

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

1. Call to order and roll call
2. New board member oath of office
3. Sine Die
 - 3.a. Election of the Board of Education President
 - 3.b. Election of the Board of Education Vice President
 - 3.c. Election of the Board of Education's Secretary
 - 3.d. Appointment of Treasurer of the Board of Education
 - 3.e. Appointment of members to the following board committees: American Civics, Buildings & Grounds, Crisis Assistance, NASB Delegate, Negotiations, Resource Sharing, Safety Committee, School Improvement, and Transportation
4. Routine Matters
 - 4.a. Review and approve minutes
 - 4.b. Review and approve claims
5. Request to address the board
6. Reports
 - 6.a. Finance Report
 - 6.b. Board Report
 - 6.c. Superintendent Report
 - 6.d. Principal Report
7. New Business
 - 7.a. Discussion and action to retain the following as the official Designees of School District 10-0019 for 2023: 1.) LEA representative for State and Federal Programs - Superintendent of School or designee, 2.) Attorneys - KSB School Law, 3.) Newspaper - Shelton Clipper, 4.) depository of District Funds -

Cornerstone Bank of Shelton, 5.) Auditor of District Accounts - Dana Cole & Co
LLP Minden

7.b. Information regarding the mission, vision, and motto following continuous
improvement work during the last professional development day

7.c. Review and/or revise policies 7004 Staff Conduct, 7005 Professional Staff Ethics,
7006 Drug/Alcohol-Free Workplace, 7007 Alcohol and Drug Testing For School
Drivers, 7008 Drug Policy Regarding Drivers, 7009 Staff Participation in Political
Activities, 7010 Staff Student Relations 7011 Personnel Records

8. Old Business

9. Adjournment

New Board Member Oath of Office Script:

Board members are officials of the state. As a public official, each board member may pledge to uphold the Nebraska and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability. Dana would you please stand and repeat after me?

I, Dana Tompkin, do solemnly swear
that I will support the Constitution of the United States
and the Constitution of the State of Nebraska,
against all enemies, foreign and domestic;
that I will bear true faith and allegiance to the same;
that I take this obligation freely and without mental reservation
or for purpose of evasion;
and that I will faithfully and impartially
perform the duties of the office
of member of the board of education,
according to law, and to the best of my ability.
And I do further swear
that I do not advocate,
nor am I a member of any political party or organization
that advocates the overthrow of the government of the United States
or of this state by force or violence;
and that during such time as I am in this position
I will not advocate nor become a member of any political party or organization
that advocates the overthrow of the government of the United States
or of this state by force or violence.
So help me God.

Thank you, Dana, and welcome to the Shelton Board of Education.

Board Officer Election Script:

The first office to be elected is the office of president.

I will now facilitate nominations for board president. Does anyone have a nomination?

Can I get a motion to cease nominations for board president?

Is there a second motion?

At this time nominations for board president cease. At this time, I will take a vote for president.

Please write the name of the individual you vote for on the slip of paper and place in this basket.

I will now tally the votes.

The board president for 2023 is _____.

Regular Meeting of the Shelton Public Schools Board of Education

Monday, December 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 Monday, December 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 Muhlback: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

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

2. Routine matters

2.a. Review and approve minutes

Motion made by Lisa Stewart seconded by Kay Johnson to approve minutes from the regular Board of Education meeting from 11.14.22 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

2.b. Review and approve claims

Mulbach abstained from voting on Check 55517 due to that being made out to him.

Motion made by Emmy Power seconded by Joe Berglund to approve claims 55469-55525 in the amount 217,121.11 plus regular payroll. Vote: Passed

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

Yea: 6, Nay: 0

3. Request to address the Board of Education

There were no requests to address the Board of Education

4. Reports

4.a. Financial Report

Dr. Gannon gave an update on the financial status of the district, as well as providing a summary of the ESSER Funds expenditures.

4.b. Board Report

There was an Americanism committee meeting prior to the regular board meeting. Members shared feedback from the State convention. Legislation issues conference through NASB taking place in Lincoln in January.

4.c. Superintendent's Report

Woodman drilling looked at the well and discovered it has several holes so Dr. Gannon is getting a quote to fix. Most of the items that needed to be addressed from the safety audit have been completed or will be over break. The wellness committee met at the end of November and completed an evaluation of the school wellness policy and discussed making mental health a focus. The calendar committee met to discuss the first draft of next years' calendar. The HVAC project is complete, and the engineer will be out to do a final walk through.

