

Board of Education Regular Meeting  
Monday, April 12, 2021 7:00 PM  
HS CONFERENCE ROOM  
705 N 9th St  
Arlington, NE 68002

1. OPENING PROCEDURES
  - 1.1. Call Meeting to Order
  - 1.2. Roll Call
  - 1.3. Pledge of Allegiance
  - 1.4. Approval of Regular Meeting Agenda
2. WELCOME TO GUESTS AND PUBLIC FORUM
3. CONSENT AGENDA
  - 3.1. Minutes of the Previous Board Meeting(s)
  - 3.2. Monthly Financial Reports
  - 3.3. Approve New Teacher Contracts:
    - Melissa Moran (1st Grade)
    - Jacob Duhey (Secondary English)
4. CURRICULUM/INSTRUCTION REPORTS
  - 4.1. Music (Band & Choir) Curriculum Report
5. PRINCIPALS' REPORTS
  - 5.1. Mrs. Morgan's April Elementary Report
  - 5.2. Mr. Pflingsten's April Secondary Report
  - 5.3. Mr. Shada's April Activity Report
6. SUPERINTENDENT'S REPORT
  - 6.1. NASB Report
  - 6.2. NRCSA Update
  - 6.3. Report on Enrollment
  - 6.4. Cognia Visit Report
  - 6.5. Legislative Updates
    - LB2/AM638: 50% of assessed value on ag land for new bonds only
    - LB83: Virtual Board Meetings/Open Meetings Act/BOE minutes/agenda posting
    - LB132: Create School Finance Review Committee
    - LB135: Raise SPED expense reimbursement to 80%
    - LB143: DHHS/School Communication
    - LB210: Homeschool Extracurricular Participation
    - LB322: Statewide reporting system for threats
    - LB388: \$20 Investment for Rural Broadband
    - LB396: School to Farm Program Act
    - LB364: Opportunity Scholarships (deductions for donations to private schools for scholarship purposes)
    - LB408: 3% Budget Growth Lid, with AM371 9% over 3 Years

- LB454: School Property Stabilization (state aid for schools relying on property taxes for 70%+ of formula needs)
- 6.6. ESSERS II and Facilities Project Update
  7. COMMITTEE AND REPRESENTATIVE REPORTS
    - 7.1. Finance Committee
    - 7.2. Negotiations Committee
    - 7.3. Professional Development Sharing
  8. UNFINISHED BUSINESS
  9. NEW BUSINESS
    - 9.1. Discuss, Consider, and Approve Building Level Budgets for 2021-2022
    - 9.2. Discuss, Consider, and Take Necessary Action to Approve Non-Certificated Staff Salary/Wage increases for 2021-2022
    - 9.3. Discuss and Consider Policy 5204: Grading System
    - 9.4. Discuss and Consider 2000 Section Policies:
      - 2000: Functional Principle of Administration
      - 2010: Election of Administrative Personnel
      - 2100: Superintendent of Schools
      - 2110: Duties of the Superintendent
      - 2120: Superintendent Evaluation
      - 2120A: Superintendents's Evaluation Regulation
      - 2200: The Principalship
      - 2210: Duties of Principal
      - 2220: Evaluation of Principals
      - 2400: Line of Authority
      - 2410: Administrative Action in Emergencies
      - 2420: Staff Handbooks
      - 2430: Attendance at Professional Growth Meetings
      - 2440: Administrative Action in Absence of Policy
  10. EXECUTIVE SESSION
    - 10.1. Discussion on Personnel Matter/Request
  11. ACTION ON EXECUTIVE SESSION ITEMS
  12. ADJOURNMENT

## Board of Education Regular Meeting

Monday, March 8, 2021 7:00 PM Central

HS CONFERENCE ROOM

705 N 9th St

Arlington, Nebraska 68002

### 1. OPENING PROCEDURES

#### 1.1. Call Meeting to Order

Matt O'Daniel called the meeting to order at 7:02.

#### 1.2. Roll Call

#### 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, Chase Kratochvil: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

### 2. WELCOME TO GUESTS AND PUBLIC FORUM

### 3. CONSENT AGENDA

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

Jason Arp: Yea, Chase Kratochvil: 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 Hiring:

- Holly Toft, 7-12 Guidance
- Alexis Miers, K-6 Guidance
- Stacy Bliss, School Psychologist

### 4. CURRICULUM/INSTRUCTION REPORTS

4.1. K- 12 Grade Art Curriculum Report from Erin Schaapveld and/or Madison Wakefield  
Erin Schaapveld and Maddi Wakefield spoke on art curriculum and changes this year

4.2. 6th Grade Curriculum Report from Erin Reed, Morgan Streeter and/or Colter Mattson  
Erin Reed spoke for the 6th grade on curriculum and instruction. 6<sup>th</sup> grade will be doing business projects in the near future.

### 5. REVIEW OF ANNUAL DISTRICT PLAN

Annual District plan was reviewed; the annual district plan was reviewed by the board as a group at the board retreat in February. No Changes

### 6. PRINCIPAL'S REPORTS

#### 6.1. Mr. Pfingsten's Secondary Report

Mr Pfingsten highlighted on testing, prom and Cognia accreditation.

#### 6.2. Mr. Shada's Activity Report

Mr Shada highlighted the winter sports season, start of spring sports, and the Musical that will be presented in March.

#### 6.3. Mrs. Morgan's Elementary Report

Mrs Morgan highlighted Red Across America week.

### 7. SUPERINTENDENT'S REPORT

7.1. Report on Building/Renovation Project and Lease Purchase  
DLR updated the board.

7.2. Supt Leave Report

7.3. NRCSA Update

7.4. Legislative Update

7.5. NASB Update Attached

7.6. Discussion of Cognia Visit

Accreditation visit will be April 6<sup>th</sup>, visit will be virtual this time, and time will be set aside for

## 8. COMMITTEE AND REPRESENTATIVE REPORTS

8.1. Buildings and Grounds Committee

Review Summative Needs/Summer Project Work

Bruce Scheer updated on the summative needs for Building and Grounds for this year.

8.2. Professional Development Sharing

NASB Webinar (15 minutes) at 7:30

The board joined an NASB webinar at 7:30.

## 9. UNFINISHED BUSINESS

9.1. Discussion of COVID-19 Plan

With the end of the year being so close, we will leave the mask mandate in place and we will continue hand sanitizing and cleaning procedures. We will discontinue temperature checks twice a day and check temps as needed.

## 10. NEW BUSINESS

10.1. Discuss, Consider and Take Necessary Action on Limited Notice to Proceed with the Building/Renovation Project

Motion to Approve Limited Notice to Proceed as Presented Passed with a motion by Matt O'Daniel and a second by Janet Warner.

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

10.2. Re-Adopt Option Policy 5006 Appendix 1 for 2021-2022 (Option Capacity)

Motion to Approve Policy 5006 Appendix as Presented Passed with a motion by Matt O'Daniel and a second by Bruce Scheer.

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

10.3. Discuss, Consider, and Approve 2021-2022 School Calendar

Motion to Approve 2021-2022 Calendar as Presented Passed with a motion by Janet Warner and a second by Chase Kratochvil.

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

10.4. Discuss and Consider Changes to 2020-21 Calendar for Inclement Weather

The board agrees that due to the nature of the pandemic year, they support not adding any additional days to the calendar at this time due to the lost days from weather.

10.5. Approve 2021-23 Superintendent Contract

Motion to Approve Supt Contract for 2021-2023 with 2021-2022 Salary of \$153,000 as Posted Passed with a motion by Matt O'Daniel and a second by Chase Kratochvil.

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

10.6. Review Policies 1200-1501:

- 1200- Anti-harassment
- 2110--Title IX Policy
- 1220-- Title IX Ct Form

- 1230--ADA Accessibility
- 1240--ADA Grievance
- 1250--ADA Coordinator
- 1260--Service Animals
- 1300--Fundraising
- 1310--Gifts
- 1320--Student and Staff Memorials
- 1400--School and Community Organizations
- 1410--Parent Organizations
- 1420--Citizens Advisory Committees
- 1430--Utilizing Community Resources
- 1440--Staff Participation in Community
- 1450--School Personnel and the Public
- 1460--Student Production of Goods and Services
- 1470--Public Performances by Students
- 1500--Emergency Closing
- 1501--Emergency Exclusions

11. EXECUTIVE SESSION

12. ACTION ON EXECUTIVE SESSION ITEMS

13. ADJOURNMENT

Matt O'Daniel adjourned the meeting at 9:50pm.

\_\_\_\_\_  
Matt O'Daniel, Board President

\_\_\_\_\_  
Dawn Lewis, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SPECIAL BOARD MEETING

Monday, March 29, 2021 5:00 PM Central

HS CONFERENCE ROOM  
705 N 9th St  
Arlington, Nebraska 68002

Jason Arp: Present  
Chase Kratochvil: Present  
Matt O'Daniel: Present  
Bruce Scheer: Present  
Janet Warner: Present  
Shanon Willmott: Present  
Present: 6.

### 1. Special Meeting Called to Order and Roll Call

#### 1.1. Pledge of Allegiance

### 2. Accept Employee Resignation with Regrets:

- Nicole Sok, High School English
- Kurt Sanders, Technology Coordinator

Accept resignations with regrets Passed with a motion by Shanon Willmott and a second by Chase Kratochvil.

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

### 3. Discuss, Consider, and Take Action on Guaranteed Maximum Price and give Notice to Proceed with Building/Renovation Project

Motion to adopt construction Guaranteed Maximum Price as presented with alternates CC 1 (Lockers) and CC 6 (Wheelchair Lift), with AIA amendment. Passed with a motion by Jason Arp and a second by Bruce Scheer.

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

### 4. Discuss, Consider, and Approve Purchase of Staff Laptops

Approve the purchase of staff computers as presented. Passed with a motion by Matt O'Daniel and a second by Shanon Willmott.

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

### 5. Adjourn

Adjourn 5:45



**Arlington Public Schools**  
**February 28, 2021**

Fund Name 2 Rivers Bank	Starting Balance	Receipts	Disbursements	Interfund Transfers	Ending Balance
General Fund - 864	\$ 200,298.95	\$ 381,521.61	\$ 881,488.73	\$ 488,548.17	\$ 188,880.00
Activities - 109	\$ 110,923.39	\$ 13,455.07	\$ 31,235.90	\$ -	\$ 93,142.56
Activities Saving - 713	\$ 219.97	\$ 0.03	\$ -	\$ -	\$ 220.00
Activities CD - 5826	\$ 105,684.11	\$ -	\$ -	\$ -	\$ 105,684.11
		1/30/19-7/30/21		Total Activities:	\$ 199,046.67
Sweep - 956	\$ 2,408,011.27	\$ 308.59		\$ (459,150.06)	\$ 1,949,169.80
Hot Lunch - 487	\$ 126,716.82	\$ 75,545.06	\$ -	\$ (29,398.11)	\$ 172,863.77
Employee Benefit Fund	\$ 841.95	\$ -	\$ -	\$ -	\$ 841.95
Depreciation Fund	\$ 1,670,525.40	\$ 246.27	\$ 48,644.34	\$ -	\$ 1,622,127.33
Depreciation CD - 5826	\$ 253,400.91	\$ -	\$ -	\$ -	\$ 253,400.91
		1/15/21-4/15/22		Total Depreciation:	\$ 1,875,528.24
2017 Bond Refunding	\$ 525,846.58	\$ 18,954.82		\$ -	\$ 544,801.40
QCPUF	\$ 179,068.20	\$ 17,246.45			\$ 196,314.65
Spec Bldg Fund	\$ 3,202,415.27	\$ 46,722.22	\$ -	\$ -	\$ 3,249,137.49
Sp Building CD - 5826	\$ 254,670.03	\$ -	\$ -	\$ -	\$ 254,670.03
		1/15/20-4/15/21		Total Spec Bldg:	\$ 3,503,807.52
Total Special Funds	\$ 6,086,768.34	\$ 83,169.76	\$ 48,644.34	\$ -	\$ 6,121,293.76

**ARLINGTON PUBLIC SCHOOLS  
GENERAL FUND  
March 31, 2021**

<b>Beginning Fund Balance</b>	2/28/2021	\$ 2,608,310.22
Receipts		\$ 381,830.20
Disbursements		\$ (230,326.04)
Payroll Taxes and Electronic Submissions		\$ (312,185.42)
Net Payroll		\$ (338,977.27)
Outstanding Liabilities		
Adjustments **		\$ 29,398.11
 <b>Ending Fund Balance</b>	 3/31/2021	 \$ 2,138,049.80
 <b>FUND BALANCE ASSETS</b>	 3/31/2021	
Two Rivers Bank		
General Fund Checking		\$ 188,880.00
General Fund Sweep Account		\$ 1,949,169.80
 <b>TOTAL GENERAL FUND ASSETS</b>		 \$ 2,138,049.80

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HL transfer

**ARLINGTON PUBLIC SCHOOLS  
SPECIAL FUND  
March 31, 2021**

<b>Beginning Fund Balance</b>	2/28/2021	\$ 6,086,768.34
Receipts		\$ 83,169.76
Disbursements		\$ (48,644.34)
Adjustments **		
<b>Ending Fund Balance</b>	3/31/2021	\$ 6,121,293.76
 <b>FUND BALANCE ASSETS</b>	 3/31/2021	
Two Rivers Bank Balance	Special Funds	\$ 5,613,222.82
	CD - Spec Bldg	\$ 254,670.03
	CD - Depreciation	\$ 253,400.91
		\$ 6,121,293.76

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**CHECK REGISTER FOR MAR 2021 BOARD MEETING**

(Includes special fund checks)

