

Board of Education Regular Meeting
Monday, October 12, 2020 7:00 PM
HS CONFERENCE ROOM
705 N 9th St
Arlington, Nebraska 68002

1. OPENING PROCEDURES
 1. Call Meeting to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Approval of Regular Meeting Agenda
2. WELCOME TO GUESTS AND PUBLIC FORUM
3. CONSENT AGENDA
 1. Minutes of the Previous Board Meeting(s)
 2. Monthly Financial Reports
 3. Approve contract for Kylie Shada for 5/6 Combined classroom
4. CURRICULUM/INSTRUCTION REPORTS
 1. Title 1 Report
 1. Special Education (SPED) Report
5. PRINCIPALS' REPORTS
 1. Mrs. Morgan's Elementary Report
 2. Mr. Pfingsten's Secondary Report
 3. Mr. Shada's Activity Report
6. SUPERINTENDENT'S REPORT
 1. Schedule Meeting of Negotiations Committee
 2. NASB Monthly Report
7. COMMITTEE AND REPRESENTATIVE REPORTS
 1. Committee for American Civics
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 1. Discuss, Consider and Take Necessary Action to Approve Contract with Boyd Jones
 2. Discuss and Consider Policy Updates:
 - 4025--Professional Boundaries;
 - 4031--Injury Leave;
 - 5008: Attendance and Excessive Absenteeism;
 - 8342--Designated Method of Giving Notice of Meetings;
 - 4270--Staff Payments During Closure (Optional).
 3. Review Policy Section 8000--Board of Education:
 - 8110--Purpose and Role of the Board
 - 8120--Duties and Functions of the Board
 - 8130--Annual Organizational Meeting
 - 8140--Location of School Board Meetings
 - 8150--Committee of the Whole
 - 8151--Standing Committees

- 8152--Standing committee on Negotiations
- 8153--Standing Committee on Americanism
- 8160--Temporary Committees
- 8200--Retirement
- 8210--Orientation for Newly Elected Members
- 8220--Opportunities for Development
- 8230--Policy for Board Member Attendance
- 8231--Coffee Act Policy
- 8232--Use of Public Resources
- 8240--Membership in School Board Association
- 8260--Conflict-Contracts
- 8261--Conflict--Employment of Board Member or Family
- 8270--Conflict of Interest Procedures
- 8271--Reporting Procedures
- 8272--Code of Ethics
- 8300--Methods of Operation
- 8310--Formulation of Policies
- 8320--Adoption Amendment or Suspension of Policies
- 8330--Formulation of Administrative Regulations
- 8340--Meetings
- 8341--Types of Meetings
- 8342--Designated Method of Giving Notice of Meetings
- 8344--Location of School Board Meetings
- 8345--Procedures During Meetings
- 8346--Opportunity for Public Expression
- 8347--Teacher-Administrator--Board of Education Relationships

10. EXECUTIVE SESSION

11. ACTION ON EXECUTIVE SESSION ITEMS

12. ADJOURNMENT

Board of Education Regular Meeting

HS CONFERENCE ROOM

705 N 9th St

Monday, September 14, 2020 7:00 PM Central

Arlington, Nebraska 68002

1. OPENING PROCEDURES

1.1. Call Meeting to Order

Matt O'Daniel called the meeting to order at 7:01 p.m.

1.2. Roll Call

Motion to approve Jessica's absence Passed with a motion by Matt O'Daniel and a second by Bruce Scheer.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

Board members present were Matt O'Daniel, Shanon Willmott, Janet Warner, Bruce Scheer, and Jason Arp. Also present were Superintendent Dr. Dawn Lewis, Elementary Principal Jacqueline Morgan, Athletic Director James Shada and recording secretary Jenny Hansen. High School Principal Aaron Pfingsten was approved absent.

1.3. Pledge of Allegiance

1.4. Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented Passed with a motion by Bruce Scheer and a second by Janet Warner.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

2. WELCOME TO GUESTS AND PUBLIC FORUM

No comments were made by the general public

3. CONSENT AGENDA

Motion to approve the consent agenda as presented Passed with a motion by Matt O'Daniel and a second by Shanon Willmott.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

3.1. Minutes of the Previous Board Meeting(s)

3.2. Monthly Financial Reports

3.3. Approve New Hires:

Megan Lacy, PT Custodian

Janaye Beaty, Para

Karis Duley, PT Para

4. CURRICULUM/INSTRUCTION REPORTS

4.1. Technology Curriculum Report

Kurt Sanders updated the board on technology in his report.

5. REVIEW OF ANNUAL DISTRICT PLAN

Dr Lewis updated on the District Plan.

6. PRINCIPALS REPORTS

6.1. Mrs. Morgan's September Report - Elementary

Mrs Morgan discussed details of her report including MAPS testing, bank in school details, and the elementary theme for this year – “Being Resilient and Bouncing Back”.

6.2. Mr. Pfingsten's September Report- Secondary

Mr Shada updated the board in place of Mr. Pfingsten. ACT testing and pre-testing is happening. Homecoming will be on the 25th but there will not be a dance. The week will be

filled with other activities and coronation will remain on Friday September 25th, after the football game.

6.3. Mr. Shada's September Board Report- Activities

Mr Shada went over his report for the board with excitement to hold events this year. Some changes have come with entering into Phase 4 but he doesn't anticipate much will change on our end at this time, what we are doing now is working. Dr. Lewis added we might be ready to make changes at the time of Winter Sports.

7. SUPERINTENDENT'S REPORT

7.1. 2020-2021 Enrollment Figures

A few families have chosen to homeschool, or delay enrollment due to COVID. This is not a permanent enrollment loss for our enrollment numbers, only temporary due to circumstances.

7.2. NASB Update

<https://vimeo.com/453336372>

7.3. NRCSA Update

7.4. Hot Lunch Program Option

The school has been made aware that we have the option, until Dec 31, to move back to the SFSP model which was the State approved lunch program last spring during COVID closures. This would provide a free breakfast and lunch to every student, regardless of F&R qualifications. Arlington will switch to the program the last week of Sept, and run it through December.

8. COMMITTEE AND REPRESENTATIVE REPORTS

8.1. Committee for American Civics

8.2. Buildings and Grounds Committee

9. UNFINISHED BUSINESS

9.1. Discuss and Consider Superintendent Evaluation Instrument

The board determined to use the current evaluation tool this year and revisit about this in the spring possibly creating a committee to present a new option.

10. NEW BUSINESS

10.1. Discuss, Consider and Take Necessary Action to Approve 2020-2021 Budget as presented during public hearing at 6:30pm on Sept 14.

Motion to Approve 2020-2021 Budget as presented Passed with a motion by Bruce Scheer and a second by Janet Warner.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

10.2. Discuss, Consider and Take Necessary Action to Adopt Resolution Setting the 2020-2021 Tax Levy Final Request as discussed in public hearing at 6:45 pm on Sept 14.

Motion to approve 2020-2021 Tax Levy Final Request of .74 General Fund, .052 QCPUF, .055 Bond, and .139 Special Building. Passed with a motion by Bruce Scheer and a second by Matt O'Daniel.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

10.3. Discuss, Consider, and Take Necessary Action to select a firm as Construction Manager for the Building/Renovation Project.

Motion to enter into CM@R contract with Boyd Jones. Passed with a motion by Matt O'Daniel and a second by Janet Warner.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

10.4. Discuss, Consider, and Take Necessary Action to approve contract with DLR. Motion to approve contract with DLR as discussed and presented: Cody Hillen with DLR was present to explain and take questions about the contract.

Cost is estimated to be \$293k paid in increments as the project progresses, and may be adjusted if the scope of the project changes.

Passed with a motion by Matt O'Daniel and a second by Janet Warner.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

10.5. Discuss, Consider, and Take Necessary Action to Approve Dugout Replacement at Baseball Field.

Motion to Approve Dugout Replacement at Baseball Field with General Funds, ALICAP and FEMA/NEMA funds as discussed. Passed with a motion by Bruce Scheer and a second by Jason Arp.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

10.6. Discuss and Consider Policy Section 7000:

7000: Facilities - Objectives

7010: Facilities - Planning

7020: Facilities - Guidelines for Construction

7030: Selection of Architect Engineer

7040: Financing of Construction - Building

7050: Bid and Contracts

7051: Awarding Contracts

7052: Change Orders

7053: Labor Materials and Performance Bonds

Policies reviewed with no revisions required or suggested.