4.d. Principal's Report

Enrollment: 272 Students. Mr. Kenton discussed the "Taking Responsibility" sheets and how they are using the data. The Continuous Improvement Process team began analyzing demographic and school learning data and identified some strengths and challenges. This data analysis will be used to set goals for the school improvement plan.

5. New Business

5.a. Review and/or revise policies 6001 Facility Development Goals, 6002 Naming of School Facilities, 6003 Enrollment Projections, policy 7001 Sexual Harassment, 7002 Staff Ethics, and 7003 Employment of Relatives, Domestic Partners, and Significant Others

Motion made by Chris Lewis seconded by Lisa Stewart to Approve Policy 6001: Facility Development Goals as amended, and approve Policy 6002: Naming of School Facilities, Policy 6003: Enrollment Projections, Policy 7001: Sexual Harassment, Policy 7002: Staff Ethics, and Policy 7003: Employment of Relatives, Domestic Partners, and Significant Others 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.b. Discussion regarding Policy 9003 Extra Curricular Drug Testing Program

Admin and the board discussed possible changes to Policy 9003. Admin will work on some changes and bring them back to the Board at a later date.

5.c. Discussion regarding the District Annual Report

Dr. Gannon shared the updated version of the District Annual Report. This report will be shared with the public in January.

5.d. Discussion regarding the 23-24 academic calendar and time for MTSS and SIP
Dr. Gannon will bring a copy of the 23-24 academic calendar in January.

5.e. Discussion and possible action regarding the negotiated agreement for the 2023-2024 school year

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve the Negotiated agreement for the 2023-2024 school year as presented. Vote: Passed

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

Yea: 6, Nay: 0

6. Old Business

There was no old business to come before the board. The Board thanked Joe for his 12 years of service on the Board.

7. Adjournment

Motion made by Joe Berglund seconded by Emmy Power to adjourn at 9:19PM. 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

Committee on American Civic
Monday, December 12, 2022
the Elementary Conference Room
7:15 PM

President Lewis called the Committee on American Civic to order at 7:15 PM on Monday, December 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 committee meeting to order and roll call

Committee members Lewis, Power, and Johnson were present. Administrators Gannon, Kenton, and Meyer were present. Three visitors were present.

2. Request to address the committee on topic of civics taught in the district

There were no requests to address the BOE concerning American Civics.

3. Reports

Mrs. Meyer shared the Civics curriculum and requirements reports.

3.a. Civics Curriculum Report

3.b. Civics Requirement Report

3.c. District Patriotic Exercises

4. Adjournment

The members adjourned the committee meeting on American Civics at 7:29PM

Respectfully Submitted,
Emmy Power, Secretary

Jan-23

Credit Card - 1495	Vendor	Cost	Program	Amount
	Blick Art Material	\$ 496.72	Art	\$ 496.72
	Bureau of Education & Research Math & Learning Engagement	\$ 777.00	Title IV	\$ 1,269.00
	Lincoln Journal Star	\$ 19.99	Sec. Periodical	\$ 19.99
	American AED	\$ 190.00	Sec Misc	\$ 190.00
			Elem Misc	
	Finance Charge	\$ 0.31	Board Dues/Fees	\$ 0.75
Credit Card - 3923	Walmart - NHS	\$ 433.70	NHS	433.7
	Teachers Pay Teachers - Spanish	\$ 492.00	Elem SPED	\$ 45.99
	Everyday Speech	\$ 9.99	Tech Elem	\$ 27.50
	Extempt Genie - License for Comp	\$ 55.00	Tech Sec	\$ 27.50
	Finance Charge	\$ 0.23	Transportation	\$ 48.51
Credit Card - 4217			FBFR	\$ 173.84
	Casey's	\$ 48.51	Admin Travel	\$ 317.00
	Make-A-Football	\$ 173.84	Admin Dues/Fees	\$ 153.26
			Admin Supplies	\$ 9.95
			District	\$ 10.90
			Weights	\$ 330.00
Credit Card-4738	Dynamic Tees - Embroidary	\$ 10.90	Total	\$ 3,554.61
	MF Athletic & Perform	\$ 330.00		
	LessonPix - Elem Sped	\$ 36.00		
Credit Card-8527				
	Hilton Hotels	\$ 317.00		
	National CCL Teachers of Math	\$ 153.26		
	Ed Weekly	\$ 9.95		
	Board Dues/Fees	\$ 0.21		
	Total	\$ 3,554.61		

Shelton Public Schools

Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 55530; End Check Number: 55597; Check Status: Paid; Created On: 1/12/2023 1:53:09 PM