<b>PAYEE NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
American Broadband	Telephone service	\$ 481.68
Airgas Inc	Monthly tank rental	\$ 297.13
Border States	Maintenance Supplies	\$ 290.75
Border States	Maintenance Supplies	\$ 511.58
Bound to Stay Bound Books	Books order	\$ 130.62
Clausen, Martin	Chem Tech Pest Solutions	\$ 92.64
Cashwa Distributing	Food Order	\$ 6,444.22
CDW-G	IT supplies	\$ 35,932.40
Earthgrains (Bimbo Bakeries)	Food Order	\$ 1,600.56
Enterprise Publishing	BOE meeting notice	\$ 9.45
Enterprise Publishing	Public notice for March BOE	\$ 10.35
Egan Supply	Service Call	\$ 566.17
Egan Supply	Maintenance Supplies	\$ 214.64
ESU #2	Psych services	\$ 14,089.64
ESU #2	Psych services	\$ 17,982.00
Enterprise Publishing	Board Meeting minutes	\$ 117.45
Egan Supply Inc	Maintenance Supplies	\$ 3,043.10
Fort Calhoun Community Schools	OT Services April	\$ 2,133.57
Goodheart-Wilcox Publisher	FCS Curriculum	\$ 13,970.58
Grefe Excavating	River rock to Baseball field	\$ 2,763.00
Hometown Leasing	Printer Copier Lease	\$ 1,723.15
Hansen Tire	FIX Turbo on Bus 2011	\$ 1,235.35
Hiland Dairy	Milk/Dairy Order	\$ 3,407.94
Huss, Jamie	Athletic Svcs January	\$ 3,000.00
Hansen Tire	Repair bus 2013	\$ 1,096.78
Hireright	Drug Tests/Supplies	\$ 31.40
Herff Jones LLC	Graduation supplies	105.05
Hansen Tire	Engine light and code bus 2013	\$ 310.00
Houghlin Mifflin Company LLC	Social Studies supplies	\$ 165.75
Instrumentalist	Choral Print Certificate	\$ 27.50
Jones School Supply	Letter pins	\$ 185.85
Jackson Service	Kitchen Supplies	\$ 144.54
Knudsen Oil	Fuel	\$ 1,817.22
LE Learn to Move	PT Services	\$ 320.59
Menards	Library supplies	\$ 66.96
Macgill and Co	Exergen Probe Covers	\$ 81.80
McGraw Hill Education	Health Curriculum for 21-22	\$ 6,286.60
Menards	Baseball Field Supplies	\$ 388.84
Menards	Maintenance Supplies	\$ 161.70
NSAA District 2	District Music Contest	\$ 202.50
NSAA District 2	Band District Music Contest	\$ 152.50
NASCD	Membership - curriculum director	\$ 40.00
NRCSA	NRCSA spring conference - Lewis	\$ 210.00
NASB	NAEP conference - virtual	\$ 200.00
Omaha Truck	Bus Maintenance	\$ 4,685.42
OWH	Help Wanted HS Language Art	\$ 605.00
OPPD	Electricity	\$ 8,326.61
One Source	Background checks	\$ 41.00
Pearson Education	Envision math	\$ 503.22
Pearson Education	MS World History	\$ 1,620.57
Pearson Education	Reading	\$ 924.08

JW Pepper and Son	Music	\$ 101.98
JW Pepper and Son	Music	\$ 331.58
Payflex	Payflex	\$ 100.00
Really Good Stuff	Zingo, Sight word game	\$ 34.98
Symmetry Energy Solutions (BHE)	Natural Gas	\$ 4,087.10
S&S Locksmith	Baseball Field Lock	\$ 80.50
Sorensen Sod	6000 Sq Feet Sod and Installation	\$ 1,800.00
Scholastic Inc	Traits Writing	\$ 868.98
Sysco Pegler	Food Order	\$ 4,561.53
Two Rivers Bank	Direct Deposit Payment Fee	\$ 18.00
Thermo King Christensen	Tote of Def for Buses	\$ 72.00
Thompson Music	Tenor Sax Repair	\$ 125.00
United Private Networks	Distance Learning	\$ 559.33
US Foods	Food Order	\$ 5,738.91
Village of Arlington	Water	\$ 779.03
VISA	Supplies	\$ 2,784.89
Welden Parts	Bus parts	\$ 20.45
Weiss Steve music	Band	\$ 2,086.90
Winnelson	Plumbing Supplies	\$ 604.69
Walmart	supplies	\$ 222.18
Waste Connections	Trash Service	\$ 498.96
Winnelson	Plumbing Supplies	\$ 66.72
Zaner-Bloser	Handwriting	\$ 2,248.07

**Total Payables** (checks not mailed until approved by the BOE) **\$166,541.23**

**HANDPAYABLES** (Paid and mailed after previous board meeting but before this board meeting)

Chad Christensen	Baseball Field garage door removal and	\$ 2,780.00
Waste Connections	Trash Service	\$ 481.68
NCSA	Membership renewal	\$ 335.00
Rodney P Krause	Cabinet Painting new dugouts	\$ 920.00
Wex Bank	Shell Bill	\$ 2,203.53
K&K Fence	Fencing for new dugouts	\$ 1,400.00
William Wofford	Painting new dugouts	\$ 1,047.24

**Total Handpayables** **\$ 9,167.45**

**Total General Fund** **\$175,708.68**

**SPECIAL FUNDS** (Cut in previous month but may not have cleared bank yet)

DLR Group	Architechtural Services	\$ 48,644.34
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**Total Special Funds** **\$ 48,644.34**

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
41964			4607 VISA		VOID: MULTI STUB CHECK	
41965			4607 VISA		VOID: MULTI STUB CHECK	
41966	9001	04/07/21	4607 VISA	2650	4 PACK LAPTOP MEMORY	75.96
41966	9001	04/07/21	4607 VISA	2610	AMAZON - ANNIKA RIZ, MATH	5.99
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	5.60
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	2.00
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	2.49
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	5.60
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	6.16
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	6.09
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	5.17
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	5.60
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	1.36
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	5.18
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	1.25
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	5.60
41966	9001	04/07/21	4607 VISA	2640	AMAZON - CHARLEY SKEDADDL	1.25
41966	9001	04/07/21	4607 VISA	2610	AMAZON - CODY HARMON, KIN	6.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - GOODBYE, MR TERU	16.19
41966	9001	04/07/21	4607 VISA	2610	AMAZON - GUIDED READING S	5.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - HOURGLASS SAND T	8.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - HOURGLASS TIMER	6.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - JUGGLING SCARVES	27.18
41966	9001	04/07/21	4607 VISA	2610	AMAZON - KELSEY GREEN, RE	5.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - KEYBOARD COVERS	138.88
41966	9001	04/07/21	4607 VISA	2610	AMAZON - LUCY LOPEZ: CODI	7.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - MAGNETIC LETTER	18.98
41966	9001	04/07/21	4607 VISA	2610	AMAZON - MASON DIXON: BAS	6.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - MASON DIXON: FOU	6.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - MASON DIXON: PET	6.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - MR TERUPT FALLS	7.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - NIXIE NESS: COOK	11.59
41966	9001	04/07/21	4607 VISA	2610	AMAZON - READ TO SELF PHO	25.99
41966	9001	04/07/21	4607 VISA	2640	AMAZON - READING STREET T	36.64
41966	9001	04/07/21	4607 VISA	2610	AMAZON - SILK DANCE SCARV	27.90
41966	9001	04/07/21	4607 VISA	2610	AMAZON - SIMON ELLIS, SPE	5.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - THE NORA NOTEBOO	7.99
41966	9001	04/07/21	4607 VISA	2610	AMAZON - VERA VANCE: COMI	7.99
41966	9001	04/07/21	4607 VISA	2734	CURTAINS, AND PILLOW COVE	100.66
41966	9001	04/07/21	4607 VISA	2734	DELL DRIVE BEZEL	14.99
41966	9001	04/07/21	4607 VISA	2734	DELL DVD BURNER	19.99
41966	9001	04/07/21	4607 VISA	2734	DOCUMENT CAMERA REPLACEME	39.99
41966	9001	04/07/21	4607 VISA	2650	DVI TO HDMI ADAPTER FOR M	16.99
41966	9001	04/07/21	4607 VISA	2734	EPSON PROJECTOR REPLACEME	379.99
41966	9001	04/07/21	4607 VISA	2640	ESTIMATED SHIPPING/HANDLI	3.99
41966	9001	04/07/21	4607 VISA	2640	ESTIMATED SHIPPING/HANDLI	3.98
41966	9001	04/07/21	4607 VISA	2640	ESTIMATED SHIPPING/HANDLI	3.96
41966	9001	04/07/21	4607 VISA	2640	ESTIMATED SHIPPING/HANDLI	3.99
41966	9001	04/07/21	4607 VISA	2640	ESTIMATED SHIPPING/HANDLI	3.99
41966	9001	04/07/21	4607 VISA	2640	ESTIMATED SHIPPING/HANDLI	3.99
41966	9001	04/07/21	4607 VISA	2610	GROCERIES	30.17
41966	9001	04/07/21	4607 VISA	2650	HDMI TO DISPLAY PORT ADAP	26.97
41966	9001	04/07/21	4607 VISA	2734	HP 450 PROBOOK MOTHERBOAR	175.00
41966	9001	04/07/21	4607 VISA	2650	IPAD CASE FOR BASEBALL IP	15.29

EFINANCE - POWERSCHOOL  
DATE: 04/07/2021  
TIME: 17:05:10

ARLINGTON PUBLIC SCHOOL  
CHECK REGISTER

PAGE NUMBER: 2  
VENCHK11  
ACCOUNTING PERIOD: 7/21

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
41966	9001	04/07/21	4607 VISA	2734	LAPTOP BATTERY	35.15
41966	9001	04/07/21	4607 VISA	2610	LAPTOP CARRYING CASES FOR	44.92
41966	9001	04/07/21	4607 VISA	2650	LAPTOP CHARGER	19.99
41966	9001	04/07/21	4607 VISA	2650	LAPTOP MEMORY UPGRADE KIT	72.99
41966	9001	04/07/21	4607 VISA	2530	PIONEER PHONE BILL FOR FE	96.20
41966	9001	04/07/21	4607 VISA	2530	PIONEER PHONE BILL FOR MA	91.05
41966	9001	04/07/21	4607 VISA	2610	POSTAGE FOR OPTION IN LET	49.15
41966	9001	04/07/21	4607 VISA	2530	POSTAGE TO MAIL OUT LEGAL	8.05
41966	9001	04/07/21	4607 VISA	2650	PROJECTOR BULB FOR BOARD	48.98
41966	9001	04/07/21	4607 VISA	2610	SEE ATTACHED	50.48
41966	9001	04/07/21	4607 VISA	2610	TPT - COUNT TO NUMBER MAT	1.00
41966	9001	04/07/21	4607 VISA	2610	TPT - COUNTING COINS GAME	2.98
41966	9001	04/07/21	4607 VISA	2610	TPT - DIGITAL GUIDED READ	25.00
41966	9001	04/07/21	4607 VISA	2610	TPT - EMERGENT READERS SE	20.00
41966	9001	04/07/21	4607 VISA	2610	TPT - MONEY FILE FOLDER G	3.00
41966	9001	04/07/21	4607 VISA	2610	TPT - NO PREP FRACTIONS P	8.00
41966	9001	04/07/21	4607 VISA	2610	TPT - RATIONAL NUMBER ROD	2.00
41966	9001	04/07/21	4607 VISA	2610	TPT - SECOND GRADE ELA &	54.99
41966	9001	04/07/21	4607 VISA	2610	TPT - THE WAR THAT SAVED	10.00
41966	9001	04/07/21	4607 VISA	2610	TRAFFIC CONES AND SIGNS F	135.22
41966	9001	04/07/21	4607 VISA	2610	TRAFFIC SIGNS FOR ONE WAY	429.06
41966	9001	04/07/21	4607 VISA	2643	X&O RENEWAL FOR 6TH GRADE	59.99
41966	9001	04/07/21	4607 VISA	2734	DELL DVD BURNER	.28
TOTAL CHECK						2,644.94
TOTAL FUND						2,644.94
TOTAL REPORT						2,644.94

EFINANCE - POWERSCHOOL  
DATE: 04/08/2021  
TIME: 08:13:44

ARLINGTON PUBLIC SCHOOL  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 7/21

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
41967	9001	04/08/21	4607 VISA	2734	AVERVISION DOCUMENT CAMER	139.95
TOTAL FUND						139.95
TOTAL REPORT						139.95

## **Instrumental and Vocal Music Board Report 2020-2021**

### **Multicultural Aspect:**

Music students in Arlington Public Schools K-12 are introduced to different cultures through the music classroom. In elementary music classes students are introduced to different cultures through song and dance. As students begin to develop as musicians in the middle school and high school they learn how to perform music from an array of cultures, as well as learning about the culture the piece is from. In the middle and high school ensembles we strive to perform or study one multicultural piece a year.

Examples include folk songs, folk dances, children's games, children's songs and instrumental music from various cultures. This past year the elementary band has practiced folk tunes from all over the world, the middle school band has performed selections based on Calypso and Korean Folk music and the high school band performed a Suite of Jewish Folk Music. The middle school choir has performed the songs "Betelehemu, Tres Cantos Nativos, and Water Come a Me Eye" Betelehemu is a Nigerian Carol, Tres Cantos Nativos is a set of three songs based on melodies sung by the Krao tribe from Brazil, and Water Come a Me Eye is a Jamaican folk song. Students learned both Nigerian, and English lyrics as well as various African rhythms. High School Choir rehearsed music in French and Latin this year.

### **2. What do we want students to learn?**

In instrumental music this year the focus has been to make the learning more student centered. Elementary band students work on skills to help them practice to be individual learners and start to problem solve music for themselves. With the addition of the Canvas learning platform this year all band students have had more opportunities to study music theory and as an instructor I have had more chances to hear students play individually to better direct instruction. Students continue to reflect on individual and group performance that helps lead students to understand how the ensemble works together to create a better sound.

In vocal music this year my focus has also been more student led and student centered. The greatest of this at the high school level with more independent sectionals for learning parts. We have had more activities with student reflection on performances/practice for improvement within the group. Many students have worked to lead others in our team learning. This has made us able to accomplish more in less time. With the access of Canvas in the vocal classroom, students have had easy access to small group, solo, and sectional recordings.

In addition, at the elementary level, there continue to be opportunities for independent group work. I have used this mostly in learning/practicing/developing rhythm.

### **3. How do we know when our students are learning?**

All instructors continue to use rehearsal techniques such as full group, individual pull out, and sectionals during the school year as the main assessment style. In the past two years the music department has relied on recording programs and editing software (Striv, YouTube, Canvas, IMovie, Final Cut Pro and Flipgrid) not only for teacher and student assessment, but to show the community what we are doing in our classrooms. In the past year the music department has produced several Online Performances for parents and community members to see what our students are learning in the music classrooms and during quarantine. We are also very excited to have several upcoming in person performances including programs for all elementary grades, elementary band, middle school band/choir, high school band/choir and Graduation.

### **4. How do we respond when students are not learning?**

In the music classrooms when students turn in assignments that are incomplete or

incorrect they will be asked to redo the work until it is correct. Since music is largely a performed skill most re-teaching is done in the classroom either as a quick one on one instruction or in a large group review. Students in higher grade levels may be asked to come in before or after school to work in a sectional or one on one with the instructor for more help. In the secondary building we are able to use TA time to help students who are not meeting learning goals as well as GRIP and ESP. Elementary band students are also able to use their lunch/recess time to receive one on one instruction if needed.

### **5. How do we extend or enrich the learning for students who exceed proficiency?**

Students who are more advanced or wish for further instruction in their musical education are encouraged to participate in honor groups, outside ensembles, outside performances, and solos and small ensembles. This year a 5th and 6th Grade Elementary Choir is a new opportunity for students to expand their vocal talents. Though most of these opportunities require work outside of standard class time students are excited by the challenge. Students who participate in these groups and performances are often rewarded with new skills and knowledge and increase the overall performance ability in the musical ensembles at Arlington. This group of students is also used to lead sectionals or be section leaders in our ensembles which allows them to share their knowledge and provide support for the teachers.

### **6. Other Information**

Music Trip: Last years trip was cancelled, but we are looking forward to planning another one in upcoming years

Honor Bands: Due to this year's ongoing pandemic most Honor Bands were cancelled or restructured. Doane College hosted an online Zoom Clinic where four students participated, UNK held auditions, but later canceled, one of our students was selected for the ensemble. This year the Capital Conference Honor Band was not held but Doug Bush from the University of Nebraska Lincoln was available to meet with ensembles. On Monday March 29th the High School Band worked with him on our concert pieces that we will be performing for our Spring Concert.