11. EXECUTIVE SESSION

12. ACTION ON EXECUTIVE SESSION ITEMS

13. ADJOURNMENT

Matt O'Daniel adjourned the meeting at 8:49pm

Matt O'Daniel, Board President

Dawn Lewis, Board Secretary

Date

Date

Arlington Public Schools
September 30, 2020

Fund Name	Starting Balance	Receipts	Disbursements	Interfund Transfers	Ending Balance
2 Rivers Bank					
General Fund - 864	\$ 127,027.28	\$ 1,626,911.84	\$ 1,057,274.14	\$ (430,255.77)	\$ 266,409.21
Activities - 109	\$ 122,330.47	\$ 30,571.76	\$ 37,668.72	\$ -	\$ 115,233.51
Activities Saving - 713	\$ 219.91	\$ 0.03	\$ -	\$ -	\$ 219.94
Activities CD - 5826	\$ 104,223.67	\$ -	\$ -	\$ -	\$ 104,223.67
		1/30/19-7/30/21		Total Activities:	\$ 219,677.12
Sweep - 956	\$ 3,453,977.97	\$ 714.70		\$ 454,388.39	\$ 3,909,081.06
Hot Lunch - 487	\$ 103,068.98	\$ 16,065.66	\$ -	\$ (24,132.62)	\$ 95,002.02
Employee Benefit Fund	\$ 841.95	\$ -	\$ -	\$ -	\$ 841.95
Depreciation Fund	\$ 1,775,307.73	\$ 364.97	\$ -	\$ -	\$ 1,775,672.71
Depreciation CD - 5826	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00
		1/15/20-1/15/21		Total Depreciation:	\$ 2,025,672.71
2017 Bond Refunding	\$ 738,998.95	\$ 132,199.21	\$ -	\$ -	\$ 871,198.17
QCPUF	\$ 339,978.86	\$ 98,877.59	\$ -	\$ -	\$ 438,856.45
Spec Bldg Fund	\$ 966,947.19	\$ 285,044.47	\$ -	\$ -	\$ 1,251,991.66
Sp Building CD - 5826	\$ 252,311.48	\$ -	\$ -	\$ -	\$ 252,311.48
		1/15/20-4/15/21		Total Spec Bldg:	\$ 1,504,303.14
Total Special Funds	\$ 4,324,386.17	\$ 516,486.24	\$ -	\$ -	\$ 4,840,872.41

**ARLINGTON PUBLIC SCHOOLS
SPECIAL FUND
September 30, 2020**

Beginning Fund Balance	8/31/2020	\$ 4,324,386.17
Receipts		\$ 516,486.24
Disbursements		\$ -
Adjustments **		
 Ending Fund Balance	 9/30/2020	 \$ 4,840,872.41
 FUND BALANCE ASSETS	 9/30/2020	
Two Rivers Bank Balance	Special Funds	\$ 4,338,560.93
	CD - Spec Bldg	\$ 252,311.48
	CD - Depreciation	\$ 250,000.00
		\$ 4,840,872.41

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**ARLINGTON PUBLIC SCHOOLS
GENERAL FUND
September 30, 2020**

Beginning Fund Balance	8/31/2020	\$ 3,581,005.25
Receipts		\$ 1,627,626.54
Disbursements		\$ (422,165.04)
Payroll Taxes and Electronic Submissions		\$ (301,389.31)
Net Payroll		\$ (333,719.79)
Outstanding Liabilities		
Adjustments **		\$ 24,132.62
 Ending Fund Balance	9/30/2020	 \$ 4,175,490.27
 FUND BALANCE ASSETS	9/30/2020	
Two Rivers Bank		
General Fund Checking		\$ 266,409.21
General Fund Sweep Account		\$ 3,909,081.06
 TOTAL GENERAL FUND ASSETS		 \$ 4,175,490.27

**

HL transfer

CHECK REGISTER FOR SEPT 2020 BOARD MEETING

(Includes special fund checks)

PAYEE NAME	DESCRIPTION	AMOUNT
Abante	tee	370.08
Alpha Pro Solutions	alcohol tests	\$ 86.00
Arp, Jennifer	reimburse for supplies (COVID)	\$ 30.40
American Broadband	Telephone service	\$ 491.08
Apple Computers	Ipad 10 pack bundle	\$ 2,940.00
Abbot, Cheryl	Back Alley Sugar Shack	\$ 112.50
Airgas Inc	Tank rental	\$ 82.42
Bomgaars Supply	Maintenance Supplies	\$ 35.98
Blick Art Materials	Supplies	\$ 223.43
Cashwa Distributing	Food Order	\$ 5,285.19
Carson Dellosa Publishing, LLC	Monster Nameplates	\$ 22.78
Carson Dellosa Publishing, LLC	Modern Cursive	\$ 9.54
Clausen, Martin	Chem Tech Pest Solutions	\$ 92.64
CDW-G	paper for printer	\$ 60.64
Central Confinement Svcs	Desk Shields for secretaries (COVID)	\$ 139.80
Culligan	40 lbs solar salt	\$ 292.80
Cengage Learning	Acct'g Materials	\$ 382.80
Cash	Post Office Bag	\$ 153.55
Class Intercom	Social Platform	\$ 975.00
Demco	Library Materials	\$ 276.70
Dennis Supply	Maintenance Supplies	\$ 634.30
ESU#3	Supplies	11284.55
Enterprise Publishing	BTS opening ad	\$ 357.00
Egan Supply	Maintenance supplies (COVID)	\$ 845.36
Egan Supply	Maintenance supplies (COVID)	\$ 247.53
Enterprise Publishing	BOE for meeting	\$ 10.23
Enterprise Publishing	Classified display bus drivers	\$ 284.80
Egan Supply	Maintenance Supplies	\$ 422.80
Egan Supply	Maintenance supplies (COVID)	\$ 1,325.13
Earthgrains	Food Order	\$ 736.66
Enterprise Publishing	Legals for BOE meeting	\$ 159.95
ESU #2	canvas subscription for 777	\$ 2,331.00
Fedde, Liz	lunch refund	\$ 42.65
Fremont Builders Supply	Classroom doors	\$ 1,600.00
Follett School Solutions	HS library order	\$ 875.51
Fort Calhoun	OT services	\$ 4,869.16
Fairhead, Nichole	reimburse for supplies (COVID)	\$ 280.15
Follett School Solutions	PK-6 library order	\$ 1,291.06
Feick, Teresa	reimburse for supplies (COVID)	\$ 319.95
Follett School Solutions	PK-6 library order	\$ 380.66
Fornoff and Schutt PC	Legal Services	\$ 940.00
Fremont Lock Shop	keys	\$ 24.00
5th Season	Practice Field Sprinklers	\$ 545.40
Grefe Excavating	Stump removal east HS parking lot	\$ 1,750.00
Glynlyon Inc	Odysseyware	\$ 300.00
Grizzly Industrial	Maintenance Supplies	\$ 793.89
Gaggle	Staff Email	\$ 1,945.00
Hiland Dairy	Milk/Dairy Order	\$ 1,794.37
Hobby Lobby	Maintenance supplies (COVID)	\$ 37.42
Hobby Lobby	Maintenance supplies (COVID)	\$ 17.97
Hobby Lobby	Maintenance supplies (COVID)	\$ 23.97