Bank	Account Number				
Cornerstone Bank	031038968				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
1/16/2023	55530	Payroll Liability	Aflac	\$2,074.52	Paid
1/16/2023	55531	Payroll Liability	Blue Cross Blue Shield	\$52,675.47	Paid
1/16/2023	55532	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
1/16/2023	55533	Payroll Liability	Companion Insurance Company	\$106.50	Paid
1/16/2023	55534	Payroll Liability	Credit Management Services, Inc.	\$214.53	Paid
1/16/2023	55535	Payroll Liability	Dist. 19 Payroll Acct.	\$6,523.38	Paid
1/16/2023	55536	Payroll Liability	District 19 Payroll Acct.	\$43,797.76	Paid
1/16/2023	55537	Payroll Liability	Horace Mann Life Insurance Co	\$200.00	Paid
1/16/2023	55538	Payroll Liability	Payroll Account - Dist 19	\$433.33	Paid
1/16/2023	55539	Payroll Liability	Principal Life Insurance Co	\$739.64	Paid
1/16/2023	55540	Payroll Liability	Shelton School Payroll Acct.	\$39,302.12	Paid
1/16/2023	55541	Payroll Liability	Vision Service Plan	\$525.35	Paid
1/16/2023	55542	Accounts Payable	Adams County Clerk	\$100.00	Paid
1/16/2023	55543	Accounts Payable	Amplify Education, Inc.	\$11,936.60	Paid
1/16/2023	55544	Accounts Payable	Ask Supply Co., LLC	\$275.06	Paid
1/16/2023	55545	Accounts Payable	Black Hills Energy	\$7,858.19	Paid
1/16/2023	55546	Accounts Payable	Bombeck, Susan L	\$32.98	Paid
1/16/2023	55547	Accounts Payable	Book Systems, Inc.	\$2,039.00	Paid
1/16/2023	55548	Accounts Payable	Buffalo County Election Comm.	\$114.71	Paid
1/16/2023	55549	Accounts Payable	Business Card	\$2,606.17	Paid
1/16/2023	55550	Accounts Payable	Cash-wa Distributing Co.	\$894.72	Paid
1/16/2023	55551	Accounts Payable	Clipper Publishing Co., Inc.	\$275.94	Paid
1/16/2023	55552	Accounts Payable	Culligan	\$45.00	Paid
1/16/2023	55553	Accounts Payable	DAS State Accounting - Central Finance	\$387.53	Paid
1/16/2023	55554	Accounts Payable	Diversified Drug Testing, LLC	\$354.00	Paid
1/16/2023	55555	Accounts Payable	Eakes Office Solutions	\$467.72	Paid
1/16/2023	55556	Accounts Payable	Educational Service Unit #10	\$32,571.87	Paid
1/16/2023	55557	Accounts Payable	Egan Supply Co.	\$565.07	Paid
1/16/2023	55558	Accounts Payable	Heartland Disposal, Inc.	\$335.00	Paid
1/16/2023	55559	Accounts Payable	Hobby Lobby Stores, Inc	\$32.34	Paid
1/16/2023	55560	Accounts Payable	Holmes Plbg & Htg Supply Co.	\$411.98	Paid
1/16/2023	55561	Accounts Payable	Hometown Leasing	\$653.27	Paid
1/16/2023	55562	Accounts Payable	IXL Learning	\$4,125.00	Paid
1/16/2023	55563	Accounts Payable	J.W. Pepper & Son, Inc.	\$271.99	Paid
1/16/2023	55564	Accounts Payable	Joe Berglund	\$285.95	Paid
1/16/2023	55565	Accounts Payable	Jostens, Inc.	\$692.15	Paid
1/16/2023	55566	Accounts Payable	K & K	\$1,326.58	Paid
1/16/2023	55567	Accounts Payable	Kearney County Clerk	\$100.00	Paid
1/16/2023	55568	Accounts Payable	Kearney High School	\$90.00	Paid
1/16/2023	55569	Accounts Payable	Kearney Public School	\$206.25	Paid
1/16/2023	55570	Accounts Payable	KSB School Law PC LLO	\$195.00	Paid
1/16/2023	55571	Accounts Payable	L and N Enterprises	\$545.00	Paid
1/16/2023	55572	Accounts Payable	Larry's Market	\$153.39	Paid
1/16/2023	55573	Accounts Payable	Lincoln Journal Star	\$376.96	Paid
1/16/2023	55574	Accounts Payable	Todd C. Sutton	\$901.33	Paid
1/16/2023	55575	Accounts Payable	Masters True Value	\$68.91	Paid
1/16/2023	55576	Accounts Payable	Matheson Tri-Gas, Inc.	\$76.10	Paid
1/16/2023	55577	Accounts Payable	MCI	\$61.57	Paid

