiropractic	\$90.00	Paid
10/13/2023	56164	Accounts Payable	SWAY MEDICAL, INC.	\$379.30	Paid
10/13/2023	56165	Accounts Payable	Texthelp Inc	\$787.50	Paid
10/13/2023	56166	Accounts Payable	Village Of Shelton	\$1,045.49	Paid
10/13/2023	56167	Accounts Payable	Kevin Willis	\$155.03	Paid
10/13/2023	56168	Accounts Payable	Woodward Disposal Service, Inc.	\$26.50	Paid
10/13/2023	56169	Accounts Payable	Yanda's Music	\$700.83	Paid
10/13/2023	56170	Accounts Payable	Zimmerman Printing & Shirt Shack	\$494.50	Paid
Sub Total				\$241,045.28	
Grand Total				\$241,045.28	

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY23-24; Begin Date: 10/01/2023; End Date: 10/31/2023; Bank: [All]; Sort By Element: FUND;
 Account Expression: ([FUND] = "01") ; Created On: 10/12/2023 2:56:37 PM

Check Date	Check Number	Payee	Type	Amount
10/13/2023	56112	Albrecht, Marcus K	Accounts Payable	\$23.55
10/13/2023	56113	Amazon Capital Services, Inc.	Accounts Payable	\$439.08
10/13/2023	56114	Amplify Education, Inc.	Accounts Payable	\$3,816.72
10/13/2023	56115	Ask Supply Co., LLC	Accounts Payable	\$641.10
10/13/2023	56116	Black Hills Energy	Accounts Payable	\$652.37
10/13/2023	56117	Carolina Biological Supply Company	Accounts Payable	\$1,114.76
10/13/2023	56118	Cash-wa Distributing Co.	Accounts Payable	\$630.50
10/13/2023	56119	CDW Government, Inc.	Accounts Payable	\$3,898.60
10/13/2023	56120	Cengage Learning Inc	Accounts Payable	\$225.75
10/13/2023	56121	CL Repair	Accounts Payable	\$65.40
10/13/2023	56122	Clipper Publishing Co., Inc.	Accounts Payable	\$1,975.50
10/13/2023	56123	Computer Hardware, Inc.	Accounts Payable	\$2,642.50
10/13/2023	56124	Computerware, Inc.	Accounts Payable	\$252.00
10/13/2023	56125	Copper Penny Station, LLC	Accounts Payable	\$1,936.03
10/13/2023	56126	Cornelius, Jacqueline S	Accounts Payable	\$9.50
10/13/2023	56127	Culligan	Accounts Payable	\$45.00
10/13/2023	56128	DAS State Accounting - Central Finance	Accounts Payable	\$267.63
10/13/2023	56129	Eakes Office Solutions	Accounts Payable	\$1,747.35
10/13/2023	56130	Educational Service Unit #10	Accounts Payable	\$43,583.60
10/13/2023	56131	Egan Supply Co.	Accounts Payable	\$4,228.82
10/13/2023	56132	Harris School Solutions	Accounts Payable	\$1,784.79
10/13/2023	56133	Heartland Disposal, Inc.	Accounts Payable	\$385.00
10/13/2023	56134	Hobby Lobby Stores, Inc	Accounts Payable	\$75.13
10/13/2023	56135	Hometown Leasing	Accounts Payable	\$653.27
10/13/2023	56136	J.W. Pepper & Son, Inc.	Accounts Payable	\$646.77
10/13/2023	56137	Kearney County Clerk	Accounts Payable	\$1.34
10/13/2023	56138	KSB School Law PC LLO	Accounts Payable	\$210.00
10/13/2023	56139	L and N Enterprises	Accounts Payable	\$30.00
10/13/2023	56140	Larry's Market	Accounts Payable	\$114.39
10/13/2023	56141	M&K Electric	Accounts Payable	\$633.36
10/13/2023	56142	Masters True Value	Accounts Payable	\$313.13
10/13/2023	56143	Matheson Tri-Gas, Inc.	Accounts Payable	\$580.61
10/13/2023	56144	MCI	Accounts Payable	\$63.27
10/13/2023	56145	Menards	Accounts Payable	\$47.32
10/13/2023	56146	Menards - Grand Island	Accounts Payable	\$93.75
10/13/2023	56147	Nebr Assoc Of School Boards	Accounts Payable	\$427.00
10/13/2023	56148	Nebr. Council of School Administrators	Accounts Payable	\$1,155.00
10/13/2023	56149	Nebraska Air Filter, Inc.	Accounts Payable	\$492.24
10/13/2023	56150	Nebraska Central Telephone Co	Accounts Payable	\$268.88
10/13/2023	56151	Nebraska Public Power Dist.	Accounts Payable	\$7,063.83
10/13/2023	56152	Nebraska Safety Center @ UNK	Accounts Payable	\$100.00
10/13/2023	56153	Optum	Accounts Payable	\$150.00
10/13/2023	56154	RAI of Nebraska	Accounts Payable	\$50.00
10/13/2023	56155	Rasmussen Mechanical Services	Accounts Payable	\$614.27
10/13/2023	56156	Read Naturally	Accounts Payable	\$290.00
10/13/2023	56157	rSchoolToday (DWC)	Accounts Payable	\$75.00
10/13/2023	56158	Scholastic, Inc.	Accounts Payable	\$98.84
10/13/2023	56159	School Specialty Inc	Accounts Payable	\$41.59
10/13/2023	56160	Shelton School Petty Cash	Accounts Payable	\$2,655.72
10/13/2023	56161	SiteOne Landscape Supply, LLC	Accounts Payable	\$1,195.23
10/13/2023	56162	Soar Learning, Inc	Accounts Payable	\$924.00
10/13/2023	56163	Spracklin Chiropractic	Accounts Payable	\$90.00