Hobby Lobby	Maintenance supplies (COVID)	\$ 31.96
Hobby Lobby	Maintenance supplies (COVID)	\$ 61.16
Harco Athletic	FB Helmet	\$ 553.00
Hometown Leasing	Printer Copier Lease	\$ 1,723.15
Informs LLC	temperature kiosk (COVID)	\$ 2,870.00
Jamie Huss	August Athletic Training	\$ 3,000.00
Jackson Service	Kitchen Supplies	\$ 360.49
Journeyed.com	license renewal	\$ 3,149.30
Journeyed.com	windows server license	\$ 297.90
JW Pepper	sheet music	\$ 123.32
Kairos Corp	Tree Removal from parking on East side	\$ 3,950.00
Kam Com Technologies	Top Cover / Keyboard	\$ 360.00
KSB School Law	Legal Services	\$ 624.50
LE Learn to Move	PT Svcs	\$ 33.00
Lifetrack Services	3 servers	\$ 681.50
Lincoln Journal Star	Help Wanted for Custodial	\$ 466.90
Lincoln Journal Star	Employment ad	\$ 383.10
Lakeshore Equipment	Supplies	\$ 122.37
Lakeshore Equipment	Supplies	\$ 221.79
Lakeshore Equipment	Supplies	\$ 542.63
Lakeshore Equipment	Supplies	\$ 233.57
Lou's Sporting Goods	FB supplies	\$ 1,463.40
Lou's Sporting Goods	Tee's	\$ 954.30
Lou's Sporting Goods	mouthpiece	\$ 55.00
Lou's Sporting Goods	batting helmet	\$ 251.70
Lou's Sporting Goods	coaches polos	\$ 120.00
Lou's Sporting Goods	men's polo	\$ 25.00
Lou's Sporting Goods	wrestling singlet	\$ 325.13
Lou's Sporting Goods	coaches polos and pants	\$ 1,667.82
Lincoln Journal Star	Public notice for board mtg August 31	\$ 8.50
Midwest Distributing Corp	Maintenance Supplies	\$ 200.30
Methodist Fremont Health	bus driver physical	\$ 150.00
Menards	Maintenance supplies (COVID)	\$ 385.60
Menards	Maintenance supplies (COVID)	\$ 372.76
Menards	Maintenance Supplies	\$ 707.12
Max D Signs	Bus signs (COVID)	\$ 240.00
Mueller, Heather	reimburse for supplies (COVID)	\$ 439.81
Midwest Alarm Services	Annual Fire alarm inspection	\$ 2,063.28
Menards	Maintenance supplies (COVID)	\$ 1,661.23
Midwest Technology	Foam Brushes	\$ 146.80
Medco Supply	Maintenance supplies (COVID)	\$ 227.00
Mahoney Fire Sprinkler	Back Flows for Maintenance	\$ 240.00
Makemusic Inc	Smart Music	\$ 640.00
Menards	Maintenance Supplies	\$ 71.37
Methodist Fremont Health	bus driver physical	\$ 150.00
NCSA	Virtual Admin Days registration	\$ 300.00
NCSA	Renewal Memberships	\$ 2,880.00
Nebraska Library Association	Golden Sower Seals	\$ 14.00
Newzbrain Education	Current Events Game	\$ 299.00
NASB	Memberships	\$ 150.00
Olsson Inc	Geotechnical Exploration	\$ 4,615.00
Omaha Truck	Bus Maintenance	\$ 414.63
O'Reilly Auto parts	Bus parts	\$ 342.09
Odeys Inc	Chalk and paint for ball fields	\$ 811.85
Omaha Truck	Bus Maintenance	\$ 995.50

Omaha Truck	Bus Maintenance	\$ 840.65
Omaha Truck	Bus Maintenance	\$ 791.44
Omaha Truck	Bus Maintenance	\$ 500.53
OPPD	Electricity	\$ 9,073.92
One Source	Driver Background checks	\$ 147.00
Perma Bound	Student books for 2020-2021	\$ 3,079.05
Perma Bound	Books for lit class	\$ 943.20
Pave the Way concrete	Concrete work & add'l parking east side	\$ 4,800.00
Pave the Way concrete	Grind curb on southside of FB field	\$ 675.00
Payflex	Payflex	\$ 101.64
Quill Corporation	temperature kiosk and wipes (COVID)	\$ 3,081.83
Quill Corporation	Wipes, sanitizer, thermometers (COVID)	\$ 1,227.16
Quill Corporation	Sanitizing supplies (COVID)	\$ 485.82
Quill Corporation	Sanitizing supplies (COVID)	\$ 59.46
Quill Corporation	keyboard cleaner	\$ 19.96
Quill Corporation	Maintenance supplies (COVID)	\$ 10.64
Quavered Inc	Music Curriculum	\$ 1,960.00
Quill Corporation	nitrile gloves	\$ 37.80
Resources for Educators	Nutrition Nuggets Subscription	\$ 249.00
Rochester 100 Inc	Friday Folders	\$ 438.75
Ralston Public Schools	Hard of Hearing Services	\$ 24,309.05
Ralston Public Schools	Hard of Hearing Services	\$ 315.00
Sapp Bros, Petroleum Inc	Bus supplies	\$ 811.25
School Specialty Supply	Preschool supplies	\$ 141.77
Senor Wooly LLC	Pro subscription	\$ 85.00
S&S Locksmith	spare keys for activity vans	\$ 90.00
Staples Credit Plan	Tape for Label Machine	\$ 41.99
Staples Credit Plan	Paper for graduation programs	\$ 63.98
School Specialty Supply	pencils and book marks	\$ 97.08
Sysco (Pegler)	Food Order	\$ 843.90
Sherwin Williams Fremont	paint and supplies	\$ 101.01
Scholastic Inc	News Subscription	\$ 314.16
School Specialty Supply	Tempera paint	\$ 20.37
School Nurse Supply	Supplies	\$ 891.10
Sherwin Williams Fremont	paint and supplies	\$ 673.46
Sign Depot	Decals on new vans	\$ 201.36
Southern Coating and Namplate inc	Desk Shields for secretaries (COVID)	\$ 6,222.87
Southern Coating and Namplate inc	Restraining flag pole at ball fields	\$ 100.00
Two Rivers Bank	Direct Deposit Payment Fee	\$ 18.00
Teacher Innovation	Planbook subscriptions	\$ 324.00
US Foods	Food Order	\$ 2,955.76
UNMC Continuing Education	8 CPR Cards	\$ 48.00
UNMC Continuing Education	HS k-12 cards	\$ 6.00
United Private Networks	Distance Learning	\$ 554.00
Virco	Chair black	\$ 444.36
Valentinos	Staff Lunch	\$ 578.00
Village of Arlington	Water	\$ 1,479.03
VISA	Supplies	\$ 13,590.85
Wieser Educational	Spelling	\$ 266.47
Wordware	Bar Code Scanner for kitchen (COVID)	\$ 617.06
Walmart	Sanitizing supplies (some COVID)	\$ 1,509.83
Walmart	Kitchen Supplies	\$ 19.61
Walmart	string cheese	\$ 42.90
West Music	instruments	\$ 1,600.09
Waste Connections	Trash (including dumpsters for tree remo	\$ 1,183.20

Your Therapy Source	flash cards and work sheets	\$	32.18
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Total Payables			\$180,827.17
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HANDPAYABLES

Wex Bank (Shell)	Fuel Bill	\$	466.65
Coach Masters	Bus rental for one month	\$	1,850.00
VISA	envelopes	\$	2,514.70
VISA	Ipad and Laptop carts	\$	4,582.36
VISA	Ipad cases	\$	4,371.75
The Barn	staff lunch	\$	824.50
Washington County	Title and plate for 2020 gray van	\$	12.00

Total Handpayables			\$ 14,621.96
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Total General Fund			\$195,449.13
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SPECIAL FUNDS

Total Special Funds		\$	-
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EFINANCE - POWERSCHOOL
DATE: 10/09/2020
TIME: 11:40:15