1/16/2023	55578	Accounts Payable	Mid-Nebraska Garage Doors, Inc.	\$1,000.00	Paid
1/16/2023	55579	Accounts Payable	Midwest Alarm Services	\$299.40	Paid
1/16/2023	55580	Accounts Payable	Nebraska Central Telephone Co	\$267.50	Paid
1/16/2023	55581	Accounts Payable	Nebraska Public Power Dist.	\$3,331.74	Paid
1/16/2023	55582	Accounts Payable	NKC Tire/McWhorter's Tire	\$575.76	Paid
1/16/2023	55583	Accounts Payable	One Source The Background Check	\$100.00	Paid
1/16/2023	55584	Accounts Payable	Optum	\$150.00	Paid
1/16/2023	55585	Accounts Payable	Perma-Bound	\$413.95	Paid
1/16/2023	55586	Accounts Payable	Petals and Pictures	\$112.00	Paid
1/16/2023	55587	Accounts Payable	Rasmussen Mechanical Services	\$2,560.10	Paid
1/16/2023	55588	Accounts Payable	Scholastic, Inc.	\$184.63	Paid
1/16/2023	55589	Accounts Payable	Shelton School Petty Cash	\$388.12	Paid
1/16/2023	55590	Accounts Payable	Sonova USA, Inc	\$63.69	Paid
1/16/2023	55591	Accounts Payable	Sparq Data Solutions, Inc.	\$3,920.00	Paid
1/16/2023	55592	Accounts Payable	SPORT SAFE Testing Service, Inc.	\$562.00	Paid
1/16/2023	55593	Accounts Payable	SYNCB/AMAZON	\$823.66	Paid
1/16/2023	55594	Accounts Payable	Village Of Shelton	\$1,066.56	Paid
1/16/2023	55595	Accounts Payable	Kevin Willis	\$881.27	Paid
1/16/2023	55596	Accounts Payable	Woodward Disposal Service, Inc.	\$26.50	Paid
1/16/2023	55597	Accounts Payable	Yanda's Music	\$29.00	Paid
Sub Total				\$234,821.56	
Grand Total				\$234,821.56	

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY22-23; Begin Date: 01/01/2023; End Date: 01/31/2023; Bank: [ALL]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 1/12/2023 1:49:04 PM