10/13/2023	56164	SWAY MEDICAL, INC.	Accounts Payable	\$379.30
10/13/2023	56165	Texthelp Inc	Accounts Payable	\$787.50
10/13/2023	56166	Village Of Shelton	Accounts Payable	\$1,045.49
10/13/2023	56167	Willis Repair, LLC	Accounts Payable	\$155.03
10/13/2023	56168	Woodward Disposal Service, Inc.	Accounts Payable	\$26.50
10/13/2023	56169	Yanda's Music	Accounts Payable	\$700.83
10/13/2023	56170	Zimmerman Printing & Shirt Shack	Accounts Payable	\$494.50
Sub Total				\$93,108.64

DISTRICT 19 FINANCIAL STATUS AS OF September 30, 2023

CASH RESERVES:

GENERAL FUND CASH RESERVE	(9/29/2023 Interest + \$1313.20)	\$1,029,790.33
SPECIAL BUILDING CASH RESERVE	(9/29/2023 Interest + \$126.36)	\$84,678.01

TOTAL CASH RESERVE ACCOUNTS: \$1,114,468.34

SAVINGS:

GENERAL FUND CR SAVINGS 5882	(9/29/2023 Interest + \$184.53)	\$296,242.19
		\$296,242.19

UNEMPLOYMENT SAVINGS #5891	(9/29/2023 Interest + \$130.59)	\$25,556.94
VEH/BUS ACQ. Savings #9457	(9/29/2023 Interest + \$428.51)	\$83,863.62
TECHNOLOGY ACQ SAVINGS # 5918	(9/29/2023 Interest + \$264.83)	\$51,830.17
PARKING LOT DEPR. SAVINGS #5909	(9/29/2023 Interest + \$363.62)	\$71,164.17
BAND UNIFORM SAVINGS #5900		\$0.10
HVAC Savings #9475	(9/29/2023 Interest + \$870.23)	\$170,310.63

TOTAL DEPRECIATION SAVINGS: \$402,725.63

TOTAL SAVINGS: \$698,967.82

TOTAL OF DISTRICT FUNDS: \$1,813,436.16

<u>TAXES:</u>	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$717,826.27	\$11,897.50	GENERAL	\$1,326,032.52
HALL	\$207,477.62	\$3,488.28	DEPRECIATION	\$402,725.63
ADAMS	\$10,513.52	\$177.09	LUNCH	\$16,696.70
KEARNEY	\$27.96	\$0.48	SPECIAL BLDG	84,678.01
TOTAL TAXES	\$935,845.37	\$15,563.35		

Net Wages	\$ 165,103.66
Employee - Liabilities	\$ 87,936.13
General Fund Expenditures	\$ 93,108.64
Receipts for Sept 2023	\$ 1,021,586.38

SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON

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

Superintendent Report for September 2023

School Finance

- School audit was conducted October 11-13. It usually takes a few weeks to get the results. Everything seems to be going well.

School Safety

- The safety inspection for Alicap was conducted on September 19. A copy of the report is attached. The findings were similar to previous years and the recommendations usually require significant expense for upgrades.
 - The items blocking the doors in the wrestling room have been removed and that area is on the schedule to be cleaned and organized.
- The Rule 10 safety audit has not been scheduled yet. I found out last week the person who has done the safety inspections in the past is no longer offering those inspections. I am working with other schools that used that same consultant to see if we can figure out another solution to get this safety inspection completed.

Negotiations

- According to my notes, I believe it is the board turn to make the first offer this year.
- Is there a date that would work for the initial meeting and dinner? Last year we met at Railside in Gibbon at 6:00 pm on November 8.

Next month will be time for my quarterly update on Superintendent goals.

Respectfully submitted,

Dr. Gannon



**2023-2024 SUMMARY REPORT
CARL DIETZ, LOSS CONTROL CONSULTANT
SHELTON PUBLIC SCHOOLS**

Member School District: Shelton

Inspection date: September 18, 2023

NASB Loss Control Consultant: Carl Dietz

Key persons met with: Shanna Gannon, Superintendent; Micah King, Maintenance

Work Comp: 2023-1.20; 2022-1.23; 2021-.85; 2020-0.89; 2019-1.25; 2018-1.11.