ARLINGTON PUBLIC SCHOOL
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.check_no='41379'
ACCOUNTING PERIOD: 2/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	41379	10/08/20	4607	VISA	01300202230000	2650	SMALL BINDER CLIPS	0.00	27.40
9001	41379	10/08/20	4607	VISA	01300202230000	2650	BROTHER LABEL TAPE	0.00	45.38
9001	41379	10/08/20	4607	VISA	01300202230000	2650	STEREO ADAPTERS 5 P	0.00	6.99
9001	41379	10/08/20	4607	VISA	01300202230000	2650	TONER FOR DR. LEWIS	0.00	48.44
9001	41379	10/08/20	4607	VISA	01300202230000	2650	IPAD CASES FOR NEW	0.00	233.90
9001	41379	10/08/20	4607	VISA	01300202230000	2650	USB-C TO HDMI ADAPT	0.00	44.97
9001	41379	10/08/20	4607	VISA	01300202230000	2734	LENOVO AC ADAPTERS	0.00	118.70
9001	41379	10/08/20	4607	VISA	01300202230000	2734	REPLACEMENT LCD PAN	0.00	38.98
9001	41379	10/08/20	4607	VISA	01300202230000	2734	LENOVO 300E REPLACE	0.00	194.90
9001	41379	10/08/20	4607	VISA	01300202230000	2734	EPSON REPLACEMENT P	0.00	23.00
9001	41379	10/08/20	4607	VISA	01300202230000	2734	EPSON ELPLP60 PROJE	0.00	135.00
9001	41379	10/08/20	4607	VISA	01300202230000	2650	15' VGA CABLE	0.00	13.69
9001	41379	10/08/20	4607	VISA	01300202230000	2650	5 PACK 15' HDMI CAB	0.00	60.49
9001	41379	10/08/20	4607	VISA	01300202230000	2734	PROJECTOR FOR NICH	0.00	753.74
9001	41379	10/08/20	4607	VISA	01300202230000	2734	PROJECTOR WALL MOUN	0.00	206.70
9001	41379	10/08/20	4607	VISA	01300206996000	2610	DISPOSABLE FACE MAS	0.00	36.92
9001	41379	10/08/20	4607	VISA	01100201200000	2650	AMAZON.COM - APPLE	0.00	329.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TEACHER PAY TEACHER	0.00	6.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TEACHER PAY TEACHER	0.00	12.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TEACHER PAY TEACHER	0.00	3.75
9001	41379	10/08/20	4607	VISA	01100202733000	2610	CAR WASH FOR VAN #2	0.00	8.00
9001	41379	10/08/20	4607	VISA	01300202310000	2610	JIMMY JOHNS MEALS F	0.00	122.18
9001	41379	10/08/20	4607	VISA	01200201100077	2610	POSTAGE FOR MEDALS	0.00	7.75
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TPT - KINDERGARTEN	0.00	4.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TPT - FILE FOLDER G	0.00	5.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TPT - COMMUNITY PLA	0.00	3.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TPT - FILE FOLDER G	0.00	0.80
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TPT - MATH & LITERA	0.00	5.25
9001	41379	10/08/20	4607	VISA	01200201100000	2890	STUDY.COM MONTHLY C	0.00	59.99
9001	41379	10/08/20	4607	VISA	01100202410000	2330	LAST BEST HOPE BOOK	0.00	39.99
9001	41379	10/08/20	4607	VISA	01100201100000	2640	THE TOP TEN WAYS TO	0.00	42.00
9001	41379	10/08/20	4607	VISA	01300206996000	2890	SELF ADHESIVE DOTS,	0.00	23.98
9001	41379	10/08/20	4607	VISA	01300202230000	2650	LAPTOP BATTERY	0.00	43.96
9001	41379	10/08/20	4607	VISA	01200201100000	2610	GLOSSY REFILL ROLLS	0.00	125.07
9001	41379	10/08/20	4607	VISA	01100201200000	2610	WHISPER PHONES FOR	0.00	23.99
9001	41379	10/08/20	4607	VISA	01300202230000	2734	LENOVO KEYBOARD FOR	0.00	81.75
9001	41379	10/08/20	4607	VISA	01300202230000	2734	DOCUMENT CAMERA FOR	0.00	750.00
9001	41379	10/08/20	4607	VISA	01300202230000	2734	CART PRINTERS FOR Q	0.00	259.90
9001	41379	10/08/20	4607	VISA	01300202230000	2650	HP LJ 2300 TONER FO	0.00	21.74
9001	41379	10/08/20	4607	VISA	01100201100000	2643	SUPER TEACHER YEARL	0.00	24.95
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TEACHER PAY TEACHER	0.00	24.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TEACHER PAY TEACHER	0.00	4.00
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TEACHER PAY TEACHER	0.00	8.00
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - FOCUS:	0.00	21.99
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - CREATI	0.00	20.63
9001	41379	10/08/20	4607	VISA	01300206996000	2610	AMAZON.COM - INTO S	0.00	19.90
9001	41379	10/08/20	4607	VISA	01300206996000	2610	ESTIMATED SHIPPING/	0.00	3.99
9001	41379	10/08/20	4607	VISA	01100201200000	2610	AMAZON.COM - HOUR G	0.00	15.95
9001	41379	10/08/20	4607	VISA	01100201100000	2610	TPT - ALPHABET FILL	0.00	2.00
9001	41379	10/08/20	4607	VISA	01100201200000	2610	TPT - HANDWRITING P	0.00	29.00
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - PHILOS	0.00	32.67
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - RESEAR	0.00	30.49

EFINANCE - POWERSCHOOL
DATE: 10/09/2020
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ARLINGTON PUBLIC SCHOOL
CHECK REGISTER - BY FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.check_no='41379'
ACCOUNTING PERIOD: 2/21

FUND - 01 - GENERAL

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9001	41379	10/08/20	4607	VISA	01100202410000	2330	ESTIMATED SHIPPING/	0.00	3.84
9001	41379	10/08/20	4607	VISA	01300206996000	2610	AMAZON 5 PACK TENSI	0.00	12.99
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - RESEAR	0.00	6.95
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - PLATO	0.00	16.95
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - THE GL	0.00	7.79
9001	41379	10/08/20	4607	VISA	01100201200000	2650	AMAZON.COM - APPLE	0.00	658.00
9001	41379	10/08/20	4607	VISA	01100201100000	2733	AMAZON.COM - TABLE	0.00	121.99
9001	41379	10/08/20	4607	VISA	01100201100000	2610	AMAZON.COM - CHAMPI	0.00	182.40
9001	41379	10/08/20	4607	VISA	01300202210000	2610	STAFF APPRECIATION	0.00	70.65
9001	41379	10/08/20	4607	VISA	01300206996000	2430	MAROON DUCK TAPE FO	0.00	66.57
9001	41379	10/08/20	4607	VISA	01300206996000	2610	PUMPS FOR LARGER GA	0.00	38.99
9001	41379	10/08/20	4607	VISA	01300202510000	2530	PIONEER TELEPHONE B	0.00	76.70
9001	41379	10/08/20	4607	VISA	01300202210000	2610	STAFF APPRECIATION	0.00	207.60
9001	41379	10/08/20	4607	VISA	01200201100000	2640	Z LITERATURE BOOKS	0.00	31.78
9001	41379	10/08/20	4607	VISA	01300202650000	2626	GAS FOR MINI VAN IN	0.00	25.03
9001	41379	10/08/20	4607	VISA	01100201100000	2610	MEAD PRIMARY COMPOS	0.00	169.85
9001	41379	10/08/20	4607	VISA	01300202610000	2610	STAFF OF THE MONTH	0.00	162.14
9001	41379	10/08/20	4607	VISA	01100201100000	2640	RETURN SHIPPING POS	0.00	7.06
9001	41379	10/08/20	4607	VISA	01200201100000	2640	INSPIRE PHYSICS TEX	0.00	69.99
9001	41379	10/08/20	4607	VISA	01200201100000	2640	ESTIMATED SHIPPING/	0.00	3.99
9001	41379	10/08/20	4607	VISA	01300202230000	2650	PROJECTOR SCREEN FO	0.00	131.56
9001	41379	10/08/20	4607	VISA	01300202230000	2735	REFLECTOR TEACHER F	0.00	269.85
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9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - THINK	0.00	14.49
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - A MORE	0.00	11.79
9001	41379	10/08/20	4607	VISA	01300202130000	2610	AMAZON.COM - ENERGI	0.00	21.50
9001	41379	10/08/20	4607	VISA	01100201200000	2610	AMAZON KIDS HEADPHO	0.00	119.94
9001	41379	10/08/20	4607	VISA	01300202230000	2734	EXTERNAL DVD DRIVE	0.00	57.98
9001	41379	10/08/20	4607	VISA	01300202310000	2610	JERSEY AND DISPLAY	0.00	308.49
9001	41379	10/08/20	4607	VISA	01100201100000	2733	WALMART.COM - BETTE	0.00	100.22
9001	41379	10/08/20	4607	VISA	01200201200000	2643	QUIZZLETT RENEWAL FO	0.00	19.99
9001	41379	10/08/20	4607	VISA	01300202230000	2650	LENOVO 300E REPLACE	0.00	139.00
9001	41379	10/08/20	4607	VISA	01300202230000	2650	AC ADAPTER FOR COLT	0.00	15.99
9001	41379	10/08/20	4607	VISA	01200201200000	2610	WALMART SUPPLIES FO	0.00	159.42
9001	41379	10/08/20	4607	VISA	01200201100000	2640	BIG IDEAS MATH TEXT	0.00	364.61
9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - THE ED	0.00	9.00
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9001	41379	10/08/20	4607	VISA	01100202410000	2330	AMAZON.COM - PUBLIC	0.00	29.95
9001	41379	10/08/20	4607	VISA	01100201100000	2610	AMAZON.COM - UNITYS	0.00	31.99
9001	41379	10/08/20	4607	VISA	01100201100000	2610	AMAZON.COM - KIDS C	0.00	15.99
9001	41379	10/08/20	4607	VISA	01100201100000	2610	AMAZON.COM - DRY ER	0.00	13.99
9001	41379	10/08/20	4607	VISA	01100201100000	2610	AMAZON.COM - ADJUST	0.00	79.99
9001	41379	10/08/20	4607	VISA	01100201100000	2610	FOAM COUNTERS - MAT	0.00	8.95
9001	41379	10/08/20	4607	VISA	01300206996000	2610	SPRAY BOTTLE MISTER	0.00	8.11
9001	41379	10/08/20	4607	VISA	01300202230000	2650	100' ROLL OF CARPET	0.00	349.00
9001	41379	10/08/20	4607	VISA	01100201200000	2610	AMAZPN- APPLE IPAD	0.00	329.00
9001	41379	10/08/20	4607	VISA	01100201200000	2610	AMAZON- APPLE IPAD-	0.00	329.00
9001	41379	10/08/20	4607	VISA	01100201200000	2610	AMAZON- AVAWO IPAD	0.00	67.40
9001	41379	10/08/20	4607	VISA	01200201100000	2610	BROADLINE MARKERS F	0.00	45.84
9001	41379	10/08/20	4607	VISA	01200201100000	2810	NMEA MEMBERSHIP	0.00	277.00
TOTAL	CHECK							0.00	9,582.71