Check Date	Check Number	Payee	Type	Amount
01/16/2023	55542	Adams County Clerk	Accounts Payable	\$100.00
01/16/2023	55543	Amplify Education, Inc.	Accounts Payable	\$11,936.60
01/16/2023	55544	Ask Supply Co., LLC	Accounts Payable	\$275.06
01/16/2023	55545	Black Hills Energy	Accounts Payable	\$7,858.19
01/16/2023	55546	Bombeck, Susan L	Accounts Payable	\$32.98
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01/16/2023	55548	Buffalo County Election Comm.	Accounts Payable	\$114.71
01/16/2023	55549	Business Card	Accounts Payable	\$2,606.17
01/16/2023	55550	Cash-wa Distributing Co.	Accounts Payable	\$894.72
01/16/2023	55551	Clipper Publishing Co., Inc.	Accounts Payable	\$275.94
01/16/2023	55552	Culligan	Accounts Payable	\$45.00
01/16/2023	55553	DAS State Accounting - Central Finance	Accounts Payable	\$387.53
01/16/2023	55554	Diversified Drug Testing, LLC	Accounts Payable	\$354.00
01/16/2023	55555	Eakes Office Solutions	Accounts Payable	\$467.72
01/16/2023	55556	Educational Service Unit #10	Accounts Payable	\$32,571.87
01/16/2023	55557	Egan Supply Co.	Accounts Payable	\$565.07
01/16/2023	55558	Heartland Disposal, Inc.	Accounts Payable	\$335.00
01/16/2023	55559	Hobby Lobby Stores, Inc	Accounts Payable	\$32.34
01/16/2023	55560	Holmes Plbg & Htg Supply Co.	Accounts Payable	\$411.98
01/16/2023	55561	Hometown Leasing	Accounts Payable	\$653.27
01/16/2023	55562	IXL Learning	Accounts Payable	\$4,125.00
01/16/2023	55563	J.W. Pepper & Son, Inc.	Accounts Payable	\$271.99
01/16/2023	55564	Joe Berglund	Accounts Payable	\$285.95
01/16/2023	55565	Jostens, Inc.	Accounts Payable	\$692.15
01/16/2023	55566	K & K	Accounts Payable	\$1,326.58
01/16/2023	55567	Kearney County Clerk	Accounts Payable	\$100.00
01/16/2023	55568	Kearney High School	Accounts Payable	\$90.00
01/16/2023	55569	Kearney Public School	Accounts Payable	\$206.25
01/16/2023	55570	KSB School Law PC LLO	Accounts Payable	\$195.00
01/16/2023	55571	L and N Enterprises	Accounts Payable	\$545.00
01/16/2023	55572	Larry's Market	Accounts Payable	\$153.39
01/16/2023	55573	Lincoln Journal Star	Accounts Payable	\$376.96
01/16/2023	55574	M&K Electric	Accounts Payable	\$901.33
01/16/2023	55575	Masters True Value	Accounts Payable	\$68.91
01/16/2023	55576	Matheson Tri-Gas, Inc.	Accounts Payable	\$76.10
01/16/2023	55577	MCI	Accounts Payable	\$61.57
01/16/2023	55578	Mid-Nebraska Garage Doors, Inc.	Accounts Payable	\$1,000.00
01/16/2023	55579	Midwest Alarm Services	Accounts Payable	\$299.40
01/16/2023	55580	Nebraska Central Telephone Co	Accounts Payable	\$267.50
01/16/2023	55581	Nebraska Public Power Dist.	Accounts Payable	\$3,331.74
01/16/2023	55582	NKC Tire Group	Accounts Payable	\$575.76
01/16/2023	55583	One Source The Background Check Company	Accounts Payable	\$100.00
01/16/2023	55584	Optum	Accounts Payable	\$150.00
01/16/2023	55585	Perma-Bound	Accounts Payable	\$413.95
01/16/2023	55586	Petals and Pictures	Accounts Payable	\$112.00
01/16/2023	55587	Rasmussen Mechanical Services	Accounts Payable	\$2,560.10
01/16/2023	55588	Scholastic, Inc.	Accounts Payable	\$184.63
01/16/2023	55589	Shelton School Petty Cash	Accounts Payable	\$388.12
01/16/2023	55590	Sonova USA, Inc.	Accounts Payable	\$63.69
01/16/2023	55591	Sparq Data Solutions, Inc.	Accounts Payable	\$3,920.00
01/16/2023	55592	SPORT SAFE Testing Service, Inc.	Accounts Payable	\$562.00
01/16/2023	55593	SYNCB/AMAZON	Accounts Payable	\$823.66

01/16/2023	55594	Village Of Shelton	Accounts Payable	\$1,066.56
01/16/2023	55595	Willis Repair, LLC	Accounts Payable	\$881.27
01/16/2023	55596	Woodward Disposal Service, Inc.	Accounts Payable	\$26.50
01/16/2023	55597	Yanda's Music	Accounts Payable	\$29.00
Sub Total				\$88,189.21

DISTRICT 19 FINANCIAL STATUS AS OF December 30,2022

CASH RESERVES:

GENERAL FUND CASH RESERVE	(12/30/2022 Interest + \$235.93)	\$212,591.07
SPECIAL BUILDING CASH RESERVE	(12/30/2022 Interest + \$57.49)	\$66,041.66

TOTAL CASH RESERVE ACCOUNTS: \$278,632.73

SAVINGS:

GENERAL FUND CR SAVINGS 5882	(12/30/2022 Interest + \$180.95)	\$295,688.95
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\$295,688.95

UNEMPLOYMENT SAVINGS #5891	(12/30/2022 Interest + \$16.21)	\$25,969.55
VEH/BUS ACQ. Savings #9457	(12/30/2022 Interest + \$198.91)	\$82,609.41
TECHNOLOGY ACQ SAVINGS # 5918	(12/30/2022 Interest + \$31.37)	\$51,269.90
PARKING LOT DEPR. SAVINGS #5909	(12/30/2022 Interest + \$43.08)	\$70,394.90
BAND UNIFORM SAVINGS #5900		\$0.10
HVAC Savings #9475	(12/30/2022 Interest + \$404.53)	\$167,763.56