Honor Choirs: Most honor groups were cancelled this year due to the pandemic. However, one student did audition for the Allstate Virtual choir and five students auditioned for UNK honor choir. UNK ended up being cancelled but students were able to attend a webinar instead.

Screamin' Eagles Marching Band: In the 2020-2021 school year the marching band performed at four home football games and The Village Pointe Lighting Ceremony. Due to the audience restrictions we were limited to outdoor events for this year.

Veteran's Day: High School Band, Choir, and Elementary music ensembles recorded several pieces for the Digital Presentation Veteran's Day this year.

Conference Choral Clinic (Virtual): Arlington was supposed to host Conference Choral Clinic this year. Instead, a virtual event was organized included school sharing of recorded performances, peer critiques, and volunteer participation for schools to send posters. A clinician was also hired to zoom meet with each choir.

Soaring Sound Show Choir: Show choir was not able to attend any competitions this year. They have continued to practice despite difficult circumstances of singing and dancing in masks. They have been able to perform at our December Concert and will perform again at our concert in April. We participated in virtual Festival of the Arts though Midland where we submitted performances and were given a video critique. We also participated in Midland's virtual workshops during our class time.

Community: In addition to other community events listed, students performed at the First

Annual Arlington Tree Lighting.

District Music Contest: On April 23rd the Arlington Music Department will perform at the District Music Contest at Platteview. This year we will have 9 instrumental solos/ensembles and 14 vocal solos/ensembles performing. The district in which Arlington participates elected to not include large ensembles this year.

Middle School Recital: Middle school vocal/instrumental students have just begun their preparations for their recital in May. Many solos and ensembles are in progress for this performance.

Canvas:

We just wanted to mention how the implementation of the Canvas Learning Platform has been a huge asset to classroom instruction this year. Especially in our secondary classrooms it has allowed us to create online spaces to house a lot of our materials and made assessment more streamlined. This included the one to one access of computers. When computers were on carts for specific classrooms we were not able to utilize technology due to our large class size numbers.

COVID Practices in the Music Classrooms:

We were very excited to be able to rehearse and perform this year with limited restrictions in place. This year for many music instructors being able to practice and perform was not an option and we are grateful for the opportunity to do both this year. Students in band classrooms were able to rehearse after bell covers and masks were created, with community and student help, for each student. We also appreciate the purchase of screen printed bell covers, singers masks and flute masks through the school and grants. A big thank you to Scott Parson as well for helping us Striv all of our performances allowing us to share performances with those who were unable to attend.

Additional Music Department Staff:

It has been a blessing to our department to add a staff member this year. This allows us to add more educational support and opportunities for all of our music students K-12. The opportunity to plan more thoroughly and focus on specific grade levels was certainly a need for our department. We are sure Arlington will continue to see growth in our music programs due to this change.

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## April Elementary Principal Report 2021

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**Thomas Viglianco Presentation for NSCAS Kick-Off** – We were so excited to welcome Thomas Viglianco as the guest speaker this year for our grades 3-8 NSCAS Pep Rally! Mr. Viglianco played professional basketball for 9 years from my first season in Italy in 2006-2007 till his last season in 2015. Mr. Viglianco now trains student athletes through professional basketball players across the country. He came and spoke to students about hard work, grit, and perseverance.



**Epilepsy Awareness Day** - Students and staff recognized epilepsy awareness day on March 26th. Students and staff wore purple in honor of those living with epilepsy.

**NCSAS** - We are just beginning the journey of testing. Students have been doing a lot of review in the forms of games, class discussions and practice sheets.

**Pizza Fractions** - Second grade was transformed recently into a fabulous pizzeria where they learned about fractions!! The culminating activity was taking orders from staff members and creating “pizzas” with exact fractional toppings! Great job second grade!



**Music** - We held our 3rd and 4th grade music concert. We hosted two different groups of families for about 40 minutes each. Students have been working hard to create and perform their own concert. Fun was had by all!



# **Secondary Principal's Report For the April 2021 Board Meeting**

## **Awards-**

### **\*Midland Outstanding High School Leaders**

Congratulations to Gabby Anzelone, Cassidy Arp, and Hailey Brenn for being selected Outstanding High School Leaders. They will attend a banquet at Midland University in their honor. Each student is eligible for a \$25,000 scholarship to Midland that is renewable for four years!

## **Art -**

The NCC Art Show is a virtual event this year and will be held on April 14. In addition to featuring works of art from local high school students, students will have the opportunity to learn using some Native American techniques and materials.

## **State Testing**

- NSCAS ELA, Math, and Science testing will begin in mid-April for middle school students.
- ACT testing for this year's junior class took place on April 6. Results are pending.

## **Honors Night**

The Arlington High School Honors Night is scheduled for Thursday, April 29 at 7:00 pm.

## **Graduation**

Graduation will be held on Sunday, May 16 at 1:00 pm. The final day for seniors is Wednesday, May 12.

## **Cognia Visit - Recap**

April 6-8 we hosted an external team of educators for our 5 year accreditation visit. We received good feedback that we will use as one source to guide our future planning. The Exit Report will be sent to us within 30 days.

James Shada  
April  
Board Report

## Athletic Banquet

We are excited to have our booster club high school athletic banquet back this year!! We will host the banquet on Sunday, May 2<sup>nd</sup> in our main gym. We will have accommodations to follow our current protocols and guidelines. The time is yet to be determined by our booster club. More than likely it will be in the afternoon around 3:30 or 4:00 pm.

## Spring Sports

Spring sports are back! We are blessed to have the opportunity to compete this spring in baseball, boys golf, and track. The track team has had all 3 of their meets as scheduled. The baseball team has only had to reschedule one game due to rain. Boys golf is playing as scheduled as long as weather allows each week. The dugouts are built and they have been a huge addition to our complex. Thank you for your support and help in getting this project completed. Please feel free to stop by and take a look if your schedule allows.

# NCPA Academic All-State Awards – Winter 2021

March 25, 2021 by [nsaahome](#)



## NCPA ACADEMIC ALL-STATE AWARDS

Since 2006 this NSAA Award Program has recognized students who meet the criteria for nomination by their school in the season of their activity. Each year the NSAA and the NCPA recognize students during fall, winter and spring seasons who are nominated by their schools for their individual academic excellence, leadership, and significant contributions in their NSAA activity. The criteria are as follows:

1. A nominated student must be a varsity player or organizational leader who has played a significant role on the team or in the organizational activity during the seasons for which nominations are accepted.
2. A nominated student must have a minimum cumulative grade point average, in all curricular subjects, of 93% or 3.7 on a 4.0-point scale or the equivalent.
3. NSAA high schools or their cooperative sponsorship may nominate a maximum of two students per NSAA activity program.

Nebraska Chiropractic Physicians Association (NCPA) Academic All-State Awards winner from Arlington winners were:

***Boys Basketball:*** Aiden Foreman Colby Grefe

***Girls Basketball:*** Kailynn Gubbels Kate Miller

***Speech:*** Dillon Kim

***Wrestling:*** Joshua Miller

## Spring Events Update

- FFA State Conferences are happening virtually. Results to come in the weeks to follow.
- FBLA at State Leadership Conference are happening virtually. Results to come in the weeks to follow.
- State Skills USA: not attending this year due to the competitions we would be competing in are not being held virtually this year.
- High School Music Concert: *4/19 at 7:15*
- Middle School Music Concert: *4/27 at 7:15*
- District Music Competition: *4/23 at Platteview, performance times TBA*
- High School Honors Night: *4/29 at 7:00 pm*
- Track Meet: *Jr. High May 6<sup>th</sup> at 4:00 pm, High School May 7<sup>th</sup> at 2:00 pm*
- Boys Golf Invitational: *April 30<sup>th</sup> at 9:00 am*
- Athletic Banquet: *May 2<sup>nd</sup> in main gym, time TBA*



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**NASB Monthly Update for Board Meetings - Agenda Item: April 2021**

*View the Monthly Update in video form at:*

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

[March Board Notes - Newsletter](#)

**“NASB Update”**

As a board, some items you should doing, or have on the agenda for April include:

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

**MISSION, VISION, & GOALS**

- Strategic Plan Update; District Goals Update;

**POLICY GOVERNANCE**

- Review Student Handbooks and relative policies; review, update, and adopt policies.

**ACCOUNTABILITY & STUDENT ACHIEVEMENT**

- Review ELL Program

**ADVOCACY**

- Review 2021 Legislative Calendar, discuss NASB Legislative Updates and Legislative Committee Report.

**DISTRICT/ESU RESOURCES [BUDGET]**

- Board Finance Committee Report.
- Review all Grants [Current grant status, term, purpose, value received, and proposed grant applications.]

**REPORTS**

- Remind board members to review their NASB Awards of Achievement points report.
- Board Committees; Superintendent; Administrators.

**STAFF**

- Certified Staff Non-Renewal, RIF, and Termination Notices; Due April 15 § 79-831
- Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 - § 79-1236

**BOARD PROFESSIONAL DEVELOPMENT**

- NSBA National Conference – April 8-10N
- <https://nsba.org/Events/NSBA-2021-Online-Experience>

**CALL FOR STATE CONFERENCE PROPOSALS**

**Due April 16**

<https://nasb.envisiams.com/login?ReturnUrl=https%3a%2f%2fnasb.envisiams.com%2fsession-proposals%2fmyproposals>



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**NASB's Video Resources:** <http://members.nasbonline.org/index.php/news-resources/videos>

- Legal Resources, NASB's Live & Learn Series, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

**Networking & Events:** <http://members.nasbonline.org/index.php/events>

- Budget & Finance Workshops – March 31 in Norfolk; April 7 in Gering; April 20 in Lincoln
- NSBA 2021 Online Experience – April 8-10
- NASB Legislative Lunch – April 12
- New Board Member Workshop - April 14 – Kearney
- NASB Annual Member Golf Outing – June 2 – Kearney
- NASB SUMMER Legal Conference – June 2-3 – Kearney
- ALICAP Workshops – June 29 in Gering – June 30 in Kearney – July 1 in Lincoln
- Area Membership Meetings – August to October
- Labor Relations Conference – October 12-13 – Lincoln
- State Education Conference – November 17-19 – CHI Health Center, Omaha

**Advocacy/2021 Legislative Session:**

- The 2021 legislative session began January 6. Keep tabs with all things pertinent to your school at NASB's Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>
- Stay engaged during the Session and follow along with the bills NASB is tracking at: <https://nasb.envisiams.com/legislative-bills> and through NASB's **Legislative Notes** e-updates.

Follow NASB on twitter at [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline) using the hashtag #liveNASB  
and on facebook at [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here: <http://members.nasbonline.org/index.php/news-resources/board-notes>



**The 2021 NRCSA Spring Conference was a rousing success!!!** It was quite obvious during the whole conference that our members who attended needed to be back together again. Attendance was up from past years, which goes further to show that people were ready for the conference.

We had 30 learning sessions, three keynote speakers (Dan Meers, Dr. Matt Blomstedt, & Jen McNally), three excellent meals, hospitality rooms, and lots of exchanging of information and friendships. Thanks to all of you who were able to attend!!! We hope to continue to highlight programs from members, and hope that you will begin thinking about those unique and strong programs you and your district might provide for next year. Terrific things happen in NRCSA schools, ESUs and colleges, and we want you to participate in spreading best practices and displaying those things that are happening. If you have suggestions about speakers, music groups, and sessions, we are always listening.

If you did not get a chance to turn in a Spring Conference evaluation form, please click the link below to complete an evaluation form. Also, remember to list your suggestions for 2022 Spring Conference sessions at the end of the form, or send them anytime during the summer, fall, or winter. We really want your thoughts on what you think would make our sessions stronger! Please complete the form from your perspective, and return it to NRCSA. It is very helpful to the review process and planning for 2022. Attendees, please take the time to do this!

Thank you again for your participation in the 2021 NRCSA Spring Conference!

[2021 NRCSA Spring Conference Evaluation Form](#)

**One of the highlights of the Spring Conference is always the musical presentations by student groups from member districts.** This year, those in attendance had the privilege to hear from the TaS'unke Ska Culture Club from Santee Public Schools and the Jazz Band from Cross County Community Schools. What a treat!



TaS'unke Ska Culture Club (Santee Public Schools)

### NRCSA Events

#### **NRCSA Golf Tournament**

*July 27, 2021*  
Meadowlark Hills Golf Course in Kearney

[More about this event](#)

#### **NRCSA Legislative Forum**

*February 22, 2022*  
Cornhusker Hotel in Lincoln

[More about this event](#)

#### **NRCSA Spring Conference**

*March 17-18, 2022*  
Holiday Inn in Kearney

[More about this event](#)

### Committee Meetings

#### **NRCSA Executive Committee Meeting**

*June 15 & 16, 2021*  
Held in conjunction with Western Nebraska Administrators Meeting  
Ogallala, NE

### NRCSA Programs

[Global Speech Teletherapy](#)

[Planning Support Service](#)

[Scholarship and Awards Programs](#)

[Superintendent Search Service](#)

### Legislative Contacts

#### **U.S. Senators**

[Deb Fischer](#)

[Ben Sasse](#)

#### **U.S. House of Representatives**

[Don Bacon](#)

[Jeff Fortenberry](#)

[Adrian Smith](#)

#### **Nebraska Governor**

[Pete Ricketts](#)



Cross County Jazz Band

We are currently accepting nominations for student music groups to present at the 2022 Spring Conference, which will take place on March 17 and 18 next year. If you have a successful group that would like to present at the conference please contact Jack Moles.

**The NRCSA Legislative Forum was held remotely on Tuesday, March 2.** Senator Lynne Walz, Senator Tom Briese, and Senator Wendi DeBoer all presented on bills of interest to education. NRCSA Co-Chairs Randy Page (Thayer Central) and Jason Dolliver (Pender) were the hosts and provided questions to the Senators. NRCSA lobbyist Russ Westerhold and NRCSA Executive Director Jack Moles added updates on several bills. At least 86 attended the Forum, which is viewed as a big success.

We do hope to return to a live Legislative Forum next year which is currently scheduled for February 22, 2022 at the Cornhusker Hotel in Lincoln.

**Hearings on bills in the Unicameral are now complete and the Senators are involved in full day floor debate.** NRCSA will be working several bills and will be asking for district input to your Senators. When that help is needed we will be in contact with you. A few bills that I encourage you to keep an eye on:

- LB 408/AM 371 (Sen. Briese): the bill will likely be a vehicle to address school funding/property tax relief. It would place a 3% cap on property tax asking on all political subdivisions. The amendment would allow for a 3% average over a 3-year period. NRCSA is opposed to the bill.
- LB 454 (Sen. Friesen): would provide for a property tax stabilization fund that would provide state funds to schools that depend on at least 70% of its needed revenues from property taxes. In ensuing years, the threshold drops to 65%, 60%, then 55%. NRCSA supports LB 454. Estimated effects on districts can be found here: [LB 454 Estimates](#)
- LB 2 (Sen. Briese): would set ag land valuations at 50% of actual value in school bond elections. LB 79 was amended into LB 2. As amended, the bill would also put more funds to the Property Tax Credit Fund. NRCSA opposes the bill.
- LB 132 (Sen. DeBoer): calls for a School Financing Review Committee which would report to the Unicameral every two years. This is an idea that has been

**NE State Senators**

[Raymond Aguilar, Dist 35](#)

[Joni Albrecht, Dist 17](#)

[John Arch, Dist 14](#)

[Carol Blood, Dist 3](#)

[Eliot Bostar, Dist 3](#)

[Bruce Bostelman, Dist 23](#)

[Tom Brandt, Dist 32](#)

[Tom Brewer, Dist 43](#)

[Tom Briese, Dist 41](#)

[Machaela Cavanaugh, Dist 6](#)

[John Cavanaugh, Dist 9](#)

[Robert Clements, Dist 2](#)

[Jen Day, Dist 49](#)

[Wendy DeBoer, Dist 10](#)

[Myron Dorn, Dist 30](#)

[Steve Erdman, Dist 47](#)

[Mike Flood, Dist 19](#)

[Curt Friesen, Dist 34](#)

[Suzanne Geist, Dist 25](#)

[Tim Gragert, Dist 40](#)

[Michael Groene, Dist 42](#)

[Steve Halloran, Dist 33](#)

[Ben Hansen, Dist 16](#)

[Matt Hansen, Dist 26](#)

[Mike Hilgers, Dist 21](#)

[Robert Hilkemann, Dist 4](#)

[Dan Hughes, Dist 44](#)

[Megan Hunt, Dist 8](#)

[Mark Kolterman, Dist 24](#)

[Steve Lathrop, Dist 12](#)



backed by both the Education Coalition and Nebraskans United. NRCSA is a part of both groups.

- LB 143 (Sen. Kolterman): would require DHHS to contact a school district before placing a foster child in the district. NRCSA supports the bill.
- LB 364 (Sen. Linehan): Opportunity Scholarships Act, which would provide for income tax credits to those who provide scholarships for students to attend private schools. NRCSA remains opposed to provide public funding of private schools.
- LB 210 (Sen. Murman): Would require districts to allow home school students to participate in extracurricular activities without having to take classes with the school. NRCSA opposes the bill.
- LB 388 (Sen. Friesen at the request of the Governor). Provides state funding for projects to increase availability of broadband in rural areas. NRCSA supports LB 388.

**In its January meeting, the Executive Committee discussed the concept of placing a pause on electing new officers for the 2021-22 year.**

Several reasons were discussed for this concept, chief among those being that all Executive Committee work in the past year was done remotely and that the Spring Conference was not held in 2021. A recommendation was made for the Executive Committee to think about the concept, then come back in a special meeting a week or two later. At a special meeting of the Executive Committee it was decided to place a pause on electing new officers for one year and retain all Executive Committee positions for the 2021-22 year. Thus, the next elections will take place in the spring of 2022.

NRCSA will have several openings on its appointed leadership committees in 2021-22, however. We are currently accepting nominations, including self nominations, for those leadership positions. If you would like to be considered for one of the committee appointments please contact Jack Moles at [jmoles@nrca.net](mailto:jmoles@nrca.net) or 402-335-7732. The positions needing to be filled are:

**Legislative Committee (Committee members may serve two consecutive three-year terms)**

- Jason Dolliver, Co-Chair (eligible to be re-appointed for a 2nd 3-year term)
- Travis Miller, West District (will have completed a 2nd 3-year term)
- Shawn Scott, South Central District (will have completed a 2nd 3-year term)
- Lori Liggett, West District (eligible to be re-appointed for a 2nd 3-year term)
- Mark Lenihan, Northeast District (eligible to be re-appointed for a 1st 3-year term)
- Todd Porter, Southwest District (will not be seeking reappointment)
- Harlan Ptomey, Southeast District (eligible to be re-appointed for a 2nd 3-year term)
- Amy Shane, North Central District (will not be seeking reappointment)

Thus, we have openings for representation on the Legislative Committee from the West, South Central, Southwest, and North Central Districts. If you are in one of those districts and wish to be considered for an appointment please let Jack Moles know.

- [Brett Lindstrom, Dist 18](#)
- [Lou Ann Linehan, Dist 39](#)
- [John Lowe Sr., Dist 37](#)
- [John McCollister, Dist 20](#)
- [Mike McDonnell, Dist 5](#)
- [Terrell McKinney, Dist 5](#)
- [Adam Morfeld, Dist 46](#)
- [Mike Moser, Dist 22](#)
- [Dave Murman, Dist 38](#)

- [Rich Pahls, Dist 31](#)
- [Patty Pansing Brooks, Dist 28](#)
- [Rita Sanders, Dist 45](#)
- [Julie Slama, Dist 1](#)
- [John Stinner, Dist 48](#)
- [Tony Vargas, Dist 7](#)
- [Lynne Walz, Dist 15](#)
- [Justin Wayne, Dist 13](#)
- [Matt Williams, Dist 36](#)
- [Anna Wishart, Dist 27](#)

**NRCSA Leadership**

- Ginger Meyer, President  
Chadron Public Schools
- Del Dack, Past President.  
Paxton Consolidated Schools
- Dr. Dawn Lewis, Pres-Elect.  
Arlington Public Schools
- Jane Davis, Secretary.  
Hershey Public Schools

**District Representatives:**

Vacant, West



**Scholarship & Recognition Committee (Committee members serve a two-year term)**

Jason Brown, South Central District  
Todd Hillyard, South Central District  
Charles Isom, West District  
Phillip Picquet, Southwest District

If you are interested in serving on the Scholarship & Recognition Committee please contact Jack Moles.

**NRCSA “Outstanding” recognitions were made at the Spring Conference.** The awards presentations during the conference are considered a favorite aspect by attendees each year. This year was no different as NRCSA was able to recognize eight individuals for 2021 and one from 2020 for great contributions to rural education in Nebraska. NRCSA takes great pride in congratulating the following award recipients:



**OUTSTANDING SUPERINTENDENT:** Grant Norgaard, McCook Public Schools



**OUTSTANDING PRINCIPAL:** Tammy Carlson, Fullerton Public Schools

Dale Hafer, North Central  
Ainsworth Community Schools

Dr. Jon Cerny, Northeast  
Bancroft-Rosalie Community Schs

Paul Sheffield, Southeast  
Exeter-Milligan Public Schools

Jon Davis, South Central  
Alma Public Schools

Alan Garey, Southwest  
Medicine Valley Schools

**Executive Director:**

Jack Moles

**Lobbyists:**

Jon Edwards  
Trent P. Nowka  
Russell Westerhold

**Legislative Co- Chairs:**

Randy Page,  
Thayer Central Community Schs

Dr. Jason Dolliver  
Pender Public Schools

**Scholarship & Recognition Co Chairs:**

Tim Heckenlively,  
Falls City Public Schools

Brian Tonniges,  
High Plains Community Schools



**OUTSTANDING BOARD OF EDUCATION MEMBER:** Dan Wesely, North Bend Central Public Schools



**OUTSTANDING ESU STAFF MEMBER:** Jeff McQuistan, ESU 17



**OUTSTANDING SECONDARY TEACHER:** Becky Bruening, Crofton Community Schools



**OUTSTANDING ELEMENTARY TEACHER:** Laurie Hothem Smith, Sumner-Eddyville-Miller Schools



**2021 OUTSTANDING MUSIC TEACHER:** Heather Stahr, McCool Junction Public Schools



**2020 OUTSTANDING MUSIC TEACHER:** Lauren Powell, Cross County Community Schools (note: since we were not able to present Lauren’s award at the 2020 Spring Conference the decision was made to present her award at this year’s conference since her Jazz Band was performing. The presentation was made a little more meaningful as one of her students, Cory Hollinger, presented her with her award)



**OUTSTANDING CLASSIFIED STAFF MEMBER:** Mary Teten, Johnson County Central Public Schools (note: this is a new award that was instituted this year).

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**Congratulations goes to Bancroft-Rosalie for being one of two recipients of NRCSA's Closing the Achievement Gap Award plaques.** Since we did not have a Spring Conference last spring, presentation of award winners are being held differently. Executive Director Jack Moles presented the plaque to Superintendent Jon Cerny and members of the Bancroft-Rosalie administration team and Board of Education at the January Board of Education meeting.

The other plaque and certificate recipients were announced at the Spring Conference.



**Wakefield Public Schools took part in the Great Kindness Challenge.** From Dr. Mike Moody, Supt. of Schools: The Great Kindness challenge is a global event celebrated each year in the last week of January. This is the first year that Wakefield schools has participated. We chose to do three acts of kindness. We sent treat bags to staff and students at a neighboring school. We chose Allen students and staff to be the recipients of this gift. We also grouped high school and elementary students together to make our town a little more joyful and decorate it with snowmen and signs. This was especially fun at the nursing home, where residents could watch our students build snowmen from their windows. Our third act of kindness was to raise money for a school in Mexico. This project benefits an organization called Kids for Peace. We had a great



week and were reminded that it's a good feeling to do kind things for others. Hopefully we helped make our town a SLIGHTLY better place and made memories to last for years.



**NRCSA has had a very successful season thus far in assisting Boards of Education in choosing their next Superintendent of Schools.** To date, our consultants have worked with fourteen Boards of Education in the search process. We are still helping the Ravenna Board of Education in their search process.

Congratulations to the following for being selected through the NRCSA Superintendent Search Service process:

- Amherst--Matt Gordon
- Arapahoe--Brian Gegg (Interim)
- Boyd County--Mike Sanne
- Centennial--Seth Ford
- Creighton--Josh Weber
- Eustis-Farnam--Nick Hodge
- Franklin--Chris Lecher
- Friend--Derek Anderson
- Loup City--Dean Tickle
- Oakland-Craig--Jessica Bland
- Sutherland--Steve Bristol
- Syracuse-Dunbar-Avoca--David Kraus
- Wynot--Paul Hans



We also took on a first this year as we assisted Boyd County in the search process for a 5-12 Principal. Quentin Witt was recently selected as the new Principal at Boyd County.

Fourteen Superintendent searches is a new high for the NRCSA Superintendent Search Service. Our consultants have done a remarkable job this year in assisting Boards. Thank you to consultants Jim Havelka, Robin Stevens, Cindy Huff, Fred Helmink, Dan Bird, Rob Hanger, Mark Norvell, Caroline Winchester, Jon Habben, and Curtis Cogswell for your outstanding work thus far this year!

If your district finds a need to locate your next school leader, please be sure to keep the NRCSA Superintendent Search Service in mind. You can contact Executive Director Jack Moles at [jmoles@nrcea.net](mailto:jmoles@nrcea.net).

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**The NRCSA/ESUCC Remote Learning Project was released on Monday, December 7.**

Commissioner of Education Matt Blomstedt had visited with a few administrators and me about the perceived need for such a document for school districts. NRCSA and the ESUCC agreed to take on the project. Work began in late October. A fairly short timeline was established as the goal was to have it to schools prior to entering the winter break. An original target date of Dec. 4 was set, but adjusted to Dec. 7. Thus, a very aggressive timeline that was met. The project was divided among several subject area committees, each headed up by a Superintendent and an ESU Administrator. Included on committees were not only Superintendents/ESU Administrators, but also Principals, Teachers, Staff Developers, SPED Directors, Technology Directors, Teaching Coaches, Mental Health Practitioners, a representative from NDE and a university professor. All brought a different and very valuable angle to the committees.

The project ended up having two sites, both accessible from the other. One is the teacher side of the project. This site has many, many resources for teachers for planning, instruction, assessment, and troubleshooting. The other side is the administrator side. This site has numerous resources for administrators to help their teachers and to coordinate a successful remote learning program. The administrator side also has resources for parents of students in a remote learning setting.

A special highlight of the project are many short videos of Nebraska educators discussing different aspects of remote learning, either from the teacher angle or the administrator angle.

The links for the project:

TEACHER SITE: [bit.ly/TeacherRemoteSupport](https://bit.ly/TeacherRemoteSupport)

ADMINISTRATOR SITE: [bit.ly/AdminRemoteSupport](https://bit.ly/AdminRemoteSupport)

The committees, along with the co-chairs) were:

RESOURCES/PROGRAMS FOR TEACHERS--Amy Shane (O'Neill) and Andrew Easton (ESUCC)



STRATEGIES FOR ADMINISTRATORS TO HELP TEACHERS--Jim Widdifield (Minden) and Deb Paulman (ESU 16)  
PROFESSIONAL DEVELOPMENT (Heather Nebesniak of Ord and Gregg Robke of ESU 4)  
EVALUATING THE SUCCESS OF REMOTE LEARNING PROGRAMS--Brad Best (Heartland) and Melissa Wheelock (ESU 10)  
STRATEGIES FOR PROVIDING SPECIAL SERVICES--Larianne Polk (ESU 7) and Ginger Meyer (Chadron)  
STRATEGIES FOR HELPING PARENTS--Brenda McNiff (ESU 5) and Curtis Cogswell (McCool Junction)  
CONNECTIVITY--Jon Cerny (Bancroft-Rosalie) and Drew Harris (ESU 9)

A Leadership Committee made up of Kraig Lofquist (ESUCC Executive Director), Vern Fisher (Gibbon Superintendent), John Skretta (ESU 6 Administrator), Andrew Easton (ESUCC Director of Digital Learning) and Jack Moles (NRCSA) helped to guide the work of the committees. A Steering Committee, made up of committee leaders and the Leadership Committee, met once per week to work on coordination of the project. I am very appreciative of all the leadership that rose up in this project, but especially want to point out the work of Andrew Easton for his dedication to the project. The final product is better than I could have envisioned and much of that can be attributed to Andrew. He and Deb Paulman (ESU 16) were responsible for the final form that the project took.

I am so very proud of the willingness of rural educators to get involved and to take on leadership positions. The collaboration between our rural schools and the ESUs that serve them was very inspiring! Rural education in Nebraska is certainly in good hands! Thank you to all who were involved in this awesome project!

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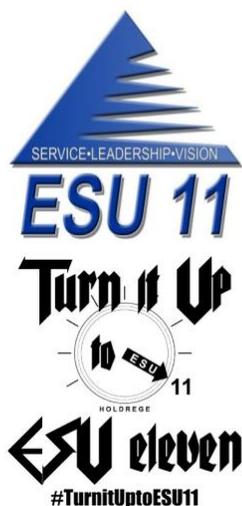
**The password to the 'Members' Only' section of the NRCSA website changed in November.** Members who did not renew no longer have access or receive email communications after the change. The login and password combination are now:

Login: member

Password: recess

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## **Member Spotlight:** Educational service Unit 11



**Location(s):** Holdrege, Ne

**Enrollment:** 4,634 K-12 and 360 Pre-School

**Superintendent:** Dr. Greg Barnes

**Principal(s):** Leadership Team Members: Jody Bauer – Technology Curriculum Consultant, Wade Gibson-Media and Technology Coordinator, Kate Hatch-Staff Development Coordinator, Janelle Jack-Gifted Education Coordinator, Lona Nelson-Milks-Director of Special Education, and Alex Wyatt-Technology Consultant.

**School Board Members:** Chris Erickson, Machel Havenridge, Galen Kronhofman, Linda Leising, Mary Oman, Craig Philips, Richard Phillips, Kim Scoville, Gary Smidt, and Nate Stineman

**Interesting Fact:** Geographically ESU 11 encompasses 3,601 square miles which, according to the US Census Bureau, is larger than the states of Rhode Island at 1,545 square miles and Delaware at 2,489 square miles.

### **Programs**

#### **Central Nebraska Youth First Conference**

Sixteen years ago, ESU 11 had the vision to organize and host a conference for students ages 14-21 with developmental disabilities, teachers, and administrators. The Annual Central Nebraska Youth First Conference is the result of that vision. The conference's focus is to provide interactive, student-led breakout sessions for groups of students to rotate throughout the day and promote professional development opportunities for teachers. Each year, the conference kicks off with an inspiring keynote speaker who shares individual value messages, looking beyond disability to ability and hope. Students look forward to the conference each year to connect with friends from past conferences and develop new friendships. ESU 11 has partnered with various agencies to provide the free conference to Central Nebraska districts.



**Turn it Up to ESU 11**

In early 2020 ESU 11 was looking for a new idea to help raise awareness of the ESU and the different services and activities provided. Aiming to leverage social media, the idea was born for the hashtag #TurnitUptoESU11. Building from the pop culture phrase of “Turning it Up to 11”, the hashtag was a natural fit to show how ESU 11 and member schools are rocking classrooms across the area. The hashtag has been a great way to share stories on Facebook, Twitter, and Instagram of all the great things happening in the ESU 11 area! Learn more at [esu11.org/turnituptoesu11](http://esu11.org/turnituptoesu11).

**Member Spotlight:** McCool Junction Public Schools



**Mascot:** Mustangs

**Location(s):** McCool Junction, NE

**Enrollment:** 260

**Superintendent:** Dr. Curtis Cogswell

**Principal(s):** Dade McDonald

**School Board Members:** Matt Clark, Steve Gerken, Michele Schwartz, Ron Clark, Doug Smith and Dan Aude

**Interesting Fact:** Our school district has almost doubled in student population and square footage in the last two decades. The majority of our recent facilities expansions have been done through private donations and in-kind labor from the community. It has been exciting to see all that we have accomplished as a district.

**Programs**

**Program 1.** The McCool Junction FFA has won numerous awards. Our membership on average runs between 50 and 60 high school students. In 2016, the community came together to convert a building donated to us by the COOP into the “Clay Real Animal Barn.” The name sake of the barn was in honor of a past FFA Officer who passed away while in college. The Animal Barn has provided wonderful learning opportunities for all of our students from preschool to high school. We have had a high percentage of our students earn their State Degree and many that have gone on to get their American



Degree. In 2018 we were awarded the Nebraska Agricultural Education Association Outstanding Secondary Program.

**Program 2.** In 2019 our Fine Arts Programs were awarded the Nebraska Arts Award from the Nebraskans for the Arts. This award was based on the success of our music, speech, drama and visual arts programs. Examples of our success in the fine arts can be seen in our 70 members band or having 80 percent of our high school students involved in One-Act.

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### **Concussion Coalition**

NRCSA has been an invited member of the Nebraska Concussion Coalition. The most recent document produced by the Coalition may be accessed here:

[Get Schooled on Concussions](#)

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### **The UNL Department of Educational Psychology has received a grant from the Swanson Foundation which allows them to offer mental health services to rural schools.**

From Dr. Michael Scheel, Chair of the UNL Department of Educational Psychology:

*The UNL Department of Educational Psychology would like to offer counseling and psychological services, as well as consultation services to the schools and communities of Southeast Nebraska. We run a mental health counseling and therapy clinic and we are offering counseling and consultation services to teachers, administrators, students, and community members of Southeast Nebraska. Services will be provided through remote and confidential means (i.e., Zoom conferencing). We are hoping that schools, families, and individuals contact us to schedule an appointment for a telehealth counseling or consultation session.*

*We have recently learned that a donor will support our work with individuals living in rural Southeast NE by paying all fees for services. Thus, whoever seeks out our services will simply have to indicate they live in Southeast Nebraska, and any services we provide will be paid for through the UNL Foundation. Individual, couple, and family counseling will be provided without financial expense. Additionally, we can provide teachers, school administrators, school counselors, and school social workers consultation services for students of their schools without charge.*

*We are very excited to enter a partnership with schools and communities of SE Nebraska to promote mental health and well-being. We are aware of the mental health counseling disparities that exist in Nebraska rural areas, and our department, our College of Education and Human Sciences, and UNL are highly interested in offering our expertise and resources with the goal of enhancing the well-being of SE Nebraska individuals, schools, and communities. We are a group comprised of licensed psychologists and psychology graduate students who regularly provide services through our clinic to the Lincoln community. We are seeking to reach beyond Lincoln to connect more with surrounding rural areas. We also are acutely aware of the importance of addressing*



mental health concerns right now as we all are experiencing the stress of going through the COVID-19 pandemic.

*The Counseling and School Psychology Clinic is a training clinic in which graduate students in counseling and school psychology work with clients under the supervision of licensed psychologists. Services are available to all on a sliding scale. For clients from SE Nebraska communities, services will be paid for through UNL Foundation funds supplied by a donor who cares deeply about the welfare of schools and communities in SE Nebraska. Counseling services are offered to improve well-being, improve academic and behavioral issues, stabilize mood, manage stress, and improve life-adjustment issues.*

For more information, please visit our clinic website:

<https://cehs.unl.edu/edpsych/clinic/>

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**Amendments and additions to the NRCSA Constitution and By-laws were approved at the General Membership Meeting at the Spring Conference.** Most of the changes are technical or corrective in nature, however there are some changes of substance. Voting on these changes was to have taken place at the 2020 General Members meeting that was scheduled to be held during the Spring Conference. We then considered holding a General Members meeting at the NASB/NASA Fall Conference, but like the 2020 NRCSA Spring Conference, that did not take place either. The vote was finally taken at the 2021 Spring Conference. The newly updated version can be accessed here:

[NRCSA By-Laws 2021](#)

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**A common theme from some of the decision makers on the state level is that “out of control” local spending is to blame for the property tax problem.** NRCSA, along with many other educational entities, maintains that we do not have a school spending issue, but instead have a school funding issue. Attached are two reports, one from NRCSA, the other from Open Sky, that discuss the myth of “out of control” school spending. It is my hope that administrators and Board of Education members will read, then use these reports to counter those claims. When you do please tell your district’s story as that is the most powerful way to get this message across.

[NRCSA Spending Study](#)

[A Look at School Spending in NE from Open Sky](#)

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**Board of Education meeting visits.** Beginning in December, 2019, I started attending Board of Education meetings in member school districts. Since then, I have attended 34 such meetings. I have really enjoyed this and am willing to attend Board meetings when I can. I take a few minutes to cover NRCSA news and offerings, as well as some legislative news. When I am going to be in a specific area on Board meeting days I may



send out a notice to near-by Superintendents to make an offer to visit. I'd like to be able to schedule two or three in the same evening if I can.

In March I attended Board meetings at Hampton, Giltner, Aurora, Johnson County Central, ESU 11, Holdrege, and Wilcox-Hildreth. I have plans to attend the Board meeting at Sterling on April 19.

If you would be interested in me attending a future Board meeting, please contact me to start the arrangements. Of course, current conditions may make it more difficult to physically attend your Board of Education meetings. I would be willing to "attend" your Board meetings via Zoom if you preferred. I would still only do one at a time but would be able to do several in the same evening. Let me know and we will try to make the connection.

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**I continue to work on a project in which I could use your help.** I would like to have a picture or two from your school or ESU that includes either (1) the school name and/or the mascot name or (2) a source of pride for your district. Ideas:

1. the marquee in front of the school/ESU
2. the entrance to the school/ESU
3. scoreboard
4. student team or group with the name on uniforms
5. new building or facilities
6. innovative project

Many of you have already responded to my request. To date over 130 schools and ESUs have responded. If you have not yet participated, you can either email the pictures ([jmoles@nrca.net](mailto:jmoles@nrca.net)) or text them to 402-335-7732. If you are a new member district or ESU, of course, I also would not have pictures from you. Thanks for your help!

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**We urge you to consider making use of the NRCSA Partner OneCard** as a tool for you in managing school expenditures, both large and small. Certainly, the card can help reduce/eliminate any issues relative to unverified cash expenditures. You decide who uses it, can get cards for each of those users, keep all cards wherever you wish, determine the amount to load it with, and how long the time frame of use is. It is a terrific management tool and clearly identifies each expenditure/name/date/amount. Whether small purchases or very large purchases, the card is a terrific tool. NRCSA owns the state contract, so liability for misuse falls to NRCSA, not the district user. We have only had three circumstances of fraud and all three have been the theft of the card number information, not any district employee misuse. Great job by all participating districts in protecting the card and program! Don't forget, the NRCSA rebate from the transaction fee paid by businesses that choose to accept plastic is used for scholarship, awards, and special needs. For 2019-20, the rebate was over \$18,000 to NRCSA, showing that use is increasing, and large purchases are being included. WIN, WIN, WIN!

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## SUPERINTENDENT SEARCH & PLANNING

As we continue with the school year, some Boards of Education may be faced with the prospects of considering new leadership for their districts for next year. NRCSA has a Superintendent Search Service which has been highly successful. Last year the NRCSA Superintendent Search Service assisted in ten Superintendent searches. This year we have already committed to helping 11 Boards of Education with their searches.

It is a common practice for many Boards of Education and the Superintendent to conduct short and long-term planning. NRCSA does provide a quality service using experienced consultants. If you are interested in more information, please contact Executive Director Jack Moles.

[NRCSA Search Service Experience](#)

[NRCSA Planning Support Brochure](#)

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## National Updates

**From Dr. Jon Habben, NREA President:**

We have an NREAC Zoom on April 13 and an NREA Executive Committee Zoom on the 15th. Both attached updates from Chris Rogers and CEF provide good information, but it is all in process. As I mentioned at NRCSA Spring Conference, the Nebraska Department of Education will be the direct conduit of information to public school districts. The NREAC Legislative Agenda provides our lobby appropriate directives, but the congressional process is under constant debate. And the beat goes on....

Take care, Jon.

[Legislative Corps 3-26-21](#)

[CEF Funding Table](#)

**The chart available through the link below outlines the primary differences between the Elementary and Secondary School Emergency Relief (ESSER) Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act enacted on March 27, 2020, and the ESSER II Fund under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Public Law 116-260, enacted on December 27, 2020.**

[ESSER II Fund \(CRRSA Act\)](#)



From the NREA:

## Policy Intelligence and Education News

- **Delayed release of President’s FY 2022 discretionary budget** – We’ve got CEF charts ready with a blank for the President’s discretionary request for the Department of Education, but it’s not clear when the Administration’s so-called “skinny” budget for fiscal year (FY) 2022 will be released. As is usual in the first year of a new administration, the President’s budget request is delayed beyond the normal early February date. A new administration usually releases a budget outline in March or April with just topline numbers for agencies and key funding initiatives, but not the detailed program-level data that will be included when the full budget request is sent to Congress later in April or May. The Biden Administration had planned to send up its topline discretionary request late last week but that has been delayed, with no new date yet announced. Usually, an administration would not send its budget request to Congress in a week like this one when Congress is not in session – but what has been usual about this year? We’ll let you know when we hear anything and will share updated education funding charts as soon as possible. There likely will not be enough detail to update [CEF’s 4-page education funding table](#) until the full budget is released later this spring.
- **Another chance to use the FY 2021 budget resolution to create a reconciliation bill** – The Senate parliamentarian ruled yesterday that [Congress can revise its FY 2021 budget resolution to create new reconciliation instructions](#) that could be used to streamline passage of major budgetary legislation. That legislation is likely to include parts or all of the American Jobs Plan for infrastructure the President announced last week that had more than \$200 billion for education-related infrastructure investments. The House and Senate would still need to pass a revised FY 2021 budget resolution that included the reconciliation instructions to committees of jurisdiction, and those committees would report legislation that would be packaged into a reconciliation bill that gets fast-track protections in the Senate – the most important is that it cannot be filibustered so needs only 51 votes to pass. If Congress has the appetite for it, it could then pass a FY 2022 budget resolution – the one for the coming fiscal year that Congress would normally be crafting now – for a third reconciliation bill this year, which could be used for other big-ticket items. Those items could include climate change proposals or a second “social infrastructure” package that the Administration is working on that reportedly will include large investments in universal pre-kindergarten, free community college, childcare, and other ways to increase access to post-secondary education (the Administration is expected to release this proposal in the coming weeks). In total, this approach would mean Congress passes three budget resolutions in one year and then crafts and passes three reconciliation bills – a tall order, but one that is now parliamentary possible.

**Department of Education biweekly newsletter** – The Department of Education (ED) sends out and [posts a biweekly newsletter](#) summarizing its major announcements, reports, briefings, etc. The newsletter released on Friday has a lot of good data – the release of two thirds of the American Rescue Plan’s Elementary and Secondary School



Emergency Relief (ESSER) funds and state allocations, lots of information about guidelines for reopening schools safely, and guidance for institutions of higher education regarding relief for student loan borrowers, new allowable uses of the Higher Education Emergency Relief (HEER) funds from the second relief bill, and more. There is information on how to subscribe to the newsletter at the bottom, for those interested.

### Virtual College Fair

Student registration is now open for the **Small & Rural School District Virtual College Fair coming up NEXT WEEK, Thursday, April 15<sup>th</sup>** presented by the California Small School Districts' Association, the National Rural Education Association, StriveScan and Collegewise.

### Student Registration is Now Open!

Direct your students to register at [strivescan.com/ssda](https://strivescan.com/ssda), which provides the schedule, groupings, and process and provides the students links to register for each session.

This is a fantastic experience for your students to hear from **nearly 200 colleges and universities** from around the country and internationally who will share information about their institution, college admissions process, campus life and much more! [Click here to view the full list of colleges who are participating.](#)

### Here are some suggestions to get students motivated to register:

- Use it as a homework assignment
- Use it as a college search project/counseling conversation
- Take 5-10 minutes in a homeroom, English, another formalized class period to get all students registered at once.
- Make it a part of morning announcements

### Virtual College Fair Schedule

#### Parent Presentations

Collegewise will host panel presentations for parents the evening before the fair to discuss popular topics in higher education! These presentations are also open to school counselors and other staff, as well as students!

#### Wednesday, April 14

6:00-7:45pm Pacific Time

[Click here to register for the Parent Presentations](#) Please feel free to send this out to your parent community for them to register!

#### Virtual College Fair

**Thursday, April 15, 2021**

9:00 -11:45 AM Pacific

12:00 - 2:45 PM Eastern

[Click here to view the list of colleges and access student registration.](#)

Age of Learning provides schools closed due to the coronavirus with free home access for all affected families to leading digital education programs ABCmouse,



**Adventure Academy, and ReadingIQ. Programs** serve students in preschool / pre-k, elementary school, and middle school. If you represent a U.S. school or district faced with school closures, please complete the below form.

For affected schools outside the U.S., we have partnered with UNICEF to make our resources available at no cost. We will update this page soon with guidance on how to access that offering.

**Age of Learning provides schools closed due to the coronavirus with free home access for all affected families to leading digital education programs ABCmouse, Adventure Academy, and ReadingIQ. Programs serve students in preschool / pre-k, elementary school, and middle school.**

If you represent a U.S. school or district faced with school closures, please complete the below form.

For affected schools outside the U.S., we have partnered with UNICEF to make our resources available at no cost. We will update this page soon with guidance on how to access that offering.

[Age of Learning Form](#)

**In light of the Department of Education’s recent announcement to suspend federal student loan payments and waive interest during the outbreak of COVID 19,** Best Colleges provided some links to materials that may be helpful to you and your students related to student loans.

### *COVID-19 Student Loans Series*

#### **Coronavirus Student Loan Suspension Guide:**

<https://www.bestcolleges.com/blog/coronavirus-student-loan-suspension>

#### **Essentials to Student Loans:**

<https://www.bestcolleges.com/resources/what-you-need-to-know-about-college-loans/>

#### **Refinancing and Consolidating Guide:**

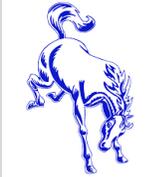
<https://www.bestcolleges.com/financial-aid/student-loan-refinance-consolidation/>

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### **NRCSA Superintendent Search Service – 2020-21 Searches:**

**Please let Jack Moles know where superintendent vacancies occur, so that NRCSA Superintendent Search can make direct contact. We need to hear as soon as possible in anticipation of getting promotional materials specific to that board of education ready. It is critical that Board Presidents have the NRCSA contact information so that if they choose to consider a Superintendent Search Service, NRCSA is one they hopefully will consider.**



	<p><b><u>Superintendent/Elem Principal - Amherst Public Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools - Arapahoe-Holbrook Public Schools</u></b></p> <p>Interim Search Complete</p>	
	<p><b><u>Superintendent of Schools – Boyd County Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Principal/AD – Boyd County Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools – Centennial Public Schools</u></b></p> <p>Search Complete</p>	
<p>CREIGHTON COMMUNITY PUBLIC SCHOOL</p> 	<p><b><u>Superintendent of Schools - Creighton Community Public School</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools – Eustis-Farnam Public Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools – Franklin Public Schools</u></b></p> <p>Search Complete</p>	



 <p><b>FRIEND</b> PUBLIC SCHOOLS</p>	<p><b><u>Superintendent of Schools – Friend Public Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools - Loup City Public Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools – Oakland-Craig Public Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools – Sutherland Public Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools – Ravenna Public Schools</u></b></p> <p>Finalist selection complete</p> <p>Interviews April 10</p>	
	<p><b><u>Superintendent of Schools – Syracuse-Dunbar-Avoca Public Schools</u></b></p> <p>Search Complete</p>	
	<p><b><u>Superintendent of Schools – Wynot Public Schools</u></b></p> <p>Search Complete</p>	



**Member Employment Postings (not using any search service):**

NRCSA members may advertise their employment postings here FREE OF CHARGE, provided they are using NRCSA Superintendent Search or searching without using any search service to fill their vacancy.

No postings at this time.

**Buy, Sell, Trade**

NRCSA members may advertise jobs or items for sale. This service is completely FREE OF CHARGE to NRCSA members. E-mail [jbundy@nrca.net](mailto:jbundy@nrca.net) if you would like to post something. Postings will remain in place for one (1) month but may be resubmitted if additional time is needed.

No postings at this time.

APS 2020-2021  
STUDENT ENROLLMENT SUMMARY

Grades	8/25/2020	12/1/2020	2/1/2021	4/1/2021		5/22/2020
PS	29	30	30	30		38
KG	53	55	55	56		42
1ST	37	36	36	36		46
2ND	47	46	46	46		45
3RD	45	45	43	43		44
4TH	40	40	40	40		55
5TH	57	57	56	57		54
6TH	56	55	54	54		53
<b>PS-6 TOTAL</b>	<b>364</b>	<b>364</b>	<b>360</b>	<b>362</b>	<b>0</b>	<b>377</b>
7TH	56	55	54	54		48
8TH	46	43	42	43		59
9TH	61	61	60	59		60
10TH	56	55	55	55		61
11TH	62	61	60	60		48
12TH	46	46	45	45		61
<b>7-12 TOTAL</b>	<b>327</b>	<b>321</b>	<b>316</b>	<b>316</b>	<b>0</b>	<b>337</b>
<b>PK-12 TOTAL</b>	<b>691</b>	<b>685</b>	<b>676</b>	<b>678</b>	<b>0</b>	<b>714</b>
<b>FREE/REDUCED</b>		<b>160</b>				<b>171</b>
<b>SPED</b>		<b>107</b>				<b>120</b>
<b>ELL</b>		<b>5</b>				<b>6</b>
<b>OPTION ENROLLMENT</b>						
<b>IN/OUT</b>	<b>IN/OUT</b>	<b>IN/OUT</b>	<b>IN/OUT</b>	<b>IN/OUT</b>		<b>IN/OUT</b>
KG	7/0	7/0				5/7
1ST	5/1	5/0				6/2
2ND	6/2	6/2				9/3
3RD	9/3	9/3				4/1
4TH	3/1	3/1				5/2
5TH	9/2	9/2				4/2
6TH	4/2	4/2				8/3
7TH	8/3	10/4				12/4
8TH	12/4	11/4				13/2
9TH	14/2	13/2				19/8
10TH	19/8	19/8				13/5
11TH	14/5	14/5				10/7
12TH	9/6	10/6				18/3
<b>TOTAL</b>	<b>119/39</b>	<b>120/39</b>				<b>126/49</b>

<b>2021-2022 GRADES 7-12 BUDGET SUMMARY</b>				
<b>Area</b>	<b>2021-22</b>	<b>2020-2021</b>	<b>Difference</b>	<b>Reasons for increase/decrease</b>
Agriculture	6,112.82	5,815.78	297.04	increased cost of materials; adding welding opportunities; adding a class
Art (290)	2,558.89	2,320.99	237.90	increased cost of pottery wheel
Business (270)	3,181.40	3,427.72	-246.32	
English (210)	6,399.25	4,888.07	1,511.18	Increased cost of NRI (adoption year next year)
FCS (260)	4,052.57	1,691.90	2,360.67	curriculum adoption year; new kitchen supplies
Industrial Tech (280)	2,532.24	3,503.92	-971.68	cut discretionary budget for tools down to \$1000
Instrumental Music (194)	4,127.95	4,107.95	20.00	
Math (240)	804.93	1,782.10	-977.17	fewer needs
PE (268)	373.40	885.84	-512.44	
Science (250)	5,443.93	2,563.47	2,880.46	last year was adoption year; some costs were absorbed last year in adoption
Social Studies (230)	299.00	347.90	-48.90	
Spanish (225)	250.00	726.17	-476.17	
Vocal Music (297)	4,479.00	3,422.00	1,057.00	
General Education (295)	23,850.00	26,250.00	-2,400.00	
<b>REG ED TOTAL (1100)</b>	<b>64,465.38</b>	<b>61,733.81</b>	<b>2,731.57</b>	
<b>SPED (1200)</b>	<b>5,408.09</b>	<b>5,298.39</b>	<b>109.70</b>	
<b>GUIDANCE (2120)</b>	<b>3,540.00</b>	<b>3,105.00</b>	<b>435.00</b>	larger senior class
<b>IMPROVEMENT OF INSTRUCTION (2210)</b>	<b>0.00</b>	<b>7,115.00</b>	<b>-7,115.00</b>	Requests moved to district budget
<b>INSTRUCTION AND CURRICULUM (2212)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>STAFF DEV (2213)</b>	<b>5,000.00</b>	<b>3,250.00</b>	<b>1,750.00</b>	Dr. Lewis asked to raise this to \$5000
<b>LIBRARY (2220)</b>	<b>2,687.26</b>	<b>2,115.56</b>	<b>571.70</b>	
<b>PRINCIPAL (2410)</b>	<b>5,350.00</b>	<b>5,500.00</b>	<b>-150.00</b>	
<b>TOTAL ALL</b>	<b>86,450.73</b>	<b>88,117.76</b>	<b>-1,667.03</b>	<b>-1.93%</b>

**2020-2021 GRADES K-6 BUDGET SUMMARY**

Area	2021-2022	2020-2021	Difference	Reasons for increase/decrease
KDG	2813.34	2,372.69	440.65	Recess Equipment
1st	1457.36	1,425.74	31.62	
2nd	1106.63	419.71	686.92	Additional Section
3rd	669.42	454.49	214.93	Additional Section
4th	904.18	400.00	504.18	Additional Section
5th (150)	499.31	1,874.92	-1,375.61	Less Section and no new furniture
6th (160)	2672.68	3,699.51	-1,026.83	Last year purchased furniture
Art (190)	949.86	957.96	-8.10	
Title I (101)	2324.40	2,040.35	284.05	Shared Materials with Reading Intervention
Reading Intervention	550.00	761.18	-211.18	Shared Materials with Title
Math Intervention	599.39	600.00	-0.61	
Vocal Mus (197)	1900	1,988.80	-88.80	
Instr Mus (294)	350.00	349.85	0.15	
PE (168)	999.23	816.09	183.14	Increased student online registrations
Science	850	850.00	0.00	
General Ed (170)	15400	15,400.00	0.00	
Instructional Technology	-	0.00	0.00	
<b>REG ED TOTAL (1100)</b>	<b>34,045.80</b>	<b>34,411.29</b>	<b>-365.49</b>	Decrease in furniture purchases
			0.00	
<b>SPED (1200)</b>	<b>3,024.21</b>	<b>4,847.44</b>	<b>-1,823.23</b>	Less Furniture Needed
			0.00	
<b>PRESCHOOL (4401)</b>	<b>724.54</b>	<b>586.57</b>	<b>137.97</b>	Additional Students for GOLD materials
			0.00	
<b>GUIDANCE (2120)</b>	<b>675.00</b>	<b>586.57</b>	<b>88.43</b>	
			0.00	
<b>HEALTH (2130)</b>	<b>7,700.00</b>	<b>7,700.00</b>	<b>0.00</b>	
			0.00	
<b>IMPROVEMENT OF INSTRUCTION (2210)</b>	<b>0.00</b>	<b>3,837.50</b>	<b>-3,837.50</b>	Moved to District Budget
			0.00	
<b>INSTRUCTION AND CURRICULUM (2212)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Moved to District Budget
			0.00	
<b>STAFF DEV (2213)</b>	<b>5,000.00</b>	<b>4,500.00</b>	<b>500.00</b>	Increase in costs of trainings
			0.00	
<b>LIBRARY (2220)</b>	<b>6,001.40</b>	<b>4,004.14</b>	<b>1,997.26</b>	Moved \$2,000 from Instructional Tech to Media
			0.00	
<b>PRINCIPAL (2410)</b>	<b>4,250.00</b>	<b>3,700.00</b>	<b>550.00</b>	Increase for professional development-Admin Days
			0.00	
<b>TOTAL ALL</b>	<b>61,420.95</b>	<b>64,173.51</b>	<b>-2,752.56</b>	<b>Decrease 4.3% from 2020-21; Assessments Moved to District</b>

StudentsGrading System

## Grades K-6:

Grades are to be recorded systematically and periodically throughout each grading period.

At grades K-2, Arlington Public Schools shall use the following marking system:

Beginning - B - Overall student performance reflects unsatisfactory performance on standards/skills and insufficient understanding of content at grade level. A student scoring Beginning level inconsistently utilizes a variety of skills and strategies to comprehend content.

Progressing - P - Overall student performance reflects satisfactory performance on standards/skills and sufficient understanding of content at grade level. A student scoring at the Progressing level generally utilizes a variety of skills and strategies to comprehend content.

Meets Proficient - M - Overall student performance reflects high academic performance on standards/skills and a thorough understanding of the content at grade level. A student scoring in the Meets Proficiency level thoroughly utilizes a variety and strategies to comprehend content.

At grades 3-6, Arlington Public Schools shall use the following marking system.

100 – 98	A+
97 – 96	A
95 – 93	A-
92 – 91	B+
90 – 88	B
87 – 85	B-
84 – 82	C+
81 – 79	C
78 – 76	C-
75 – 74	D+
73 – 72	D
71 – 70	D-
69 – 0	F

## Grades 7-12:

- a. Grading periods of approximately eighteen (18) weeks shall be used two (2) times per year.
- b. Achievement marks shall be given on a numerical basis for all grades 7-12, with the marks of 69 or lower considered a failure.
- c. Some alternative education classes, remediation lab classes, and dual credit classes not taught by our staff are graded as Pass (P)/Fail (F) and receive no mark points.

- d. STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in Arlington High School are as follows:

All classes except the *\*Identified Classes* will use a seven (7) point grading scale. The *\*Identified Classes* will use a ten (10) point scale. Notice that the pluses will receive higher mark points. The only difference between normal classes and *\*Identified Classes* is the seven (7) point and ten (10) point scale.

Normal Classes	*Identified Classes	Mark Points (Through 2014)	Mark Points (2015 and Beyond)	
100-98	100-97	4.33	4.00	A+
97-96	96-93	4.00	4.00	A
95-94	92-90	4.00	3.67	A-
93-91	89- 87	3.33	3.33	B+
90-88	86-83	3.00	3.00	B
87-86	82-80	3.00	2.67	B-
85-83	79-77	2.33	2.33	C+
82-80	76-73	2.00	2.00	C
79-78	72-70	2.00	1.67	C-
77-75	69-67	1.33	1.33	D+
74-72	66-63	1.00	1.00	D
71-70	62-60	1.00	1.00	D-
69 Below	59 Below	.00	0.00	F

The identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, and Pre-Calculus; LANGUAGE ARTS: College English I, College English II, and Honors English; FOREIGN LANGUAGE: Spanish III, Spanish IV; BUSINESS: Wealth Building Fundamentals and Personal Finance, Macroeconomics, Information Technology III, and Business Law; SOCIAL SCIENCE: Honors History; SCIENCE: Chemistry, Physics, Physiology and Anatomy, and Biology II, Chemistry II. (Students taking college level courses that exceed our offerings may be granted status as ‘identified’ and/or receive A+ status when an A is awarded with administrative approval.)

- e. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system in the event such grades need to be used for Arlington Public Schools purposes.

Date of Adoption: October 10, 2016  
 Reviewed: April 8, 2019, Sept 9, 2019

AdministrativeThe Superintendent of Schools

The Superintendent of Schools shall be the chief executive officer of the Arlington Public Schools. As chief executive officer of the Arlington Public Schools, the Superintendent shall have general oversight of the school system. The Superintendent shall be responsible for the efficient operation of the system in all its divisions. The Superintendent shall also exercise those duties which are mandated by the statutes and those which are specifically designated in the Policies and Regulations of the Arlington Public Schools as duties of the Superintendent.

Date of Adoption: March 14, 2011

Reviewed: March 9, 2015, March 12, 2018

AdministrativeDuties of the Superintendent of Schools

1. The superintendent of schools is the chief executive officer of the board of education. The Superintendent shall perform such duties as are assigned by the Board and be subject to the directions given by the Board.
2. Serves as the educational leader of Washington County School District 89-0024.
3. Administers the school in conformity with the adopted policies of the board of education, rules and regulations of the State Department of Education in accordance with state law, and all other laws and regulations.
4. Enforces the policies and regulations of the Board of Education, presents recommendations for Board policy, makes a continuous study of the development and needs of the schools, and prepare reports as appropriate to the Board of Education on the condition and development of the schools.
5. Provides long term planning to guide the board in policy development.
6. Makes board of education policies accessible to school board members, school personnel, and the general public.
7. Informs the board of education concerning decisions that are made which are not covered in board of education policies.
8. Attends all board meetings unless excused at his request, except for those executive sessions in which the Superintendent's reelection is under discussion.
9. Prepares and sends out agenda, special reports and minutes for board of education meetings on Friday before the second Monday of each month.
10. Prepares for monthly and special board of education meetings.
11. Keeps the board informed concerning the total school program.
12. Keeps up-to-date on trends and laws in education by attending local, district, state, and national meetings or conferences with prior board of education approval. (The expenses incurred by attending these meetings will be paid by the school district).
13. Directs the annual audit of school district funds: General Fund, Depreciation Fund, Activity Fund, School Lunch Fund, Special Building Fund, Qualified Capital Purpose Undertaking

Fund, Employee Benefit Fund, Bond Fund, Cooperative Fund, Student Fee Fund, all Federal Programs, and the Special Education Program.

14. Prepares the annual budget for the ensuing year with the assistance of the staff and the board of education. After adoption the superintendent is to make every attempt possible to operate within the limits set forth by the budget.
15. Is in charge of all financial matters of the district.
16. Lets bids in terms of price, quality of product and service rendered when needed. On large items in which the board requests bids or items for which action by the board of education is required, the board of education shall determine the bid to be accepted.
17. Orders all supplies, textbooks, library material, AV materials, equipment furniture, etc., when covered by the budget or by specific order of the board of education.
18. After consultation with the other administrators and the appropriate staff, shall make the selection of new textbooks or textbook series.
19. Keeps an up-to-date inventory of textbooks, library books, moveable equipment, AV equipment, athletic equipment, music equipment, uniforms, typewriters, computers, etc.
20. With board of education approval, advertises, interviews and offers contracts to teachers.
21. Hires, replaces, and supervises all non-certified employees and recommends their salaries.
22. Assigns or transfers all school personnel to their particular school, jobs, and responsibilities as seems best for the school system.
23. Develops, maintains and operates a constructive program of staff development for all employees of the school system, and for this service the Superintendent shall have power under budget control to employ lecturers, grant temporary leaves from work, and develop professional library facilities as required.
24. Issues such handbooks, manuals or booklets as the Superintendent may deem necessary for the effective administration of the schools. These manuals shall be distributed to the employees, students, parents and others directly concerned. Insofar as the provisions of such handbooks, manuals or booklets are not in violation of the policies and regulations or the officially adopted practices and procedures of the Board or the statutes of the State, these shall be binding.
25. Stresses the importance of public relations that will provide for good school-community relations. Provides the community with adequate information about the activities of the school.

26. Develops the school calendar and presents it to the board for board of education approval.
27. Completes, or oversees the completion of, all forms required by the State Department of Education and sees that they are sent in before the due date.
28. Is responsible for the over-all upkeep and maintenance of the school facilities, grounds, and equipment and sees to their maintenance and safety.
29. Is responsible for all long-range and short term planning concerning school facilities.
30. Shall have a census taken each year of all people under the age of twenty-one whose parents or guardians live within the boundaries of Washington County School District 89-0024.
31. Adheres to the "Code of Ethics" set forth by the Nebraska Department of Education, the American Association of School Administrators, and Board policy.
32. Oversees the scheduling of buses and drivers for all activity trips.
33. Forms advisory committees or councils, including members who are not employees of the Board of Education, to advise the Superintendent in formulating policies and plans for carrying on the work of the schools. Such committees shall be advisory only and without expense to the School District.
34. Delegate duties or work to subordinate officers or employees as required for the effective administration of the school system except in such matters as when the statutes or resolutions of the Board of Education prohibit the delegation of such authority. Work completed upon delegation of the Superintendent shall be deemed as having been done by the Superintendent of Schools.
35. All reports or recommendations to the Board from any officer or employee under the direction of the Superintendent shall be made to the office of the Superintendent unless otherwise directed by the Board of Education.
36. A job description for the Superintendent will be adopted from time to time by the Board of Education which the Superintendent shall be expected to adhere to.

Date of Adoption: February 11, 2008

Reviewed: March 9, 2015, March 12, 2018

Administration

Superintendent's Evaluation

The Superintendent shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation instrument to be used in the evaluation of the Superintendent shall be in the form established by the Board of Education from time to time.

Date of Adoption: February 11, 2008

Reviewed: March 9, 2015, March 12, 2018

AdministrationEvaluation Instrument of Superintendent**I. Purpose of the Evaluation:**

The Superintendent and the Board of Education recognize the need to review the Superintendent's performance annually. The review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- A. Promote professional development/excellence and improve the performance of the Superintendent.
- B. Based on the evaluation instrument, arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district.
- C. Communicate those conclusions to the Superintendent providing counsel and direction to him/her.
- D. Enhance the working relationship between the Board of Education and the Superintendent.
- E. Guide decisions relative to continued employment and compensation.

**II. Evaluation Plan**

The following are steps to be used to evaluate the Superintendent of Schools.

1. The evaluation criteria shall be in writing, clearly stated, and mutually agreed upon by the Board and the Superintendent. The criteria will be related to the job description, the Superintendent's goals, and the School District's goals.
2. Evaluation forms shall be given to Board Members in early November.
3. Each Board Member will have the opportunity to complete the instrument and submit to the President or bring to the meeting.
4. The Superintendent will submit a self evaluation to the Board.
5. The Board President will preside over discussions of the individual evaluations and work towards the development of a summary document. The summary document will reflect an average score on each duty and category as well as summary comments in each category reached by consensus.
6. The Board of Education shall meet with the Superintendent in December during executive session to discuss the summary evaluation document and modify as appropriate.
7. The Superintendent will be encouraged to respond in writing to the suggestions/concerns/directives that emerged through the process.

8. The Superintendent and the Board President will sign the confidential summary evaluation document as an indication that it has been reviewed. The original will be placed in the Superintendent's personnel file and a copy given to the Superintendent.
9. The Board and Superintendent will annually schedule a retreat to revise or create leadership goal(s)/action plan(s).

**ARLINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION  
EVALUATION OF THE SUPERINTENDENT**

Superintendent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:** This evaluation instrument is divided into seven categories. Each Board Member is asked to rate the Superintendent on the duties cited in each of the categories on a scale ranging from 1 to 5. The number 1 is the lowest possible score and indicates unsatisfactory performance. The number 5 indicates outstanding or highly commendable performance. A definition of each numerical rating is present as follows:

1. Unsatisfactory – Performance is clearly below the level of acceptability. The Superintendent has not kept pace with changing requirements of his/her position. Job performance is inconsistent or deteriorating.
2. Needs Improvement – Performance is below expected levels of the position.
3. Satisfactory – Performance meets expected standards and results are achieved. The required skills and knowledge are in evidence, and occasionally performance exceeds job requirements.
4. Above Average – Performance is consistently above established standards and job knowledge clearly exceeds requirements.
5. Outstanding – Outstanding performance which far exceeds standards.

**AREAS OF RESPONSIBILITY:**

**A. RELATIONSHIP WITH THE BOARD OF EDUCATION:**

- \_\_\_\_\_ 1. Provides regular updates regarding district matters.
- \_\_\_\_\_ 2. Provides adequate meeting materials and background information.
- \_\_\_\_\_ 3. Responds to board member questions thoroughly and shares information with the entire board in a timely manner.
- \_\_\_\_\_ 4. Invites Board participation in district activities.
- \_\_\_\_\_ 5. Assists in development, recommendation, and administration of policies.
- \_\_\_\_\_ 6. Encourages Board development.
- \_\_\_\_\_ 7. Works with the Board to establish goals and plans for the future.

- \_\_\_\_\_ 8. Openly accepts Board input and is responsive to Board directions.
- \_\_\_\_\_ 9. Implements meeting responsibilities by preparing the agenda, attending and participating at board meetings, serving as ex-officio member of all committees, and offering professional guidance, recommendations, or assistance.
- \_\_\_\_\_ 10. Works to engender a collaborative working relationship with the Board.

**Comments:**

**B. LEADERSHIP**

- \_\_\_\_\_ 1. Projects a strong leadership image. Provides leadership for the Board of Education for the purpose of implementing district vision, mission, and goals.
- \_\_\_\_\_ 2. Leads, guides, and directs administration, staff, and students.
- \_\_\_\_\_ 3. Demonstrates enthusiasm in carrying out job responsibilities.
- \_\_\_\_\_ 4. Keeps the focus on student learning.

**Comments:**

**C. BUSINESS AND FINANCIAL MANAGEMENT:**

- \_\_\_\_\_ 1. Seeks board input and recommends appropriate budgets to the Board.
- \_\_\_\_\_ 2. Administers the budget and keeps expenditures within overall prescribed limits.
- \_\_\_\_\_ 3. Ensures complete financial controls/audits.
- \_\_\_\_\_ 4. Controls expenditures of district funds by committing them only after approval by the Board of Education.
- \_\_\_\_\_ 5. Informs the Board on current or proposed funding issues.
- \_\_\_\_\_ 6. Regularly reports to the Board on district budget and finances.

**Comments:****D. EDUCATIONAL PROGRAM AND PLANNING:**

- \_\_\_\_\_ 1. Educates and advises the board regarding the educational programs and instructional practices used in the district.
- \_\_\_\_\_ 2. Demonstrates awareness and implements current research and best practices.
- \_\_\_\_\_ 3. Facilitates development and implementation of long- and short-term educational goals for the district.
- \_\_\_\_\_ 4. Ensures the district develops, maintains, and evaluates an effective curriculum that reflects the changing needs of students and society.
- \_\_\_\_\_ 5. Promotes staff growth to improve educational quality for all students.

**Comments:****E. PERSONNEL:**

- \_\_\_\_\_ 1. Demonstrates objectivity in personnel matters.
- \_\_\_\_\_ 2. Communicates effectively with staff regarding current and new trends in education, programs, procedures, and policies.
- \_\_\_\_\_ 3. Ensures evaluation of personnel will be consistent with policies and law.
- \_\_\_\_\_ 4. Shows concern for the welfare of staff.
- \_\_\_\_\_ 5. Delegates both responsibility and authority.
- \_\_\_\_\_ 6. Recruits competent staff.
- \_\_\_\_\_ 7. Promotes an environment that encourages continuous learning and improvement of all employees.
- \_\_\_\_\_ 8. Promotes sound collective bargaining relations.

**Comments:**

**F. COMMUNITY RELATIONS:**

- \_\_\_\_\_ 1. Projects a positive image of the school district.
- \_\_\_\_\_ 2. Maintains a cooperative relationship with media.
- \_\_\_\_\_ 3. Identifies all stakeholder groups and establishes open lines of communication with them.
- \_\_\_\_\_ 4. Encourages collaborative relationships with businesses, government, civic organizations, youth organizations, and other school districts.
- \_\_\_\_\_ 5. Exercises an open door policy and is receptive to feedback, input, and inquiry by community members.
- \_\_\_\_\_ 6. Prepares a quality annual report and shares it with the community.
- \_\_\_\_\_ 7. Maintains a presence in all buildings and at district activities.

**Comments:****G. PERSONAL TRAITS:**

- \_\_\_\_\_ 1. Elicits respect in the community, schools, and among peers.
- \_\_\_\_\_ 2. Accepts constructive criticism and responds appropriately.
- \_\_\_\_\_ 3. Writes and speaks clearly and effectively.
- \_\_\_\_\_ 4. Is assertive, but tactful.
- \_\_\_\_\_ 5. Maintains poise and composure in the face of crisis/criticism.
- \_\_\_\_\_ 6. Is business-like and professional in appearance.
- \_\_\_\_\_ 7. Projects a caring attitude.
- \_\_\_\_\_ 8. Displays a sense of humor.
- \_\_\_\_\_ 9. Demonstrates good listening skills.

**Comments:**

**H. LEADERSHIP GOALS/JOB TARGETS:**

**(This gets filled in from the goals or job targets that the board and superintendent established together following the last evaluation. Evaluate using MET or UNMET)**

The signatures below indicate that the results of this evaluation have been reviewed with the Superintendent in an executive session with the Board of Education, with the original placed in the Superintendent's Personnel File, and a copy given to the Superintendent.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President's Signature

\_\_\_\_\_  
Date

Date of Adoption: May 12, 2014

Reviewed: March 9, 2015, March 12, 2018

AdministrationFunctional Principle of Administration

- A) The organization of the school staff shall be unified and directed by a single executive head -- the Superintendent of Schools.
- B) Staff organization shall be based upon a functional analysis of the services to be rendered by the school system.
- C) The Board of Education recognizes the following services or functions within the school system:
  - 1. Policy making and legislation -- functions of the Board of Education carried on with the aid of the Superintendent of Schools.
  - 2. Administration -- a function of the administrators on all levels of the school system, unified and coordinated through the office of the Superintendent of Schools.
  - 3. Instruction -- a service performed by teachers, counselors and librarians aided by administrative and certificated employees and their assistants.
  - 4. Plant operation, maintenance, and construction -- functions under the direction of the Superintendent of Schools.
  - 5. Business affairs, to include accounting, secretarial, and clerical -- services performed by secretaries, clerks, accountants, and others under the direction of the Superintendent of Schools.
- D) All administrators will be members of the administrative council, are expected to function as an effective administrative team, and shall be called upon from time to time to make reports to the board of education.

Date of Adoption: February 11, 2008

Review: March 9, 2015, March 12, 2018

AdministrationElection of Administrative Personnel

All administrative positions shall be authorized by the board of education upon the recommendation of the superintendent of schools. All administrators shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the superintendent of schools. Unless otherwise indicated, administrators are assigned, supervised, and evaluated by the superintendent of schools. Except for an administrator who may also be categorized as a teacher, the superintendent of schools will share evaluation summaries with the board of education. If the superintendent of schools intends to recommend that the board of education consider amending or terminating the contract of any administrator, said administrator's evaluation will be withheld pending its possible introduction at a board hearing on the matter.

The rehiring and compensation packages (salary/benefits) for the Superintendent and Principal(s) will generally be considered consistent with the terms of their contract for renewal and evaluation, or at any time deemed appropriate by the board.

Date of Adoption: April 9, 2018

AdministrationAdministrationEvaluation of Principals1. Objectives

The Board recognizes that the role of a school principal is varied and complex requiring an appraisal of process that accurately measures performance and provides support for the continued growth and improvement of the principal. The general job description and an evaluation instrument with performance standards for a Principal shall be promulgated under the direction of the Superintendent of Schools and approved by the Board of Education. The appraisal process for Principals shall serve these purposes:

- a. To raise the quality of administration and educational service to the children of our community.
- b. Clarify for the Principals their role in the school system as seen by the Board.
- c. Clarify for all Board members the role of the administration and the immediate priorities among each Principal's responsibilities.
- d. Develop harmonious working relationships between the Board and each Principal.
- e. Aid the individual Principal to grow professionally.