EFINANCE - POWERSCHOOL
DATE: 10/09/2020
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ARLINGTON PUBLIC SCHOOL
CHECK REGISTER - BY FUND

PAGE NUMBER: 3
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FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CASH ACCOUNT								0.00	9,582.71
TOTAL FUND								0.00	9,582.71
TOTAL REPORT								0.00	9,582.71

ACTIVITY BALANCE as of 9/30/20

Source Code:	Account	Beginning Bal	YTD Revenues	YTD Expenditures	Balance
701	One School One Team	\$ 881.20	\$0.00	\$0.00	\$ 881.20
736	Activities Interest	\$ 750.41	\$0.00	\$0.00	\$ 750.41
702	Always For Kids	\$ 41,079.07	\$2,076.52	\$248.49	\$ 42,907.10
703	Art Class	\$ 8,173.26	\$60.00	\$0.00	\$ 8,233.26
704	Art Club	\$ 2,791.26	\$0.00	\$99.95	\$ 2,691.31
705	Athletics	\$ (7,944.06)	\$19,068.92	\$24,376.41	\$ (13,251.55)
706	Band	\$ 5,479.32	\$44.72	\$0.00	\$ 5,524.04
707	Band Fund Raising	\$ -	\$0.00	\$0.00	\$ -
789	Baseball Fund	\$ 4,896.53	\$0.00	\$0.00	\$ 4,896.53
762	Baylor/ACT	\$ 2,979.09	\$0.00	\$0.00	\$ 2,979.09
708	Book Club	\$ 270.55	\$0.00	\$0.00	\$ 270.55
790	Boys Basketball	\$ 1,323.06	\$0.00	\$0.00	\$ 1,323.06
783	Boys Golf	\$ 1,250.35	\$60.00	\$0.00	\$ 1,310.35
709	Cheerleading	\$ 317.65	\$1,235.50	\$566.46	\$ 986.69
734	Class of 2018	\$ 1,453.91	\$0.00	\$0.00	\$ 1,453.91
765	Class of 2019	\$ 1,016.13	\$0.00	\$0.00	\$ 1,016.13
770	Class of 2020	\$ 646.85	\$0.00	\$0.00	\$ 646.85
771	Class of 2021	\$ 734.77	\$0.00	\$0.00	\$ 734.77
768	Class of 2022	\$ 4,352.77	\$0.00	\$0.00	\$ 4,352.77
772	Class of 2023	\$ 1,759.20	\$601.00	\$0.00	\$ 2,360.20
773	Class of 2024	\$ 481.35	\$0.00	\$0.00	\$ 481.35
720	Concessions	\$ (4,477.11)	\$4,080.41	\$4,208.17	\$ (4,604.87)
785	Cross Country	\$ 2,853.59	\$1,100.00	\$1,259.73	\$ 2,693.86
721	Dance Squad	\$ 732.05	\$0.00	\$414.14	\$ 317.91
722	Drama	\$ 402.73	\$85.20	\$0.00	\$ 487.93
724	Elem Lounge	\$ (55.16)	\$0.00	\$0.00	\$ (55.16)
732	Fam Cons Science	\$ 2,683.23	\$0.00	\$0.00	\$ 2,683.23
726	FBLA	\$ 15,654.83	\$982.00	\$17.98	\$ 16,618.85
766	FFA	\$ 10,667.39	\$25.00	\$35.00	\$ 10,657.39
758	Floor Fund	\$ 427.95	\$0.00	\$0.00	\$ 427.95
727	Football	\$ 2,500.50	\$0.00	\$22.78	\$ 2,477.72
791	Girls Basketball	\$ 834.74	\$0.00	\$0.00	\$ 834.74
784	Girls Golf	\$ 2,953.08	\$168.00	\$0.00	\$ 3,121.08
735	Honor Society	\$ 1,215.16	\$207.60	\$0.00	\$ 1,422.76
761	Honors History	\$ 0.09	\$0.00	\$0.00	\$ 0.09
744	HS Lounge	\$ 581.60	\$0.00	\$0.00	\$ 581.60
740	Industrial Tech / Woods	\$ 1,285.63	\$690.00	\$0.00	\$ 1,975.63
739	Library Fund Elem/HS	\$ 3,457.43	\$0.00	\$0.00	\$ 3,457.43
764	Metro	\$ 47,277.01	\$0.00	\$0.00	\$ 47,277.01
792	MS Girls Basketball	\$ 120.14	\$0.00	\$0.00	\$ 120.14
723	MS STEM	\$ 144.33	\$0.00	\$0.00	\$ 144.33
737	MS Student Council	\$ 3,871.41	\$0.00	\$0.00	\$ 3,871.41
787	MS Track	\$ 222.12	\$0.00	\$0.00	\$ 222.12
756	Pepsi	\$ 1,728.76	\$0.00	\$0.00	\$ 1,728.76

742	Quiz Bowl	\$	1,139.64	\$0.00	\$0.00	\$	1,139.64
728	Reimbursement (general	\$	2,525.60	\$0.00	\$0.00	\$	2,525.60
714	SKILLS	\$	679.48	\$0.00	\$0.00	\$	679.48
788	Softball	\$	(653.69)	\$0.00	\$60.00	\$	(713.69)
746	Spanish Club	\$	181.94	\$0.00	\$0.00	\$	181.94
794	Sped	\$	-	\$0.00	\$0.00	\$	-
747	Speech	\$	942.06	\$0.00	\$0.00	\$	942.06
748	Spring Musical	\$	4,443.86	\$0.00	\$20.00	\$	4,423.86
749	Student Council	\$	4,146.52	\$0.00	\$0.00	\$	4,146.52
750	Student Vending	\$	1,396.71	\$0.00	\$0.00	\$	1,396.71
751	Swing Choir	\$	2,091.67	\$379.00	\$40.94	\$	2,429.73
786	Track Fund	\$	1,513.82	\$0.00	\$0.00	\$	1,513.82
717	Transition	\$	1,613.51	\$0.00	\$0.00	\$	1,613.51
782	Volleyball	\$	2,612.28	\$279.65	\$809.18	\$	2,082.75
710	Welding	\$	(353.79)	\$0.00	\$0.00	\$	(353.79)
733	Wrestling	\$	4,404.67	\$0.00	\$9.99	\$	4,394.68
753	Yearbook	\$	4,757.21	\$120.00	\$2,720.96	\$	2,156.25
	Totals		\$199,215.66	\$31,263.52	\$34,910.18		\$195,569.00

TEACHER'S CONTRACT
2020-2021
AA/EOE

This CONTRACT made by and between the Washington County School District #89-0024 also known as the School District of Arlington, in the State of Nebraska, hereinafter referred to as the District, and **Kylie Shada** a legally qualified teacher, hereinafter referred to as Teacher.

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about November 1, 2020, and shall consist of 139.5 days of service, and that the Teacher agrees to accept such employment at an annual salary based on **Step 6, Column M, Index 1.40 and FTE 1.0** under the following conditions.

FIRST: The salary of the Teacher shall be payable in ten equal installments. The first installment shall be payable on the 20th day of November, 2020 and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: The Teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the duties to be performed by him/her under this contract shall be subject to assignment by the Superintendent of the District and further agrees to devote full time, during days of school, to his/her position in all respects, to diligently and faithfully perform the assigned duties as teacher to the best of his/her professional ability. It is understood and agreed that regular, dependable, and on time attendance is an essential function of Teacher's position.

THIRD: In addition to the normal duties traditionally required of teachers, the Teacher may be assigned "extra duty" or extended contract assignments which shall be upon such terms and conditions and at such additional stated rate of compensation as the Board may establish, or as the Teacher and the District, or the Teacher's collective bargaining agent and the District, may from time to time agree upon. It is agreed that extra duty or extended contract assignments to which Teacher may be assigned by the District are not a part of this Teacher's contract for purposes of continuation of such assignments.

FOURTH: This contract may be canceled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; or, (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by applicable law.

FIFTH: That upon termination of this contract for just cause, or upon the release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 186 days of service. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

SIXTH: There shall be no penalty for release or resignation by the Teacher from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Teacher hereby affirms that he/she is not under contract with another School District or Board of Education within this State covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the Superintendent of Schools of the Arlington Public School District and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

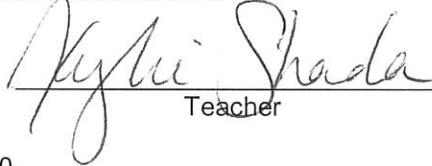
NINTH: The wages set forth in this agreement shall be subject to such wage adjustments as may from time to time be mutually agreed upon between the Board and the Teacher, or duly recognized collective bargaining agent for said Teacher.