TOTAL DEPRECIATION SAVINGS: \$398,007.42

TOTAL SAVINGS: \$693,696.37

TOTAL OF DISTRICT FUNDS: \$972,329.10

<u>TAXES:</u>	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$454,418.83	\$7,196.00	GENERAL	\$508,280.02
HALL	\$113,274.23	\$1,783.70	DEPRECIATION	\$398,007.42
ADAMS	\$651.76	\$10.98	LUNCH	\$46,780.74
KEARNEY	\$0.00	\$0.00	SPECIAL BLDG	66,041.66
TOTAL TAXES	\$568,344.82	\$8,990.68		

Net Wages	\$ 153,218.70
General Fund Expenditures	\$ 88,189.21
Employee - Liabilities	\$ 90,258.30

Receipts for December 2022	\$ 200,436.14
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SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON

	2021-22	2022-23		2021-22	2022-23
Sept. Expenditures Reported @ Board Mtg	\$80,685.10	\$94,052.00	Mar. Expenditures Reported @ Board Mtg	\$101,329.00	
Sept. Net Payroll	\$249,057.29	\$241,594.00	Mar. Net Payroll	\$244,426.00	
Sept. EOM Expenditures	-		Mar. EOM Expenditures	-	
Total Sept. Expenditures	\$ 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	\$1,539,367.00	Percent of Budget Spent	5.12%	0.00%
			Cash On Hand	\$ 911,789.00	
Oct. Expenditures Reported @ Board Mtg	\$90,029.71	\$84,336.00	April Expenditures Reported @ Board Mtg	\$57,244.00	
Oct. Net Payroll	\$243,908.31	\$240,976.00	April Net Payroll	\$244,969.00	
Oct. EOM Expenditures			April EOM Expenditures	-	
Total Oct. Expenditures	\$392,165.00	325,312.00	Total April Expenditures	302,213.00	
Accumulated Totals	\$ 721,907.39	\$660,958.00	Accumulated Totals	\$ 2,711,600.00	
Percent of Budget Spent	5.81%	4.77%	Percent of Budget Spent	4.48%	0.00%
Cash On Hand	\$1,201,721.00	\$1,356,701.00	Cash On Hand	\$ 715,126.00	
Nov. Expenditures Reported @ Board Mtg	\$55,418.07	\$68,926.00	May Expenditures Reported @ Board Mtg	\$57,241.00	
Nov. Total Payroll	\$247,510.19	\$245,884.00	May Net Payroll	\$247,243.00	
Nov. EOM Expenditures	-		May EOM Expenditures	-	
Total Nov. Expenditures	\$361,671.00	314,810.00	Total May Expenditures	304,484.00	
Accumulated Totals	\$1,144,306.00	\$975,768.00	Accumulated Totals	\$ 3,016,084.00	
Percent of Budget Spent	5.36%	4.62%	Percent of Budget Spent	4.51%	0.00%
Cash On Hand	\$909,822.00	\$1,097,486.00	Cash On Hand	\$ 1,725,023.00	
Dec. Expenditures Reported @ Board Mtg	\$86,223.32	\$88,189.00	June Expenditures Reported @ Board Mtg	\$58,000.00	
Dec. Total Payroll	\$245,585.81	\$243,477.00	June Net Payroll	\$239,179.00	
Dec. EOM Expenditures	-		June EOM Expenditures	-	
Total Dec. Expenditures	331,809.00	331,666.00	Total June Expenditures	297,179.00	
Accumulated Totals	\$ 1,476,115.00	1,307,434.00	Accumulated Totals	\$ 3,313,263.00	
Percent of Budget Spent	4.91%	4.87%	Percent of Budget Spent	4.40%	\$0.00
Cash On Hand	\$ 686,300.00	\$972,329.00	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

Superintendent Report for January 2023

School Finance

State Aid Projections are not out yet, but if I do a quick calculation based on enrollment, it looks like our state aid could decrease :

22-23 \$501,350

23-24 \$426,287

Human Resources

Letters of Intent go out to staff this week and will be due on January 21, 2023. These letters ask staff to indicate their intentions for returning next year and also if they plan to move on the salary schedule due to additional graduate credits. These letters are used for budgeting purposes only and are not binding. Contracts will go out after **Apr 15, 2023** .

Website

- The basic website is up and running.
- The app has not been completed yet. Before the website crash, the rollout date was set for spring break, so I would anticipate the app to launch in the original time frame.
 - Once we get ready to launch the app we will put out communication to families on how to access the app and also how to sign up for notifications.
- So far, aptegy has been great to work with and the customer service has been very supportive.