The evaluation of administrative performance is intended to be a cooperative and continuing process designed to improve the quality of the educational program.

2. General Procedures

The formal Principal appraisal is based primarily upon the procedures and processes defined below. The procedures provide for a consistent and equitable appraisal of important aspects of the Principal's duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective Principal. As a result, additional data and information related to the administrative role may be utilized to generate a comprehensive appraisal.

3. Appraisal Cycle

Probationary Principals shall be observed and evaluated at least once each semester. Permanent (tenured) Principals shall be evaluated at least once each school year. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the Principal or in the discretion of the appraiser.

The appraisal cycle and appraisal process for a permanent principal is intended for the direction of the responsible appraiser. A failure to complete evaluations within the designated cycle or in the manner directed by this policy shall not give the permanent Principal rights, but may be addressed in evaluating the responsible appraiser's performance.

#### 4. Appraisal Process

The appraisal process is the responsibility of the Principal and the Principal's immediate supervisor. In the event the responsible appraiser has not initiated the appraisal process within the time or in the manner required, the Principal has the responsibility to timely notify the responsible appraiser.

Performance standard categories set forth in the evaluation instrument shall serve as the basis for the formal appraisal. During the formal appraisal, data is collected as required to provide a basis for appraising the performance categories. The data will relate to each indicator identified in the performance standard category. Data collection may include, but is not limited to, surveys (formal or informal information gathering from staff, students, parents, community members, and other administrators); statistics received by routine reports; statistics generated by reports specifically designed for the appraisal; review of sample written materials of the Principal (such as the Principal's evaluations of teachers) and observations of performance. The Principal may be assigned responsibility to assist with data collection and shall have the duty to provide such assistance as is requested.

The collected data along with the professional opinions of the responsible appraiser shall serve as the basis for the final appraisal report. In addition to the final report, each Principal will receive or may request a detailed version of the data results as related to each performance standard and indicator. This review will include the appraiser's perceptions of whether or not the given expectation indicator was met.

#### 5. Final Summative Evaluation

The appraisal process culminates in a final summative evaluation. The final evaluation consists of a rating of each performance category, identification of whether the Principal's performance meets or does not meet district standards of performance, a list of deficiencies in the Principals' performance, suggestions and plans for improvement to assist the Principal in overcoming such deficiencies, and follow-up evaluations as appropriate in order to correct performance below district standards. As a professional, the Principal may be assigned responsibility to provide suggestions for improvement plans or similar job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, the Principal shall have the duty to comply with such plans. The Principal is expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the appraiser.

*See:* Evaluation Instrument for Principal - Administrative Regulation No. 2220A

Date of Adoption: February 11, 2008

Reviewed: April 13, 2015, March 12, 2018

Administration

Line of Authority

Each teacher or other employee of the School District shall be under the general direction of the Superintendent, but shall be under the immediate supervision of the building Principal or other designated supervisor.

Date of Adoption: February 11, 2008

Reviewed: April 13, 2015, March 12, 2018

AdministrationAdministrative Actions in Emergencies

In any crises or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The superintendent of schools will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the superintendent of schools advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the superintendent of schools will:

1. Alert board members.
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules.
3. Determine the need to involve other agencies and/or officials (e.g., Police, fire and emergency personnel, counseling services, insurance representatives). All administrators will maintain an accessible, emergency phone list.
4. Notify students, staff, and patrons via appropriate media.
5. Report on the incident at the next regular or emergency board meeting and evaluate the effectiveness of the response strategy.

Inclement Weather: In the event of bad weather, or other circumstance in which the safety of students would be endangered by attending school, the superintendent of schools will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily all after-school activities will be canceled. Any decision to the contrary must have the superintendent of school's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. An electronic communication service will be used to alert the staff and students, and the superintendent of schools shall inform appropriate television and radio stations and request that they make the appropriate announcement to the local media. The board of education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire, Tornado, Gas Leaks: Principals shall design and keep current drill and evacuation plans, to include emergency shelter, and publish them in staff and student handbooks. Teachers will post said plans in their classrooms and educate students on their implementation.

Student or Staff Deaths: When notice is received of a student or staff death, the involved administrators will inform and consult with the superintendent of schools. Ordinarily school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, a counseling intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies: The school buildings are available as emergency shelters if needed. School officials, to the extent possible, will cooperate with other civil authorities, including local, area, and state law enforcement agencies and fire department officials, in making school facilities available during any civilian emergencies.

Date of Adoption: April 11, 2011

Reviewed: April 13, 2015, March 12, 2018

AdministrationStaff Handbooks

The Superintendent shall have the authority to establish staff handbooks. The handbooks shall define the duties of all special school officers and employees; define responsibilities, duties and policies concerning the relation of personnel to the administration, the community and the students; shall list the responsibilities of the administration to the staff together with staff welfare measures; and shall list general policies pertaining to students. All staff shall be furnished or be provided access to a handbook at the beginning of each school year. Should a circumstance present itself that is not covered by the provisions of the staff handbook applicable to a specific employee, reference should be made to Board policy.

Date of Adoption: February 11, 2008

Reviewed: April 13, 2015, March 12, 2018

AdministrationAttending Professional Growth Meetings

The board of education expects its administrative staff to be informed on contemporary educational issues and therefore encourages active participation in the respective professional administrative organizations, including state, regional, and national associations for the superintendent and principals. Accordingly, the Board of Education authorizes and will fund, within budgetary limits, attendance to state, regional, and national conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship which is in agreement with the school district's educational objectives.

The superintendent of schools may attend a national convention once every two years and will administer an itinerary of conference attendance by other district administrators, including national conferences which will be accorded on an every-other-year basis. (Exceptions may be allowed if an administrator is appointed or elected to an office requiring national conference attendance, or invited to give a major presentation at a national convention).

The Board approval of administrators' attendance at national conventions shall be considered at the time of contract issuance, and said provision, if approved, shall be part of the administrators' contracts. Normally permission to attend a national convention shall not be granted to an administrator in the administrator's first year with the Arlington Public School.

If a first-year administrator is granted permission to attend a national convention, expenses for such attendance shall be allowed, provided that should the administrator not return for the next school year the cost of the administrator's attendance at such national convention shall be deducted from the administrator's last pay check. Any convention expenses already paid for a first-year administrator who chooses to terminate employment at the end of the contract year shall be refunded by that administrator to the district.

Approved national conventions include: the American Association of School Administrators, the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals (NASSP), the Association for Supervision and Curriculum Development (ASCD), the American Association of School Administrators (AASA), the National School Boards Association (NSBA), or other conferences approved by the Board of Education. Any expenses allowed shall be consistent with those allowed through the guidelines approved by the Board for the Superintendent.

The Superintendent and the Principal, when approved to attend a national convention, shall be allowed expenses which shall include registration fee, transportation, lodging, meals and incidentals not to exceed the amount specified in the contract of such administrator. In the absence of such contractual provisions, the expenses allowed shall be the amount set forth in the "Coffee Act Policy," Policy No. 8231. Ticket stubs, receipts, and other records pertaining to expenses incurred shall be submitted.

The expenses of the spouse of the administrator, accompanying the administrator on the convention trip, shall be borne by the administrator.

Periodic reports will be given to the board of education regarding administrator attendance at conferences, including prior announcement of intended national conferences. Ordinarily, the board of education will automatically authorize conference attendance with adoption of the annual budget, but it may, in its discretion, limit or deny administrator conference attendance as the school year progresses.

Date of Adoption: May 11, 2015

Reviewed: March 12, 2018

Administration

Administrative Action in Absence of Policy

If a situation demanding decision is not covered by an existing law, policy, or by regulations, the Superintendent or the Superintendent's designee is empowered to make the decision deemed best in Superintendent or the Superintendent's designee professional judgment.

Decisions made in the absence of needed policy shall be reported to the Board and the Superintendent shall develop recommended policy to deal with similar matters in the future.

Date of Adoption: February 11, 2008

Reviewed: April 13, 2015, March 12, 2018

Administration

The Principalship

1. The elementary and secondary schools shall be under the direct administrative and supervisory control of the designated principals.
2. Principals shall perform all duties pertaining to their positions under the immediate supervision of the Superintendent of Schools.

Date of Adoption: February 11, 2008

Reviewed: March 9, 2015, March 12, 2018

AdministrationDuties of the Principal1. General Duties

- a. The Principal shall perform such duties as are assigned by the Board and the Superintendent.
- b. Within limits of the law, Board regulations, and instructions from the Superintendent, the Principal shall be the administrative authority of the Principal's school. The Principal is responsible for a thorough knowledge of all laws, regulations, and instructions governing the Principal's position. The Principal shall coordinate all administrative and supervisory activities which occur in the Principal's building. The Principal shall be responsible for the administration of school policies in the school under the Principal's supervision, and for making available to the staff of the school knowledge of such regulations as they are enacted by the Board of Education or formulated by the Superintendent. The Principal is responsible for the detailed organization of the school, the assignment of duties of staff members under the Principal's supervision, and the administration of the instructional program.
- c. The Principal shall handle complaints from patrons or parents which affect the school, investigate the same, refer to the Superintendent all cases which the Principal can not adjust satisfactorily, and comply with the grievance and complaint policies established by the Board of Education and the Superintendent.
- d. The Principal is responsible for the efficiency of the teachers and other staff members under the Principal's supervision, and shall evaluate them in accordance with established procedures as may be defined by the Board of Education and the Superintendent.
- e. A job description for Principals will be adopted from time to time by the Board of Education which the Principals shall be expected to adhere to.

2. Responsibility and Authority

- a. The Principal is directly responsible to the Superintendent for all aspects of the management of the School as assigned, and for any general school assignments as delegated by the Superintendent.
- b. The Building Principal is the immediate supervisor of all of their specific building professional and support staff members.

3. Specific Duties

- a. Attend all Board of Education meetings unless excused by the Superintendent.
- b. Participate as a member of the administrative team, with involvement in matters including, but not limited to:
  - i. Evaluation of the curriculum
  - ii. Supervision of buildings and grounds maintenance
  - iii. Creation (& updating) of job descriptions for all positions
  - iv. Analysis of achievement test data

- v. Supervision of co-curricular activities
  - c. Americanism/Educational Evaluation Committee
  - d. Review staff members' requisitions and make recommendation to the Superintendent.
  - e. Maintain records, issue reports, send communications, and write documents including the following:
    - i. Class enrollment
    - ii. Class schedule
    - iii. Student records: grades, attendance, test data, health, discipline, accident, and cumulative files
    - iv. Property accounting and inventory
    - v. Curriculum handbook - teacher handbook, classified staff handbook, student handbook
    - vi. Semester and yearly plans
    - vii. Evaluations data, staff evaluations, personal improvement plans
    - viii. Weekly/monthly bulletins to parents
    - ix. Daily bulletins to students and teachers
  - f. Conduct teacher performance appraisal per Board Policies and State Law.
  - g. Administer staff personal leave, professional leave, and sick leave policies.
  - h. Secure substitutes for staff who are absent.
  - i. Evaluate support staff in writing once per year.
4. Organizational Expectations and Performance Standards
- a. Leadership and management:
    - i. Establishes clear and appropriate professional and personal goals
    - ii. Demonstrates initiative and alternative approaches to problem solving
    - iii. Exhibits competence in planning and organizing
    - iv. Is effective in implementation and follow-through
    - v. Provides for effective motivational techniques
    - vi. Delegates authority appropriately and effectively.
  - b. Communication:
    - i. Encourages and initiates communication in problem solving
    - ii. Communicates clearly and thoroughly, both verbally and in writing
    - iii. Shows communicative adaptability to pupils, staff, parents, and public.
  - c. Decision making:
    - i. Involves those to be affected in the decision-making process
    - ii. Collects adequate information before making decisions
    - iii. Uses reliable sources of information
    - iv. Does not delay important decisions nor allow pressure to cause hasty decisions
    - v. Explains reasons for decisions to persons affected.
  - d. Responsiveness to others:
    - i. Exhibits openness and humaneness in dealing with others
    - ii. Reacts to mistakes with patience
    - iii. Counsels individuals in private
    - iv. Friendly and open-minded in meeting situations
    - v. Steady and even-tempered when faced with criticism

- vi. Cooperates well with colleagues
- vii. Recognizes achievements of students and staff
- viii. Is an active listener.
- e. Development and maintenance of effective educational conditions:
  - i. Requires school programs to reflect sound, research based practices consistent with adopted instructional programs and philosophy
  - ii. Develops and executes plans to monitor and evaluate the effectiveness of programs and the accomplishment of organizational goals
  - iii. Encourages enthusiasm for learning and teaching
  - iv. Provides for a cooperative feeling among students and staff
- f. Contribution to district cohesiveness:
  - i. Provides effective interpretation and implementation of Board policies and administrative regulations and assumes initiative for suggesting necessary or desirable changes
  - ii. Contributes to the development of sound administrative consensus and supports the implementation of such consensus
  - iii. Expresses concerns regarding individual administrative decisions directly to the person responsible
  - iv. Shares with colleagues current literature and research, helpful ideas, highlights of meetings attended
  - v. Is prompt in providing support necessary to the completion of others tasks
  - vi. Appreciates and draws upon the expertise of other administrators
  - vii. Recognizes and contributes to organizational goals;
- g. Staff development and professional growth:
  - i. Establishes clear performance expectations
  - ii. Assists staff members in setting and reaching goals
  - iii. Uses the evaluation program effectively, involves resource persons appropriately
  - iv. Observes in classrooms on a regular basis
  - v. Identifies areas of strength as well as areas of deficiency
  - vi. Encourages the professional growth of all staff.
- h. Professional knowledge:
  - i. Exhibits awareness of sound educational practice
  - ii. Shows alertness to new knowledge that might benefit students or staff
  - iii. Keeps current with educational literature and research
  - iv. Participates in professional organizations and activities.
- i. Student relations:
  - i. Maintains positive school climate
  - ii. Exhibits concern for individual pupils' welfare
  - iii. Encourages appropriate activities to help pupils develop self-discipline and leadership skills
  - iv. Effectively handles student disciplinary problems.
- j. Community relations:
  - i. Exhibits awareness of the main concerns of the school community
  - ii. Is sensitive to the educational goals and special needs of the community and its component groups
  - iii. Establishes avenues for dialog between school and community

iv. Is effective in interpreting school programs to the community.

5. Conditions of Employment

Except as may be otherwise established by the Board:

- a. Regular, dependable attendance is an essential function of the position.
- b. Work days shall include all week days from August 1 through June 30, exclusive of holidays and scheduled school vacations.
- c. Work hours during the school year shall be 8 1/2 hours per day minimum, which shall overlap with the regular school hours.
- d. Work hours during the summer shall be 8:30 - 3:30 minimum.
- e. Report to school on snow days if possible.
- f. Professional leave and other leaves shall be arranged with the Superintendent in accordance with such reporting procedures which the Superintendent may establish.

See: Job Description for Principal - Regulation No. 2210A

Date of Adoption: May 11, 2015

Reviewed: March 12, 2018