TENTH: Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all of the provisions hereof by reference, except as stated on such "Renewal Agreement." Contract renewal, amendment, termination or cancellation shall be subject to the requirement of Neb. Rev. Stat. §§79-824 through 79-842 and any other applicable state statutes.

ELEVENTH: The failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before **Monday October 12, 2020** shall constitute a rejection by the Teacher of this offer of employment.

TWELFTH: **Other Contract Terms:**

Executed the 7 day of October, 2020


Teacher

Executed the 6th day of October 2020

Washington County School District #89-0024 also known as the School District of Arlington, in the State of Nebraska.

Attest:

By _____
Board of Education Secretary

Board Report

Specifics:

I. Multi-Cultural Aspect: Multicultural learning takes place in our classrooms

Special education multicultural learning is embedded into the general education curriculum. Students are exposed to different cultures and regions of the United States and the world.

II. What do we want students to learn?

Our goal in special education is to move students at or closer to grade level expectations by making modifications and accommodations based on student needs. Students may be working in specific areas such as reading, math, or behavior. Each student has an Individualized Education Plan (IEP) that is handled by case managers.

III. How do we know students are learning?

Students are continually monitored for growth. Teachers do both formal and informal assessments of skills towards goals in student IEPs. We have four assessment periods that we track specific progress of each student. Parents are notified of the progress in a progress report that addresses each students' goals.

IV. How do we respond when students are not learning?

As a district we are utilizing and continuing to develop our Multi-Tiered Systems of Support (MTSS). When tier I, general education curriculum, is not being effective we move into Tier II support. For us at Arlington this means Title reading, Math or Reading Interventions. If students are not being successful in these two tiers, sometimes after tier I we move students into the Student Assistance Team (SAT). This team looks at all interventions that are in place and adjusts or monitors the process. If students are still struggling to make adequate progress we move students to testing and possibly Tier III, Special Education.

If students have already qualified for special education and are not being successful we look at goals(IEP) and adjust as needed to better meet students where they are and move them closer to their goals.

As a special education team we are always looking for other opportunities to meet the needs of students. These could be extended school year or alternate placements in or out of the district.

V. How do we extend learning for students?

For special education students we offer extended school year opportunities, school to work plans, Nebraska VR programs, transition plans and programs. We monitor the need for extension in the IEP goals.

VI. Other Information

Targeted Improvement Plan (TIP) for Nebraska Department of Education is focused on 5th and 6th grade reading. We use our MAP data to track progress toward our TIP. In the summary of our TIP from 2019-2020 we found that we have not reached our goal of 69% of special education students reaching MAP grade level goals. During the 2019-2020 year (which was affected by Covid-19) we had 54% of our special education students in grades 5 and 6 performing at or above grade level in MAP Reading.

Total Numbers 2020-2021:
118 total students - Birth-12

	PERCENTAGE	
Data Years	State	District
2019-2020	15.56%	15.36%
2018-2019	15.48%	14.01%
2017-2018	15.12%	12.32%
2016-2017	14.97%	11.70%
2015-2016	14.71%	10.84%

Elementary Board Report October 2020

- **6th Grade Outdoor Education** - Arlington students participated in an outdoor education experience at Camp Fontanelle. Students were able to do some gravestone rubbings, learn of the history of the area, zip line, work together to problem solve on their hike through nature, and work in teams through the laser tag adventure.
- **Fire Prevention Week** - While we were not able to hold our “normal” fire prevention week, Arlington Fire and Rescue provided students with hats, coloring books, and information about fire safety!



- **Conferences** - Conferences will be held via zoom this year. Teachers are sharpening their skills and excited to visit with families.
- **Makerspace** - Mrs. Rollins has officially begun Makerspace in the library. Students are working STEM activities to encourage creativity and problem solving.



Secondary Principal's Report

For the October 2020 Board Meeting

Parent Teacher Conferences

Will be held on October 21 and 22 from 5:00-8:00. These will be conducted virtually.

Community Service: Food Drive

The 2020 Washington County Food Pantry food drive will be kicking off and is sponsored by the FBLA.

Co-Curricular Opportunities

- FFA - Dairy Judging Contest, September 29
- FBLA - FLC, September 30

ACT Testing

Seniors - ACT Test on October 6

Juniors - PreACT Test on October 6

Choir Robes

The new choir robes are in! Thank you to the board for approving this purchase for our vocal music students!



James Shada
October
Board Report

Pink Out- October Cancer Awareness

The athletic department in conjunction with the cheerleaders will be hosting Pink Out Nights in October. We will be encouraging students to wear pink and honor families fighting cancer. We have decided to not sell T-Shirts this year. The rationale was to lessen the impact of costs for our families.

Homecoming 2020

Homecoming was a great success this year! As always much of the credit goes to student council. They did an excellent job of hosting events all week long. Due to the limitations we were have to have dress up days with great success and participation. We were also able to host an awesome pep rally out at the football field. This was a great time and our students and staff were excited about being able to have a pep rally!



**Coronation was held Friday September 25th following the football game:
King Josh Miller and Queen Kylie Bruning were crowned.**

**Other candidates included: Jesse Thompson, Gus Duvarte, Hunter Gilmore, Josh Iossi
Elizabeth Morrison, Claire Allen, Hailey Pfingsten, and Mallory Ruwe**





Arlo Stiv! Classroom Intercom

We have had some outstanding feedback on providing Stiv to our fans. Numerous parents have commented how they have watched games they can't make it to and how their out of state family has felt connected to their nieces and nephews since they are unable to make it to games. We have also been working on commercials for timeouts. Several of these commercials have features our teams but also the outstanding things we are doing in the classroom each and every day for all of our students!



<http://members.nasbonline.org/index.php/events>

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.

OCTOBER

VIDEOS

YOUR MONTHLY BOARD AGENDA UPDATE VIDEO LINK FOR OCTOBER

<http://members.nasbonline.org/index.php/news-resources/videos>

NOW SHOWING!!! AREA MEMBERSHIP MEETINGS: HOME INVASION!

ACCESS THE VIDEO AT WWW.NASBONLINE.ORG - CLICK ON "MY MEMBERSHIP" AND LOGIN WITH YOUR EMAIL AND PASSWORD



"I really loved how the meeting was prepared in a manner to keep the viewer engaged and wanting to see what was coming next. From the guest A-Listers, to the hilarious intro videos to the information presented, I was in tune the entire time. I really appreciated the authenticity behind it all."



EHA ALTERNATIVE NETWORK INFORMATION FOR NEGOTIATIONS | <https://vimeo.com/436536900>

CHECK OUT A QUICK 17-MINUTE WEBINAR FROM BCBS ON ALTERNATIVE NETWORKS, INCLUDING AN INTRO AND Q&A WITH NASB'S JOHN SPATZ. ALTERNATIVE NETWORKS HELP LOWER COST AND IMPROVE MEMBER BENEFITS WHETHER YOUR DISTRICT IS ELIGIBLE TO PARTICIPATE OR NOT. IT IS IMPORTANT FOR YOUR SCHOOL BOARD MEMBERS, ADMINISTRATORS AND TEACHERS BE EDUCATED NOW PRIOR TO NEGOTIATIONS.

NASB CANDIDATE WEBINAR #3 | OCTOBER 12 | 12:00 TO 1:00 PM CT

LABOR RELATIONS | OCTOBER 14-15 | VIRTUAL

"ASK THE COMMISSIONER ..." WEBINAR | OCTOBER 15 | 4:00 PM CT | CHECK YOUR INBOX FOR DETAILS ...

ORDER YOUR 2020 NEBRASKA EDUCATION LAW BOOK BY OCTOBER 15

<http://members.nasbonline.org/index.php/news-resources/publications>

NOVEMBER

NASB DELEGATE ASSEMBLY | NOVEMBER 13 | 1:00 PM CT

2020 STATE EDUCATION CONFERENCE | NOVEMBER 18-20 | OMAHA & VIRTUAL

** NOW IS THE TIME TO SIGN UP TO SERVE AS A MODERATOR NOMINATIONS ARE BEING ACCEPTED FOR STUDENT VOICES **

Contact sendorf@NASBonline.org or visit <http://members.nasbonline.org/index.php/state-education-conference>



ALICAP ANNUAL MEMBERSHIP MEETING | NOVEMBER 18 | 4:00 PM | CHI HEALTH CENTER - OMAHA

NEW BOARD MEMBER WORKSHOPS & WEBINARS | BEGINNING NOVEMBER 30 - THROUGH FEBRUARY 2021

Board Presidents: Check your inbox each month for the monthly 'NASB Update' to include in your meeting agenda.
Please contact mbeilka@NASBonline.org with any questions, or if you are not receiving them.

LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student **within one year of the student graduating or otherwise leaving the District.**
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes 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.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Legal Reference: LB 1080 (2020)

Date of Adoption: [Insert Date]

Personnel - All EmployeesInjury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Legal Reference: LB 1186 (2020)

Date of Adoption: [Insert Date]

Personnel - All EmployeesStaff Payments During Closure

In the event of inclement weather, a pandemic, or other unexpected or extraordinary circumstances, the Board of Education or the Superintendent may close school or a particular school building in order to protect staff and students from harm, and will establish a reopen date when it is safe to return. If such closure extends for a long period of time as determined by the Superintendent, then the Superintendent may implement procedures, agreements, or other requirements to compensate staff during a closure to ensure staff return to employment after the closure. The District may consistently pay staff according to District policies and procedures already established by salaries or wages.

Legal Reference: 2 C.F.R. § 200.430

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the

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[Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers

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identified to improve regular attendance. The plan shall consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Educational evaluation;
- (d) Referral to community agencies for economic services;
- (e) Family or individual counseling; and
- (f) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. The Board may also give advance notice of meetings by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationPurpose and Role of the Board

The responsibilities of the Board of Education shall be as follows:

1. Provide a school system which offers a Kindergarten through twelfth grade program.
2. Confer with the Superintendent of schools about recommendations for school programs.
3. Consider and adopt textbooks selected by the Superintendent of schools and staff together with the courses of study recommended by them.
4. Set and annually review long-term written goals for the school district.
5. Consider and approve the annual operating budget prepared by the Superintendent of Schools.
6. Consider and approve claims for expenditure.
7. Be responsible to interpret the school programs to the community through a community relations program.
8. Represent the needs of the school system before city and state authorities as well as the general public.
9. Refer parent and community criticism and suggestions to the Superintendent for consideration and recommendation.
10. Serve as a body of final appeal for staff members and school patrons on matters properly appealable from orders of the Superintendent.
11. Establish and maintain policies consistent with the Board's interpretation of the wishes of the community and the requirements of the law. Conduct an annual review of policies as and to the extent required by law.
12. Develop a procedure whereby policy changes and/or additions may be proposed by board members, other school employees, or the general public by submitting them to the Superintendent for consideration and recommendation.
13. Continuously evaluate the effectiveness of Board policies.
14. Adopt rules and regulations in cooperation with the Superintendent for governance of the school system.

15. Select the Superintendent of Schools and support the Superintendent in the efficient discharge of the Superintendent's duties.
16. Require reports from the Superintendent.
17. Evaluate the Superintendent of Schools in accordance with applicable state laws.
18. Elect school personnel upon nomination and recommendation of the Superintendent.
19. Annually elect officers of the Board and appoint auxiliary personnel as necessary.
20. Distinguish between selfish, unformed criticism and genuinely helpful criticism.
21. Perform specific duties imposed on school boards by statutes of the State of Nebraska.
22. Participate in local, state and national organizations for school board members.
23. Cooperate with other governmental bodies and agencies.
24. Cooperate with professional and educational organizations.

Legal Reference: §79-526
§79-407
§79-512
§79-828

Date of Adoption: March 8, 2010 and April 12, 2010
Reviewed: November 11, 2013; October 9, 2017

Internal Board Policies - OrganizationDuties and Functions of the Board of Education

- A. The Board of Education shall exercise full legislative control over Arlington Public Schools, in accordance with the statutes of the State of Nebraska.
- B. The Board of Education shall elect a Superintendent to carry out the executive duties of Arlington Public Schools. The Superintendent's appointment shall be a major item of business at the January meeting, unless the present Superintendent is on a term contract.
- C. The Board of Education shall, through its legislative function, initiate questions of policy and pass upon the recommendations of the Superintendent in matters of policy, employee employment or dismissal, salary schedules or other personnel regulations, courses of study, selection of text books, and other matters pertaining to the direct welfare of the schools.
- D. The Board of Education shall require reports from its executive officer concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board of Education.
- E. The Board of Education shall provide for the preparation and adoption of the annual budget and shall provide, by the exercise of its taxing power, the funds necessary to finance the operation of the schools within the guidelines of Nebraska State Statute.
- F. In order to exercise its rights and duties, the Board of Education shall prepare and publish a body of policies and regulations covering organization, policies, and procedures of the school system. The Board of Education shall cause its policies and regulations to be kept in constant revision, conduct an annual review to the extent and shall republish such policies as and to the extent required by law and as deemed necessary.

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Arlington School District Board of Education shall be held on or before the second Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and ex officio secretary and treasurer, if it is determined by the Board of Education that same are needed, all of whom will assume office at the organizational meeting.
 2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
 3. The President shall assume the chair immediately upon the President's election.
- B. The order of business for the remainder of the meeting should be as follows:
1. The election of a Vice President by the same method as used for the election of the President.
 2. The election (or appointment) of a Secretary and Treasurer.
 3. Review and Appointment of Board Committees and Representatives.
 4. Approval of Depository by resolution.
 5. Review and designation of school attorney(s) and newspaper of record.
 6. Review the current policy governing Order of Business for Board Meeting.
 7. Dissemination to each Board member of conflict of interest statutes.

Date of Adoption: August 14, 2017

Reviewed: November 11, 2013; October 9, 2017

Internal Board Policies - OrganizationLocation of School Board Meetings

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Organization

Committee of the Whole

It shall be the policy of Arlington Public Schools that the Board of Education shall take formal actions as a Committee of the Whole on all matters pertaining to business and educational policies of the district.

Legal Reference: §79-520

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - OrganizationStanding Committees

It shall be the policy of Arlington Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Committee on American Civics and Curriculum
3. Buildings and Grounds
4. Finance Committee
5. St. Paul's Lutheran School Liaison

It shall further be the policy of Arlington Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. § 79-724
Neb. Rev. Stat. § 79-520

Date of Adoption: August 12, 2019

Internal Board PoliciesStanding Committee on Negotiations

It shall be the policy of Arlington Public Schools that the Negotiations Committee shall consist of three members appointed by the Board President.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - OrganizationStanding Committee on American Civics

It shall be the policy of [Name] Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of [Name] Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520
 LB 399 (2019)
Date of Adoption: August 12, 2019

Internal Board Policies - OrganizationTemporary Committees

It shall be the policy of Arlington Public Schools that in addition to the appointment of standing committees, the President of the Board of Education or the full Board may appoint such temporary committees as are deemed necessary.

Temporary committees shall serve at the pleasure of the President of the Board of Education or of a majority of the members of the Board of Education, but in general the duration of temporary committees shall not exceed beyond the next annual meeting of the Board of Education.

Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.

Legal Reference: §79-520

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Board MembersRetirement

It shall be the policy of Arlington Public Schools that retiring members of the Board of Education shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is retiring from service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the retiring Board member.

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Board MembersOrientation for Newly-Elected Members of the Board of Education

The Board of Education and staff members shall assist each new elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end the following steps shall be taken:

1. The newly-elected member shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of Nebraska school laws and information on the responsibility of a school Board member.
2. The newly-elected member shall be invited to attend meetings of the Board of Education and to participate in the discussions.
3. The secretary of the Board of Education shall supply material pertinent to the meetings and the Superintendent of the School shall explain the use of such materials.
4. The newly-elected member shall be invited to meet with the Superintendent and Principal to discuss their area of responsibility as defined by the Board of Education.
5. Any other material deemed helpful shall be made available upon request.

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Board MembersOpportunities for Development

Attendance by members of the Board of Education at meetings directly or indirectly related to education or school governance matters shall be encouraged since these meetings are beneficial not only for the professional growth of school Board members but for the school system as a whole.

The Superintendent shall provide notice to Board members of scheduled meetings which may be related to education or school governance.

Legal Reference: §79-512

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Board MembersPolicy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings

Board members are expected to maintain effectiveness by being well-informed on educational issues. Accordingly, Board members are encouraged to attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are sponsored by the school district, state, and national education organizations.

Board members are specifically authorized to attend such functions which are sponsored by this school district, the Nebraska Association of School Boards, the National School Boards Association, AASA, NRCSA and similar organizations without specific action by the Board of Education. In addition, school Board members may attend such functions at district expense sponsored by other organizations upon specific prior approval of the Board of Education.