BUILDING OVERVIEW:

- ❖ The PK-12 building is at the south end of the town.
- ❖ The football field and track are west of the main building.

NOTES FROM ADMINISTRATIVE INTERVIEW

- I. **CYBER SECURITY:** ALICAP is able to offer Cyber Security Coverage for districts which have 5 critical controls in place: \$250,000 limit with a \$25,000 deductible. More information can be found at: www.cybridgepro.com
 - A. Shelton is currently listed as Nonqualified.
 - B. Ransomware Tracker submitted-Yes
 - C. The district has not completed Multi-factor authentication for students.
 - D. The district accounting software is backed up at a remote site.
 - E. The Student Information System is backed up at a remote site.
- II. **SAFETY COMMITTEES:** Guidelines are listed at the bottom of this report.
 - A. Rule 10 Safety Committee-The Rule 10 and LB 757 Worker Safety Committee are the same. The committee meets at least quarterly, the meetings are documented and there is a follow-up to correct any concerns. The buildings and grounds are in Excellent condition. Law enforcement, maintenance staff, community members, school administration, teachers and parents are part of this committee.**The Rule 10 Safety Inspection will be completed later this year.** Law enforcement, the school nurse, maintenance staff, community members, school administration, teachers and parents are part of this committee.
- III. **SEXUAL HARRASSMENT/ABUSE/TITLE IX:** ALICAP's SafeSchools Training program recently added over 15 training courses on Sexual Abuse and Molestation. These courses are intended for administrators as well as staff. Due to recent SAM claims activity in our state, and in our ALICAP pool, we are needing every member to look at their policies and train their administrators and staff on this subject.
 - A. One of the most significant changes in the new regulations is expanding the people who can--on behalf of the school district--have "actual knowledge" of sexual harassment to ALL EMPLOYEES. **KSB provides training for staff members**
 - B. **DATING VIOLENCE:** Nebraska Education Law 79-2,141 (3) "To ensure notice of a school district's dating violence policy, the policy shall be published in any

school district handbook, manual, or similar publication that sets forth the comprehensive rules.” (4) “Each school district shall provide dating violence training to staff deemed appropriate by a school district’s administration.” 79-2, 141 “Each school district shall incorporate dating violence education that is age-appropriate into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.” The district currently complies with these laws.

C. **Title IX Guidelines**-August 2020: The items below have been completed.

1. Coordinator (1) your Title IX Coordinator must be an employee; and (2) you cannot have the Title IX Coordinator or investigator also serve as the decision-maker or the individual who would hear an appeal. The Title IX Coordinator has been identified. The district Investigator and Decision Maker need to be identified and trained.
2. Make sure your Title IX policy is updated. The new regulations require you to provide notice of your Title IX policy and your grievance procedure. This includes posting it on your website and including it in your handbooks.

IV. **Concussion Protocol**: Staff members have been trained on concussion protocol.

V. **Suicide Prevention**: All staff members have completed the NDE required suicide awareness/prevention training.

VI. **Job Descriptions** are current and they include lifting requirements.

VII. **Monthly tours** of the buildings-administrators and the safety committee look for safety hazards.

VIII. **MSDS**-The Safety Data Sheets are available.

IX. **Accident Reports**-Accident reports are filled out when an employee is injured on the job.

X. **Drills**-Tornado- Fire (within the first two weeks of school) completed

XI. **Safe Schools**-143 Completions

XII. **Other training**

A. Bus evacuation drill complete-I recommend practicing with handicapped students.

B. AED training, CPR, First Aid all complete.

C. Evacuation and unification drills

XIII. **Seizure training-COMLETE.**

A. Anaphylaxis -- Statute, 79-3204 --Beginning with school year 2022-23, in addition to any other professional development and collegial planning activities for certificated school employees, each certificated school employee shall participate in a minimum of one hour of self-study review of seizure disorder materials at least once in every two school years.

B. Asthma-Anaphylaxis -- Statute, 79-3203 -- Each school shall have at least one school employee at each school who has met the training requirements necessary to administer or assist with the self-administration of seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved.

INTERIOR WALK THROUGH SUMMARY

COMMENDATIONS

1. The science room had all the necessary safety equipment.
2. All the safety equipment is in place in the kitchen area. The boiler inspection stickers are now in the boiler room.
3. The staff and administration should be commended for monitoring the halls during student passing periods. This practice helps keep the halls safe and helps minimize bullying.
4. Custodial closet doors are shut and locked.
5. The hallways and classrooms were very clean and well maintained.
6. The district has a secure entry system.
7. All classrooms were locked when occupied.
8. Emergency lights have been installed in the shop.

RECOMMENDATIONS

1. The welding shop still needs a ventilation system, it's nonexistent
2. The kitchen storage areas is very tight with a lot of boxes, making it difficult to get boxes off shelves
3. Emergency exits are blocked in the wrestling area. A large rope was blocking one exit. The wrestling room has a lot of equipment that needs to be moved out not a safe area
4. The kiln in the art room was not in a separate room, and there were some cords on the floor which are trip hazards
5. Combustibles and corrosive acids are now located in a separate cabinet. Flammables are labeled but the corrosives need to be properly labeled.

EXTERIOR WALK THROUGH SUMMARY

COMMENDATIONS

1. The loading/unloading zone is identified and appears to be very safe for children.
2. The exterior of the building is clean and clear of trash. The exterior appearance was very attractive.

RECOMMENDATIONS

1. Exterior doors on the west side of the building are not locked.
2. There's a lot of stuff on the outside of the welding shop that needs to be trashed
3. There's some broken asphalt on the playground area that probably needs to be repaired
4. The fall area around the playground equipment needs more rubber mulch.
5. Crosswalks need to be painted on the north side of the building on the street

TRANSPORTATION FLEET:

1. All school districts need to conduct bus evacuation drills. Rule 91 Section IV, subsection C-2 of Standard 17 of the Federal Highway Safety Act of 1966 and Section 79-609(2)(a) R.R.S. states: "At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills." Leaders and Helpers should be

identified during the evacuation training. Bus evacuation drills are performed twice annually.

2. RULE 92 005.41A2 Each bus shall be equipped with a durable webbing cutter (belt cutter) having a full width handgrip and a protected, replaceable or non-corrodible blade. The belt cutter shall be mounted in a location accessible to the seated driver in an easily detachable manner.
 - a. **Bus number 3 had all the safety equipment, but we could not find the seat belt cutting device.**
 - b. **Bus 16 M did not have a body fluid cleanup kit and there are things laying on the floor that could become projectiles when there's an accident. Please remove or secure all items on the bus.**

RULE 10 AND LB-757 SUMMARY

SUMMARY OF RULE 10 AND LB 757 GUIDELINES:

- (1) One set of requirements comes from the Nebraska Department of Education Rule 10. These requirements include that the school district has a safety committee composed of representatives of the faculty, parents, and community. The committee meets at least once a year and keeps accurate documentation of the meeting(s). The school district shall bring in an outside person to conduct an annual safety review and write a report and submit the written report to the superintendent.
- (2) The other requirement is found in Nebraska law 48-443 (from LB-757 1993). The school district is an employer, and as such, all state and federal worker safety laws apply to your school district. The law requires that you have a safety committee that meets quarterly and documents these meetings (keep the records for at least three years). The composition of the safety committee includes representatives from all departments (teachers, maintenance/custodial, secretarial, kitchen, transportation, and para's). (1)(a) Not later than January 1, 1994, every public and private employer subject to the Nebraska Workers' Compensation Act shall establish a safety committee. Such committee shall adopt and maintain an effective written injury prevention program. (b) A client of a professional employer organization is not relieved of its obligation to establish a safety committee based on its workers being co-employees of the professional employer organization. A professional employer agreement shall not allocate the client's responsibility to establish a safety committee to the professional employer organization. For purposes of this subdivision, the terms client, professional employer organization, and professional employer agreement shall have the same meaning as in section 48-2702. This subdivision became operative on January 1, 2012.

DISCLAIMER

Because it is solely your responsibility to make safety and health inspections and take whatever actions may be necessary to prevent losses, enforce safety procedures, detect and eliminate hazardous conditions and comply with any federal, state or local law, annual NDE Rule 10 review or any other rule or regulation concerning safety or health, we must advise you that by conduction of surveys and issuing recommendations or reports, ALICAP does not undertake to render services or assume a duty to you or for your benefit or to any third person or for that person's benefit. ALICAP's surveys, recommendations and reports are made solely for the purpose of aiding us in reducing our losses and are not intended to detect or point out all the hazardous

conditions on your property or in your operations. There may be hazardous conditions on your property or in your operations which have not been either detected or pointed out to you. You must not rely solely on ALICAP's surveys, recommendations or reports to discover any hazardous conditions as it is your responsibility to do so.

Carl Dietz, NASB, ALICAP
308 289-3920

SHELTON PUBLIC SCHOOLS

P.O. Box 610, Shelton, NE 68876

sheltonbulldogs.org



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

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

September 15, 2023

Dear Parents and Guardians,

I hope this message finds you well. As we embark on a new school year, we want to ensure the safety and efficiency of our after-school dismissal process. We appreciate your cooperation in making this a smooth and hassle-free experience for everyone involved.

To maintain a safe and organized dismissal process, we kindly request that you adhere to the following guidelines:

1. **Stay in Your Vehicle:** We strongly encourage parents and guardians to remain in their vehicles during pickup. Our staff members will assist your child in safely getting into the vehicle. This minimizes foot traffic and keeps the flow of traffic moving.
2. **Arrival Time:** We recommend arriving a few minutes early to avoid congestion during peak dismissal times. Early arrivals help to distribute traffic more evenly.
3. **Follow Staff Instructions:** Our staff members are here to assist you. Please follow their instructions, especially when it comes to merging into the pickup line or parking in designated areas.

Minimizing Visits to the School: To reduce traffic congestion and maintain a safe environment, we kindly ask that you minimize your visits to the school campus during dismissal hours. If you need to visit the school for any reason, please consider doing so before or after the dismissal period.

We understand that some situations may require a visit to the school during dismissal hours, and we will do our best to accommodate those needs. However, by reducing unnecessary visits, we can collectively help keep the traffic flow smooth and ensure the safety of all students.

Your cooperation in following these guidelines is greatly appreciated. Our top priority is the safety and well-being of our students, and together, we can create a positive and efficient dismissal experience for everyone. If you have any questions or concerns regarding our dismissal procedures, please do not hesitate to reach out to our school office. We look forward to a successful school year and appreciate your partnership in maintaining a safe and orderly dismissal process.

Thank you for your understanding and support.

Sincerely,

Jeff Kenton

To: Board of Education
From: Jeff Kenton
Date: October 16, 2023
Re: Board Report

Enrollment

- 172

Elementary

- 88% PTC Attendance
- 93% PTC Attendance last year during Fall Conferences

PK & K Dental Screenings

- CCC Dental Health Clinic was held on October 10th. CCC students first went into the classroom, presented an educational piece about dental health and hygiene, and then they screened the students.

Elementary Quiz Bowl

- Competed in Holdrege on Oct. 12th. This is their second meet of the school year.

New Staff Training

- Day 3 of first-year teacher training was held at ESU 10 on October 11th. Mrs. Gomez and Miss Oxford both attended.
- The focus for day 3 was Assessment
 - Grading Practices
 - Formative Assessments
 - Summative Assessments

Ongoing Professional Development for CKLA

- ESU 10 received a grant to assist with the implementation of high-quality instructional materials. They are using the grant to host three afternoons of Zoom Strengthen Sessions for Amplify CKLA. These sessions are FREE to ESU 10 schools, and districts.
- Shelton Elementary will be participating in these Strengthening Sessions

Sept 27, 2023, 12 p.m. – 3 p.m. on Zoom

- [K-2 Planning](#)
- [3-5 Planning](#)

Nov 1, 2023, 12 p.m. – 3 p.m. on Zoom

- [K-2 Small Group Instruction](#)
- [3-5 Small Group Instruction](#)

Jan 19, 2024, 12 p.m. – 3 p.m. on Zoom

- [K-2 Writing](#)
- [3-5 Writing](#)

Pick Up and Drop Off Update

- See attached letter

Respectfully Submitted,

Jeff Kenton

To: Board of Education
From: Jenette Meyer
Date: October 16, 2023
Re: Board Report

7-12 Enrollment: 110

- Parent Teacher Conferences:
 - 7-12 had 53% attendance
 - 22-23 = 58%
 - 21-22 = 43%
- Semester Tests
 - During the high school staff meeting we discussed the percentage semester tests should weigh.
 - Staff consensus 7th - 8th grade semester test weighs 10%
 - 9th - 12th grade semester test stays the same at 20%
- Fall Sports
 - From Mr. Province:
 - According to the NSAA Football manual, and after a conversion between the NSAA and AD Ryan Province, Shelton will be able to receive a one cycle (two year) exemption for 6-man football.
 - The bylaw reads:
 - i. If during the immediate preceding classification period a school's BOY three-grade enrollment submitted to the Nebraska Department of Education was 27 or less and if that school has been playing 6-man football, such school may remain eligible for 6-man football for one more classification period, even though its new three-grade enrollment exceeds 27.
 - Page 29 - <https://nsaa-static.s3.amazonaws.com/textfile/fbl/fbmanual.pdf>
 - This states that because we were 6-man eligible for the 22-23 cycle and because we actually played 6-man that same cycle, we will be eligible for 6-man football playoffs for one more cycle despite our number being over the 27 cutoff. If after this next two year cycle (24-25) our number is still over 27 boys in grades 9-11, we would have to then play 8-man or be ineligible for 6-man playoffs starting in the fall of 2026.
 - District Cross Country - all high school runners had personal records, but unfortunately no one qualified for State Cross Country.
 - TVC Volleyball begins on 10/14
- Weekly problem solving meetings:
 - They have been attended by all staff and we have been able to discuss and problem solve 3-4 students regularly. Have definitely seen improvements with everyone on the same page.
 - This has been a great opportunity for all staff to offer feedback on students on a regular basis, we have been able to help students immediately.

Respectfully submitted,
Jenette Meyer

mCLASS



K-6 Assessment and Intervention Program

What is mCLASS?

mCLASS is a teacher-administered assessment and intervention suite for kindergarten through sixth grade.

We are able to complete beginning, middle, and end of the year assessments on all of our students kindergarten through sixth grade. We are also able to progress monitor at any time for extra data to support our instruction.

mCLASS has a dyslexia screener and offers intervention options and reports for our teachers and administrators. It provides detailed insight into our students' development and skills.

Benchmark and Progress Monitoring

mCLASS measures are consistent within a grade level to help us easily monitor our student's growth across benchmark periods.

Progress monitoring assessments are given between benchmark periods (approximately every 14 days) and can be conducted as often as needed to check a student's progress and help teachers know which students are making adequate progress toward the next benchmark goal and which students may need additional instructional support.

Intervention

mCLASS Intervention uses results from the assessments to create profiles of students.

Then, we analyze those results to determine the skills that each of our students who are below grade-level should focus on.

During WIN time, I pull groups of students who need the extra support and focus on those skills for 30 minute blocks.

Intervention

mCLASS Instruction provides targeted instructional materials and activities to implement during WIN time.

The assessment data provides unique information about a student's development, potential risk areas, and areas in need of support. It also stores our data for each year, so we can look back at previous years, when needed.

WIN Time

Along with the classroom teachers, I group each class according to their results on the mCLASS DIBELS assessment.



Home Connect

With mCLASS, parents and guardians have access to their child's results from each completed measure.

Home Connect provides resources for families to practice and reinforce important skills specific to their child's progress.

We provided these Home Connect letters for parents at conferences, which shows their child's results, an overview of their child's skills, and a list of targeted activities to help their child's skill development.

Shelton Public Schools

Return To School Plan

The purpose of this document is to outline the protocols Shelton Public Schools will follow for in-person learning in the 2022-23 school year. The return to school protocols were created to create a safe and predictable environment that can be used by parents, students, staff, and community during the COVID-19 pandemic. **The district realizes that COVID-19 is unpredictable and as a result, these protocols may need to be modified as needed to ensure the safety of all staff, students, and patrons.**

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

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

Maintaining Health and Safety

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

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

Universal and Correct Wearing of Masks

Green, yellow, orange, and red will be based on the percent of students and staff absent due to any illness for a three day period. Anyone with an alternate diagnosis from a doctor or a COVID negative test will not be counted in the illness percentages. In the event that a new variant becomes a threat, this plan and protocols will be revisited.

0% people absent due to illness	2% people absent due to illness	4% people absent due to illness	5% people absent due to illness
In the green zone, students and staff are not required to wear masks but may do so if they choose.	In the yellow zone, students and staff will be encouraged to wear masks, but not required.	In the orange zone students will socially distance when possible and masks are recommended but not required.	In the red zone, students and staff will be highly recommended to mask at all times in school and at school activities.

Modifying Facilities to Allow For Physical Distancing

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

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

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

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

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

Isolation					Return To School
Day 1 First day of experiencing symptoms	Day 2	Day 3	Day 4	Day 5 Fever free without fever reducing medications for 24 hours and symptoms are resolving.	Day 6  Wearing a mask for the next 5 days. Athletes will also need to wear a mask during practice and at games days 6-10.

Students or staff who come in direct contact with someone who has tested positive for COVID-19 at school will be notified and should monitor for symptoms. If students or staff begin to experience symptoms they will stay home and follow the isolation protocol.

If a household member is positive all members of the household must wear a mask for 10 days when around others and monitor for symptoms in lieu of quarantine.

Diagnostic and Screening Testing

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

Appropriate Accommodations For Children With Disabilities

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

Efforts To Provide Vaccinations to School Communities

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

Coordination With State and Local Health Officials

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

Ensuring Continuity of Services

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

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

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

to ask questions in class, study in effective ways, and have ownership of their progress and learning.

Public Comment Requirements

The plan is reviewed every 6 months during a monthly board of education meeting at which time the public is welcome to give feedback on the plan during the public comment period.

Uniform Format

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

Reviewed: 8/15/22, 3/13/23

Revised: 3/14/22

Name or description of item	Quantity
Red salad bar- for smaller students	1
table 71 1/2"x35 1/2"	1
table 72 1/2"x30"	4
table 60"x36" damage to corners	3
metal rolling table 36"x24"	1
table 60"x36"	1
3 drawer file cabinet with locking side cabinet-no key	1
file cabinet 35"L X13 1/4"w X42"h missing front doors and h	1
file cabinet 36"L X12" w X52" h missing front doors and h	2
office/lobby style padded chairs	7
free standing coat rack with lower shelves	1
small trophy case with glass 21 1/2"x21 1/2"	1
bulletin board with ceiling tile backer 46"x44"	1
small shelf (missing parts)	1
smartboard #1 50"x38" on rolling stand	1
gray plastic chairs	16
9 space pressboard cubby	1
black vinyl covered chairs (damaged)	2
gray wall cabinets	14
oak base cabinets	3
oak wall cabinets	2
sliding closet doors (damaged)	8
libray book cart	1
metal teacher desk (damage to drawers)	1
wood teacher desk (no bottoms in drawers)	1

Text Title	Copyright Date	ISBN	Number of copies
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Shelton Public Schools Safe Pupil Transportation Plan

Policy 5005: Transportation of Students

This Safe Pupil Transportation Plan sets forth the district's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons, or look-a-like weapons, explosive devices, or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with the written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace, or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull the vehicle over to a safe and secure area.
 - C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
 - D. Give a description of the weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior that affects safety and for reporting rule violations to the school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:
 - A. First, seek to resolve the incident through discussion with the student(s) involved.
 - B. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flasher
 - D. Bring the vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself

- E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.
3. **Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing the evacuation of a building, place of assembly, or vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorists).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials and Unattended Items.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull the vehicle over to a safe and secure area.
 - C. Give a description of the hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch *if possible*

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention from the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:
 - A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. *Only, if necessary*, the driver should move passengers to get them out of danger of traffic or fire. The driver and aide will keep students in place until a medical agency arrives unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.

7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:
 - A. Pull the vehicle over to a safe and secure area *if possible*.
 - B. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in a secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

9. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.
 - A. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with the route, and return children who were to be released to the school.
 - B. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances

10. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior that affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
11. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons, or look-a-like weapons or equipment that in any way would endanger the lives, health, or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported only with the written permission of a school administrator. Personal safety or security devices (such as tasers, mace, or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
12. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NACIO and in the Nebraska Department of Education Pupil Transportation Guide.
13. **Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.
14. **Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.
15. **Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation.

training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, and participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a driver's ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608

Title 92, Nebraska Administrative Code, Chapters 91 and 92

Adopted on: _____

Revised on: _____

Reviewed on: _____

POLICY 9022: STANDARDS OF CONDUCT FOR PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The following policies and procedures govern extra-curricular and co-curricular activities both in and out of school beginning on the first day of activity practice in the fall and running through the last day of state competition in the spring. These activities affect all school-sponsored activities that include but are not limited to continued involvement in and removal from the following activities and positions: football, volleyball, cross country, basketball, wrestling, track, golf, plays, musicals, band, chorus, speech and drama, cheerleading, dance team, National Honor Society, student council, annual, newspaper, class officer, prom, Close Up, and school dances.

1. Academic and Attendance Requirements.

In order to be eligible to participate in a particular performance, contest, program, trip, or activity, each student should meet the requirements set out below.

- a. A student must make special arrangements for assignments with the teacher(s) involved if he or she is going to miss a class for a performance, scheduled contest, program, or trip, in order to be eligible to perform in that event. (If at all possible such assignments must be done in advance.)
- b. A student should be in school at least one-half day of a performance, scheduled contest, program, or trip that begins after all classes have been completed. Parents may seek an exception to this rule from the office of the high school principal. Exceptions will be granted on a case-by-case basis and at the discretion of the high school principal.
- c. A student must meet the requirements of the Nebraska State Activities Association and have received passing marks in four major courses in the previous semester. A major course carries five credits per semester. The term "previous semester" means that semester immediately preceding the semester in which the student wishes to participate in activities.
- d. A student must not be failing more than two courses during a week.

2. Prohibited Conduct

Students who engage in the following prohibited conduct will be excluded from extracurricular and co-curricular activities based on the consequence schedule set forth in this policy.

- a. Violations of Local, State, and Federal Laws.

Whenever the school district has reasonable cause to believe that a student has violated any local, state, or federal law (other than any municipal curfew or a traffic ordinance that is classified as an infraction) the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.

b. Suspensions and Expulsions from School.

Any student suspended from school (in or out) through in-school or out-of-school suspension for violation of school rules will be ineligible to participate in any extracurricular or co-curricular activities until reinstated by the high school principal.

c. Use of Tobacco, Alcohol, and Other Dangerous Drugs.

No student who is involved in extracurricular or co-curricular activities shall use, possess, or transmit any alcoholic beverage, tobacco product or illegal drug or be at or remain at the site of any party, or be in any vehicle, residence, or other building where any minor is using or possessing an alcoholic beverage, a tobacco product or an illegal drug. Provided, this rule shall not apply to activities in which a student attends a gathering with his or her parent(s) where alcohol is consumed as long as the student does not personally consume alcohol, use tobacco, or an illegal drug.

3. Schedule of Consequences

Students who use, possess, or transmit an alcoholic beverage, tobacco or an illegal drug on school property or at a school-sponsored activity are also subject to discipline under board policy and the Student Discipline Act up to and including suspension or expulsion from school.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming alcohol, using tobacco or an illegal drug, or has remained at a site where other minors are using alcohol, tobacco, or illegal drugs, the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.

The consequences that follow are generally intended to be applied progressively and on a year-by-year basis. However, there are circumstances when the infraction will be deemed severe because of moral turpitude, violence, amount of damage, or some other factor, it would be appropriate to deviate from the schedule of consequences. When the high

school principal, in his/her sole judgment, determines that the infraction is severe, he/she may deviate from the schedule of discipline and impose the discipline he/she deems appropriate.

a. First Offense

- i. The student shall be required to attend practices.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test results received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The student shall obtain a drug and alcohol assessment and counseling from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The drug and alcohol assessment and counseling will be provided to the student by the district. This will be arranged and approved by the School Counselor and the student's parents or guardians. The student shall provide written proof of obtaining the assessment to the School Counselor. The student is strongly encouraged to comply with the assessment and counselor's recommendations.
- iv. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

b. Second Offense

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The student shall attend additional drug and alcohol counseling or educational programs provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the

student's parents or guardians.

- iv. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 9 months or end upon graduation.

c. Third Offense

- i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one year from the date of the third positive test or end upon graduation. The day of the positive test result is received by the district shall be the first day for counting purposes.
- ii. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

d. Fourth Offense

- i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

4. Appeal Process.

A student or parent contesting the declared ineligibility of a student based on these rules shall be required to state the basis of their objection in writing, and also their request for an oral hearing, addressed to the Superintendent of Schools. The Superintendent of Schools shall then schedule a meeting of the student and/or parents and the high school principal. The Superintendent will hear the complaint and will notify the student or parents in writing of his/her decision within 10 school days. The decision of the Superintendent of Schools shall be final.

Adopted on: 7/13/09

Revised on: 8/12/19

Reviewed on:

POLICY 9032-9023: MEDICATION OF STUDENTS

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription Medication

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b. Parents/guardians must provide their own written permissions for the administration of the medication.
- c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Non-Prescription Medication

- a. Parents/guardians must provide written permission for the administration of the medication.
- b. The medication must be brought to school in the manufacturer's container.
- c. The container must be labeled with the child's name and with directions for the provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Adopted on: 7/13/09

Revised on:
Reviews on:

POLICY 9033 9024: STUDENT ILLNESS

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parent(s) cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Adopted on:

Revised on:

Reviewed on: 7/13/09

POLICY 7035 7033: NEBRASKA FAMILY MILITARY LEAVE ACT

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act (NFMLA). The terms used herein shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

I. Qualifying for Leave

A. Qualified Employees

To be eligible for unpaid leave under the NFMLA, an employee must:

1. Have been working for the school district for at least 12 months prior to the request; and
2. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

B. Qualified Circumstances for Requesting Leave

The school district will grant a qualified employee up to a total of 30 days of unpaid leave if:

1. The employee is the spouse or parent of a person called to military service lasting 179 days or longer with the state or United States pursuant to orders of the Governor or the President of the United States and;
2. The leave is scheduled to be taken during the time federal or state deployment orders are in effect.

C. Qualifying Notice and Certification

Employees seeking to use the NFMLA will be required to provide:

- a. A consultation with the District to schedule leave so as not to unduly disrupt the operations of the school.
- b. Certification from the proper military authority to verify the employee's eligibility for the family military leave requested.
- c. 14-day advance notice of the intended date upon which the leave will begin, if leave will consist of five or more work days.
- d. As much advance notice as possible of the intended date upon which the leave will commence, if leave will consist of less than five work days.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the NFMLA and this policy shall be unpaid leave.

B. Benefits

1. Taking leave under the NFMLA shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.
2. Any employee who takes leave under the NFMLA will be permitted to continue their benefits at their own expense.
3. Payment for benefits must be made to the district in advance of the date on which they are due. For example, if health insurance premiums are paid to the carrier by the district on the 1st of the month, the employee taking leave under the NFMLA must provide the full cost of the premium to the district prior to that date. Failure to provide the full costs for all benefits the employee wishes to continue in advance of their due date may result in cancellation of benefits as permitted by law.

III. Return from Leave

A. Restoration to Position

1. Any employee who exercises the right to leave under the NFMLA shall be restored by the district to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.
2. This section does not apply if the district proves that the employee was not restored because of conditions unrelated to the employee's exercise of rights under the NFMLA.

B. Failure to Return

If an employee fails to return after the period of leave to which the employee is entitled has expired, and no additional qualifications for leave exist, the employee will be subject to the district's policies governing unexcused absences up to and including termination of employment.

Adopted on: 07/10/17

Revised on: _____

Reviewed on: _____

October 3rd, 2023

From: Kelsey Hubbert
Shelton Education Association President

To: Dr. Gannon and the Shelton School Board

Dear Dr. Gannon,

The Shelton Education Association requests to be recognized by the Shelton School Board as the negotiating body for the 2023-2024 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelsey Hubbert". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Kelsey Hubbert
Shelton Education Association President