Buildings and Grounds

- Rasmussen generously donated the air vent attachments in the new gym to help with overall comfort and air distribution in the new gym. Huge thank you to Josh Simmons for making that happen.
- Insurance claim updates
 - Done
 - Garage doors on shed
 - Windshields on vehicles
 - Fence repaired
 - Discuss cage is in but not installed yet
 - Currently working on it
 - One of the silver vans is in the shop for body work
 - To Do in Spring/Summer
 - Siding and shingles on the sheds and garage
 - Other silver van body work

- Poor the discuss cage cement pad
- Replacement high jump pad and pole vault pads delivered
- HVAC coils damaged by hail replaced

February Board Meeting

The calendar committee will be ready in February to have the board review and possibly approve the academic calendar for 23/24.

A teacher team would like to present to the board regarding the need for time to hold MTSS meetings and student problem solving meetings.

Respectfully submitted,

Dr. Gannon

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

- District Enrollment is 273 students
 - Elementary = 157 students
 - JH/HS = 116 students
- Kindergarten Reading Video
 - I have a short video I will share that highlights Kindergarten Reading
- CIP/MTSS
 - Our District Continuous Improvement Team began looking at Student Learning Data and has completed an AQUESTT screener that will help us narrow our focus for CIP.
 - AQUESTT Tenets
 - Educational Opportunities and Access
 - Transitions
 - Positive Partnerships, Relationships, and Success
 - Educator Effectiveness
 - Student Achievement and Growth
 - Postsecondary, Career and Civic Readiness
 - Leadership
- Work Study
 - Currently have 7 students who are participating in our work study program
- College Credit
 - I will have an update on the number of college credits earned by HS students last semester and also the number of college credits students are working toward this semester.

Respectfully Submitted,

Jeff Kenton

Mission/Vision/Motto

All Staff Final Review
January 3, 2023



**SHELTON
PUBLIC
SCHOOLS**



Mission

The Mission of Shelton Public Schools is to develop respectful, independent problem solvers who have acquired the skills and character necessary to confront the challenges of today and the confidence to impact tomorrow.

***“BECOMING THE BEST VERSION OF OURSELVES
TOGETHER”***



Vision

The vision of Shelton Public Schools is to create an educational system that fosters relationships and the development of the whole person by providing a foundation that prepares individuals to achieve their goals and enhance society.

***“BECOMING THE BEST VERSION OF OURSELVES
TOGETHER”***

Instructional Vision



The instructional vision of Shelton Public Schools is to develop lessons with real world connections while providing support and feedback during the learning process. Students will experience productive struggle through grade level learning to achieve the learning target.

***“BECOMING THE BEST VERSION OF OURSELVES
TOGETHER”***



Slogan

Be You Be Blue

This is the umbrella expectations for Positive Behavior Supports

***“BECOMING THE BEST VERSION OF OURSELVES
TOGETHER”***

Motto



Becoming the best version of ourselves, together.

***“BECOMING THE BEST VERSION OF OURSELVES
TOGETHER”***

POLICY 7004: ~~STAFF CONDUCT~~

~~Employees are responsible for dressing and grooming themselves neatly and behaving in a professional manner when they are discharging their responsibilities to the district and when they are in public.~~

~~Adopted on: 5/11/09~~

~~Revised on:~~

~~Reviewed on:~~

POLICY 7004: STAFF DRESS AND APPEARANCE

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

I. Staff Expectations in Dress and Appearance

A. General Expectations in Dress and Appearance

1. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

B. Unacceptable Forms of Dress and Appearance

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
 - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
 - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
 - Shorts, except when teaching physical education class or at athletic or other activity practices.
 - Blue jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
 - Hats, except when worn outside for sun coverage.
 - Rubber soled ‘flip flop’ thong sandals.
 - Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.

- Any attire which is immodest or may distract other employees or students in the learning environment.

II. Enforcement

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

Adopted on: _____

Revised on: _____

Reviewed on: _____

POLICY 7005: PROFESSIONAL STAFF ETHICS

The Board of Education has adopted Rule 27 (92 Nebraska Administrative Code Chapter 27) of the Nebraska Department of Education as the ethical standard for certificated employees. All certificated employees are required to read Rule 27 and comply with its standards.

Adopted on: 2/11/91

Revised on: 5/11/09

Reviewed on:

POLICY 7006: DRUG/ALCOHOL FREE WORKPLACE

Shelton Public Schools is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. The district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs or alcohol. To ensure safety and workplace integrity, Shelton Public Schools prohibits the illegal manufacture, possession, distribution, use or being under the influence of illicit drugs or alcohol in the workplace by its employees.