Legal Reference: §79-512

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates. Reimbursement for using a personal vehicle will be allowed only if there was no school vehicle available for the trip or if it was deemed by the Superintendent that it is prudent to use a personal vehicle.
 2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates. Reimbursement for using a personal vehicle will be allowed only if there was no school vehicle available for the trip or if it was deemed by the Superintendent that it is prudent to use a personal vehicle.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00. With the exception of retirement gifts to employees of 20 years or more service who are given a gift card of \$100.
- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: §§13-2201 to 13-2204

Date of Adoption: August 13, 2018

Internal Board Policies/PersonnelUse of Public Resources by Board Members and EmployeesRestrictions on Use

No Board member or employee of Arlington Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee's duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor's directive; or (5) the use is for the employee's personal financial gain or potential for personal financial gain.

Incidental or De Minimis Use: Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation: Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and
2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

School Vehicles: Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

Communication Devices: A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the School District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

Election Issues: A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the School Board in determining the effect of a ballot question on the School District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the School District on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is

not a factor in making the facilities available or a factor in determining the cost or conditions of use.

The School Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

Legal Reference: Neb. Rev. Stat. §§49-14,101.01 and 49-14,101.02

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Board Members

Membership in School Board Associations

The Board of Education shall ordinarily hold memberships in such local, state, regional, and national school board associations as may exist, and shall look upon such memberships as an opportunity for growth in Board service.

Legal Reference: §79-512

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board Policies - Board MembersConflict of Interest/Contracts

It shall be the policy of Arlington Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.
2. The affected Board member does not participate in consideration or discussion of the contract.
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.
4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of Arlington Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: 49-14,103.01

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: November 11, 2013, October 9, 2017

Internal Board PoliciesConflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
 - a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
 - b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
 - c. The Board of Education approves the employment or supervisory position.
2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
 - a. Without first having made a reasonable solicitation and consideration of applications for such employment.
 - b. Who is not qualified for and able to perform the duties of the position.
 - c. For any unreasonably high salary.
 - d. Who is not required to perform the duties of the position.
3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.
5. A member of the Board of Education may not be engaged in a contract to teach with the Arlington Public School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; 49-1499.05; 79-544; and 79-818

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (A) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (B) Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:
- (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
 - (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103;
§ 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04;
§ 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: August 8, 2016

Reviewed: October 9, 2017

Internal Board Policies - Board MembersReporting Procedures

It shall be the policy of Arlington Public Schools that any school Board member who has a direct or indirect interest in a formal contract entered into with Arlington Public Schools, or an open account, shall provide the Superintendent of schools with the following:

1. Names of the contracting parties.
2. Nature of the interest of the school Board member.
3. Date that the contract was approved by the school Board.
4. Amount of the contract.
5. Basic terms of the contract.

The above information shall be provided to the Superintendent of schools no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the school Board member. The ledger kept by the Superintendent of schools shall be available for public inspection during the normal working hours.

It shall further be the policy of Arlington Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: §49-14,103.02

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Board MembersCode of Ethics

It shall be the policy of Arlington Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the Arlington School District, each Board member will recognize:
 - a. That he or she has been entrusted with the educational development of the children and youth of the community.
 - b. That the community expects that the first and greatest concern of a school Board member will be the best interest of each and every one of the young people enrolled in the district's schools.
 - c. That the future welfare of this community, of this state, and of our nation depends in the largest measure upon the quality of education provided in Arlington Public School to meet the needs of every learner.
 - d. That members of the Board of Education must collectively take the initiative in helping all the people in this community to have updated, accurate information about the public schools system, and to provide the finest possible school programs, school staff, and school facilities.
 - e. That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the Arlington community.
 - f. That a school Board member must never neglect his or her personal obligation to the community and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.
2. In view of the foregoing consideration, it must be the constant endeavor of each school Board member:
 - a. To devote time, thought and study to the duties and responsibilities of a school Board member so that he/she may render effective and creditable service.
 - b. To work with fellow school Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion

and debate into a consensus for the benefit of the students enrolled in Arlington Public Schools.

- c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.
- d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media of communication on the basis of this fact.
- e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself or any other individual or agency apart from the total interest of the school system.
- f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of Arlington Public Schools as it is to plan for the business of the school district.
- g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.
- h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in Arlington Public Schools with respect to the establishment of policy on current school operation and proposed future developments.
- i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its community, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationMethods of Operation

It shall be the policy of Arlington Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent of Schools and professional and non-professional staff elected to work with the Superintendent of Schools. The Superintendent and Principals shall be held responsible for the effective administration and supervision of Arlington Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent of School for study, analysis, review and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference: §79-526
 §79-520

Date of Adoption: April 12, 2010 and May 10, 2010
Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationFormulation of Policies

It shall be the policy of Arlington Public Schools that the Board of Education, representing the people of the Arlington School District, will be the governing body which determines all questions of general policy to be employed in the governance of the Arlington Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a school board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent.

Legal Reference: §79-554
 §79-520

Date of Adoption: April 12, 2010 and May 10, 2010
Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationAdoption, Amendment or Suspension of Policies

- A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.
- B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.
- C. The Superintendent of Schools, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationFormulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

Legal Reference: §79-520

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationMeetings

The formation of school policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Legal Reference: §79-554
 §79-555
 §84-1412

Date of Adoption: April 12, 2010 and May 10, 2010
Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationTypes of MeetingsRegular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent of Schools, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference: §79-554
 §84-1409

Date of Adoption: April 12, 2010 and May 10, 2010
Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The designated methods of giving advance notice of meetings of the Board of Education of the Arlington School District shall be by publication or by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationAgenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent of Schools in corroboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the agenda is the responsibility of the Board President.
- C. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.
- D. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of School of the Arlington School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference: § 84-1411

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board PoliciesLocation of School Board Meetings

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Meetings of the Board may be held outside the School District boundaries when deemed necessary by the Board of Education. Meetings of the Board may be held outside the state of Nebraska upon compliance with the provisions of Neb. Rev. Stat. § 84-1412(6), and other applicable laws.

Legal Reference: Neb. Rev. Stat. § 84-1411
 Neb. Rev. Stat. § 84-1412(6)

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationProcedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

The vote to elect the leadership of the Board of Education at the reorganization meeting shall be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

Legal Reference: §79-569
 §79-520
 §84-1413

Date of Adoption: April 12, 2010 and May 10, 2010
Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationOpportunity for Public Expression

The Board of Education as a representative body, recognizes the importance of the public's viewpoint relative to the direction of the educational programs in Arlington Public Schools. Therefore, the following guidelines have been established for patrons to efficiently and effectively give expression to their suggestions, concerns, and grievances:

- A. Public Forum - Each Board meeting shall have on its agenda a specific time entitled Public Forum, during which patrons may address the Board on matters of general concern. Patrons wishing to address the Board during the Public Forum will be allowed five (5) minutes to express their view. Board of Education members will refrain from expressing personal opinions during the Public Forum unless asked a direct question by a patron recognized by the Board President as having the floor. The Board imposed time limit may be extended by a majority vote of the Board following a request to do so. Board action may not be taken on matters discussed during the Public Forum unless the matter specifically appears on the prepared agenda. In the discretion of the Board President, the Public Forum may be omitted or bypassed at some, but not all, meetings of the Board of Education.
- B. Concerns and Complaints - Board action shall not be taken regarding a concern or complaint unless the following procedure has been followed:
- Step 1. All Complaints concerning a particular school situation shall be submitted to the Principal of the building. They should be submitted in writing when practical. If the party involved is other than an individual, then the organization or persons represented shall be identified. If the problem involves other than an individual building, then the matter shall be directed to the Superintendent.
- Step 2. Should the matter not be resolved to the satisfaction of the parties involved, they may appeal to the Superintendent.
- Step 3. If the initiating party is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board.
- C. Speak to Agenda Item - Patrons or visitors who desire to have an item placed on the monthly Board meeting agenda and speak on that item should make their wishes known to the Superintendent prior to the distribution of the monthly agenda. Upon receipt of a request to be heard the Superintendent may, in the discretion of the Superintendent, place the item on the agenda. The Board President shall then allow the patron or visitors to address the Board at the appropriate time. The length of this presentation will be determined at the discretion of the Board President.

Legal Reference: §84-1412

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017

Internal Board Policies - Methods of OperationTeacher-Administrator-Board of Education Relationships

Since it is recognized that providing a high quality education for children is the paramount aim of Arlington Public Schools and that good morale is necessary for the best education of children, the Board sets forth the following policy concerning the relationship of the Board, the administration, and the staff:

- A. The Board of Education, under law, has the final responsibility of establishing policies for the district.
- B. The Superintendent and his staff have the responsibility of carrying out the policies established through the development and monitoring of administrative rules and regulations.
- C. The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

Date of Adoption: April 12, 2010 and May 10, 2010

Reviewed: April 14, 2014, October 9, 2017