In an effort to bring about a "Drug/Alcohol Free Workplace" and to assure employees of a workplace free from illicit drugs or alcohol and their effect, Shelton Public Schools will implement the following Drug/Alcohol Free Workplace Policy.

1. **SCOPE:** Applicable to all employees
2. **POLICY:** It is unlawful to illegally manufacture, distribute, dispense, possess, use, or be under the influence of illicit drugs or alcohol in the workplace.
3. **PROCEDURES:**
 - a. All employees and each newly hired employee will receive a copy of this policy.
 - b. Each employee will receive a drug/alcohol abuse awareness form which will state it unlawful to manufacture, distribute, dispense, possess use or be under the influence of illicit drugs or alcohol in the workplace. Each employee will sign and date this statement certifying that they understand this.
 - c. Each employee understands and will abide by the drug/alcohol free workplace policy.
 - d. Each employee has knowledge of disciplinary actions which may be imposed for violations of the drug/alcohol free workplace policy.
4. All employees will receive drug/alcohol abuse awareness training.
 - a. A definition of drug/alcohol abuse.
 - b. Information on specific drugs/alcohol and effects of drug/alcohol abuse.
 - c. Dangers of drug/alcohol abuse in the workplace.
 - d. Availability of counseling and treatment services, and disciplinary actions which may be imposed on employees for violations of this policy.

5. If an employee violates the drug/alcohol free workplace policy, disciplinary action may be imposed according to established rules and regulations.
6. If an employee is convicted of violating any criminal drug/alcohol statute while on the workplace, they will be subject to discipline up to and including termination. Alternatively, Shelton Public Schools may require the employee to successfully finish a drug/alcohol abuse program sponsored by an approved private or governmental institution.

POLICY STATEMENT:

It is unlawful to illegally manufacture, distribute, dispense, possess, use, or be under the influence of an illicit drug or alcohol at Shelton Public Schools or at an event sponsored by Shelton Public Schools.

ALL EMPLOYEES WILL BE ASKED:

1. To sign a statement that they understand and will abide by the Drug/Alcohol Free Workplace Policy.
2. To realize that any violation of the above policy will be just cause for disciplinary action and also may be cause to report said violation to local authorities for prosecution.

The above policy reflects our determination to support a "Drug/Alcohol Free Workplace".

STATEMENT:

I have read the policy statement of Shelton Public Schools for a Drug/Alcohol Free Workplace. I will abide by the statement. I realize that violations of this policy could lead to possible discharge or civil prosecution or both. I have not been coerced into signing this statement, but do so in the spirit of working with personnel who are willing to work in a Drug/Alcohol Free Workplace.

Name _____ Date _____

Adopted on: 6/11/90

Revised on:

Reviewed on: 5/11/09

POLICY 7007: ALCOHOL AND DRUG TESTING FOR SCHOOL DRIVERS

Shelton Public Schools is required under the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 to implement a drug and alcohol-testing program for all persons subject to commercial driver's license requirements. This comprehensive program must include conducting pre-employment, reasonable suspicion, random, post-accident, return to duty and follow-up testing for use of alcohol or drugs by such drivers, notifying drivers of the requirements and consequences of the program, and maintaining appropriate records.

Adopted on: 3/13/95

Revised on:

Reviewed on: 5/11/09

POLICY 7008 DRUG POLICY REGARDING DRIVERS

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to ensure a drug free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated the Superintendent as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Superintendent may be contacted at 308-647-6742.

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment

controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the

return-to duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: 7/13/95

Revised on: 6/15/20

Reviewed on: 5/11/09

POLICY 7009: STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board of Education recognizes that employees of Shelton Public Schools have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

In connection with campaigning, no employee shall use school system facilities, equipment, or supplies; nor shall the employee use any time during the working day for campaigning purposes.

Adopted on: 5/11/09

Revised on:

Reviewed on:

POLICY 7010: STAFF STUDENT RELATIONS

~~Cordial relations between staff members and students are important for a successful education climate. Staff members are expected to treat students in a professional manner and students are expected to treat staff members in a polite and respectful manner.~~

Adopted on: 5/11/09

Revised on:

Reviewed on

POLICY 7010: PROFESSIONAL BOUNDARIES AND APPROPRIATE RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are school email and district approved applications such as Schoology, Remind, and SportsYou.

A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling (308) 647-5110, the county sheriff at (308) 236-8555, or the Nebraska State Patrol at (402) 471-4545.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

POLICY 7011: PERSONNEL RECORDS

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Adopted on: 5/11/09

Revised on:

Reviewed on: