

Board of Education Regular Meeting
Monday, October 11, 2021 7:00 PM
HS CONFERENCE ROOM
705 N 9th Street
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
4. CURRICULUM/INSTRUCTION REPORTS
 - 4.1. Counselors Report
5. PRINCIPALS' REPORTS
 - 5.1. Mrs. Morgan Elementary Report
 - 5.2. Mr. Shada's Activity Report
 - 5.3. Mr. Pfingsten's Secondary Report
6. SUPERINTENDENT'S REPORT
 - 6.1. Renovation and Addition Update
 - 6.2. Discussion of PLC/Late Start on Friday Morning
 - 6.3. Thriving Moments
 - 6.4. Discussion on Bus Rebate Program and Transportation Needs
 - 6.5. Discussion of March Board Meeting Date and Time
 - 6.6. NASB and NRCSA Updates
 - 6.7. State Education Conference Registration Open
7. COMMITTEE AND REPRESENTATIVE REPORTS
 - 7.1. Negotiations Committee
 - 7.2. Professional Development Sharing
8. UNFINISHED BUSINESS
 - 8.1. Discuss, Consider, and Take Necessary Action to Adopt NASB Superintendent Evaluation Instrument
9. NEW BUSINESS
 - 9.1. Discuss, Consider, and Approve Purchase of Deep Freeze Network Protection
 - 9.2. Discuss, Consider, and Take Necessary Action to Revise Policy 3130-Purchasing Policy to Increase Superintendent Spending Limit as discussed
 - 9.3. Discussion on Fuel Tank Proposals
 - 9.4. Discuss, Consider and Approve 30 Laptop Computers for \$9990 to be paid/reimbursed with eRate funding
 - 9.5. Review and Discuss Board Policies 3200-3571:
 - 3200-Monies in School Buildings

- 3210-Bonds for Officers
- 3220-Educational Service Units Designated Representative
- 3230-Security
- 3240-Safe
- 3250-Trespassing
- 3520-Transportation
- 3540-Bidding Construction Projects
- 3550-Rebates to School Employees
- 3560-Records Management
- 3570-Title I Funds
- 3571-School Meal Program and Meal Charges
- 3520A-Regulation
- 3520B-Trans. School Related Trips

9.6. Discuss, Consider, and Approve Purchase of Additional Materials to Pilot ReadyGen ELA Curriculum for 3-6 as Presented

10. EXECUTIVE SESSION

11. ACTION ON EXECUTIVE SESSION ITEMS

12. ADJOURNMENT

1. OPENING PROCEDURES

1.1. Call Meeting to Order

Matt O'Daniel called the meeting to order at 7:03

1.2. Roll Call

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

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 Chase Kratochvil.

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

Matt Bostwick of Kennard spoke regarding a potential soccer coop with Fremont (regarding board item 7.5).

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

4. CURRICULUM/INSTRUCTION REPORTS

4.1. Library/Media Report

5. REVIEW OF ANNUAL DISTRICT PLAN

6. PRINCIPALS REPORTS

6.1. Mrs Morgan's Elementary Report

6.2. Mr. Pfingsten's Secondary Report

6.3. Mr. Shada's Activity Report

7. SUPERINTENDENTS REPORT

7.1. Update on Construction Project

Mark updated the board on the window frames. Andrew went over the budget.

7.2. NASB and NRCSA Member Updates

7.3. Update on Request for Proposals for Fuel and Tank at the Bus Barn

The district will be advertising for proposals for a cost comparison.

7.4. Update on ESSER III Application

The ESSER III application has been submitted.

7.5. Report on Request for Soccer Coop from a Parent

Discussed the Title IX rules (gender balance), the cost to the district, and what Fremont wishes to do. James Shada and the Fremont AD have had a conversation.

7.6. Sharing Thriving Moments

8. COMMITTEE AND REPRESENTATIVE REPORTS

8.1. Committee for American Civics

8.2. Finance Committee

9. UNFINISHED BUSINESS

9.1. Continuation of Discussion of Superintendent Evaluation Tool

The board will add this as an action item next month to vote to move forward with the new tool.

10. NEW BUSINESS

10.1. Take Necessary Action to Approve 2021-2022 Operating Budget as Presented

Motion to Approve the 21-22 Budget at 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. Adopt Resolution to Set Levy for 2021-22 at .7624 in General Fund, .0477 in Bond Fund, 01336 In Special Building Fund, and .0518 in QCPUF, for a Total of .995646.

Motion to Adopt Resolution to Set Levy for 2021-22 at .7624 in General Fund, .0477 in Bond Fund, 01336 In Special Building Fund, and .0518 in QCPUF, for a Total of .995646. Passed with a motion by Janet Warner and a second by Jason Arp.

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

10.3. Discussion, Approval and Adoption of a resolution authorizing the early redemption of the District's outstanding General Obligation Refunding Bonds, Series 2017

Dr Lewis read the resolution aloud.

Motion to Adopt a resolution authorizing the early redemption of the District's outstanding General Obligation Refunding Bonds, Series 2017 Passed with a motion by Jason Arp 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. Approval and Adoption of a Resolution Authorizing the Issuance by the District of its General Obligation Refunding Bonds, Series 2021, in a Principal Amount Not to Exceed \$5,750,000, for the Purpose of Refunding the District's Outstanding General Obligation Refunding Bonds, Series 2017

Dr Lewis read the resolution aloud.

Motion to Adopt a Resolution Authorizing the Issuance by the District of its General Obligation Refunding Bonds, Series 2021, in a Principal Amount Not to Exceed \$5,750,000, for the Purpose of Refunding the District's Outstanding General Obligation Refunding Bonds, Series 2017 Passed with a motion by Janet Warner and a second by Jason Arp.

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

10.5. Review Policies 3000-3190:

- 3010--Budget Planning
- 3011--GASB Fund Balance Reporting
- 3020--Public Review of Budget

- 3030--Transfer of Funds Between Categories
- 3040--Budget as Spending Plan Budgeted
- 3042--CM@R Policy
- 3050--Tuition Fees
- 3060--Materials Fees
- 3070--Summer School Fees
- 3080--Federal Funds
- 3090--Sale and Disposal of Property
- 3100--Leasing
- 3110--Short Term Investing
- 3120--Depository
- 3130--Purchasing Policies
- 3130.1--Procurement Plan Code of Conduct
- 3131--Procurement Plan
- 3140--Contracting for Services
- 3150--Paying for Goods and Services
- 3160--Report of Treasurer
- 3170--Periodic Audit
- 3180--System of Accounts
- 3190--Inventory of Equipment

The board discussed policy 3130 for further review.

10.6. Approve Purchase of three (3) Cafeteria Tables for \$5466.00

Motion to Approve Purchase of three (3) Cafeteria Tables for \$5466.00 Passed with a motion by Janet Warner 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

10.7. Discuss, Consider, and Take Necessary Action to Approve 21-22 Contract with Arbor Family Counseling

Motion to Approve 21-22 Contract with Arbor Family Counseling 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

10.8. Discuss, Consider and Approve Contract for Related Services with Roots to Wings

Motion to allow Sup't Dr Lewis to negotiate a contract with Roots to Wings for future approval. 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

10.9. Discuss, Consider and Accept Resignation from Certificated Teacher Under Agreed Upon Conditions

Mr. Jason Wiese has asked to be released from his contract to accept a position from NSEA. All board members have a copy of the resignation letter from Mr Wiese.

Motion to Accept Resignation from Jason Wiese and to release him from his contract no later than October 18 but earlier if possible. Passed with a motion by Matt O'Daniel and a second by Jason Arp.

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

11. ADJOURNMENT

Matt O'Daniel adjourned at 8:52pm.

Matt O'Daniel, Board President

Dawn Lewis, Board Secretary

Date

Date

Arlington Public Schools
September 30, 2021

Fund Name 2 Rivers Bank	Starting Balance	Receipts	Disbursements	Interfund Transfers	Ending Balance
General Fund - 864	\$ 151,256.65	\$ 1,433,571.72	\$ 780,653.27	\$ (556,031.01)	\$ 248,144.09
Activities - 109	\$ 223,176.19	\$ 42,145.91	\$ 31,367.87	\$ -	\$ 233,954.23
Activities Saving - 713	\$ 220.03	\$ 0.03	\$ -	\$ -	\$ 220.06
Activities CD (none for now)	\$ (0.00)	\$ -	\$ -	\$ -	\$ (0.00)
	\$ 223,396.22			Total Activities:	\$ 234,174.29
Sweep - 956	\$ 1,579,125.46	\$ 253.78		\$ 583,411.29	\$ 2,162,790.53
Hot Lunch - 487	\$ 217,495.48	\$ 5,079.52	\$ -	\$ (27,380.28)	\$ 195,194.72
Depreciation Fund	\$ 1,965,322.45	\$ 253.96	\$ 376,359.94	\$ -	\$ 1,589,216.47
Depreciation CD - 5826	\$ 254,218.36	\$ -	\$ -	\$ -	\$ 254,218.36
	\$ 2,219,540.81	1/15/21-4/15/22		Total Depreciation:	\$ 1,843,434.83
2017 Bond Refunding	\$ 672,472.61	\$ 90,190.60		\$ -	\$ 762,663.21
QCPUF	\$ 382,056.73	\$ 84,074.91	\$ -		\$ 466,131.64
Spec Bldg Fund	\$ 4,020,742.40	\$ 224,615.89	\$ 461,100.40	\$ -	\$ 3,784,257.89
Sp Bldg CD (none for now)	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 4,020,742.40			Total Spec Bldg:	\$ 3,784,257.89
Total Special Funds	\$ 7,294,812.55	\$ 399,135.37	\$ 837,460.34	\$ -	\$ 6,856,487.57

**ARLINGTON PUBLIC SCHOOLS
GENERAL FUND
September 30, 2021**

Beginning Fund Balance	8/31/2021	\$ 1,730,382.11
Receipts		\$ 1,433,825.50
Disbursements		\$ (304,147.39)
Payroll Taxes and Electronic Submissions		\$ (130,368.49)
Net Payroll		\$ (346,137.39)
Outstanding Liabilities		
Adjustments **		\$ 27,380.28
 Ending Fund Balance	 9/30/2021	 \$ 2,410,934.62
 FUND BALANCE ASSETS	 9/30/2021	
Two Rivers Bank		
General Fund Checking		\$ 248,144.09
General Fund Sweep Account		\$ 2,162,790.53
 TOTAL GENERAL FUND ASSETS		 \$ 2,410,934.62

**

HL transfer

**ARLINGTON PUBLIC SCHOOLS
SPECIAL FUND
Sept 30, 2021**

Beginning Fund Balance	8/31/2021	\$ 7,294,812.55
Receipts		\$ 399,135.36
Disbursements		\$ (837,460.34)
Adjustments **		
 Ending Fund Balance	 8/31/2021	 \$ 6,856,487.57
 FUND BALANCE ASSETS	 8/31/2021	
 Two Rivers Bank Balance	Special Funds	 \$ 6,602,269.21
	CD - Spec Bldg	\$ -
	CD - Depreciation	\$ 254,218.36
		\$ 6,856,487.57

**

CHECK REGISTER FOR OCTOBER 2021 BOARD MEETING

(Includes special fund checks)

PAYEE NAME	DESCRIPTION	AMOUNT
Airgas	Tank rental	\$ 291.45
APS Special Fund	Credit from VISA bill needs to go to Depr	\$ 152.56
AKRS equipment	Ring, cap, clamp, shield for mower	\$ 65.74
Alpha Pro Solutions	Alcohol testing devices	\$ 108.00
Allied Appliances	Pump for maintenance	\$ 128.90
All Systems	Labor and mileage for kitchen walkin free	\$ 92.50
American Broadband	Telephone service	\$ 495.32
Arp, Jennifer	Reimb for cust appreciation day	\$ 45.00
BTTR LLC	Tow and Fix hose on bus 2011	\$ 764.18
Blair Community Schools	OT Agreement	\$ 1,768.00
Capitla One (Walmart)	supplies	\$ 397.29
Cashwa Distributing	Food Order	\$ 6,670.12
Dietze Music	Can't buy me love	\$ 44.00
DLR Group	Construction Services	\$ 4,061.96
ESU #2	Mileage for Canvas training 8.12.21	\$ 69.44
ESU #3	Active Science learning workshop	\$ 150.00
Enterprise publishing	Hearing and board meeting notice	\$ 116.70
Eagle Auto	Oil change and fix headlight Van 13	\$ 471.21
Eagle Auto	Oil change and fix AC in van 3	\$ 2,599.56
Eagle Auto	repair tire on van 2	\$ 142.04
Egan Supply	Maintenance supplies	\$ 4,288.20
Enterprise publishing	Help wanted and bid for fuel tank	\$ 296.36
Eagle Auto	Oil change, filter, rotate tires van 12	\$ 81.32
ESU #2	Independent school billing 1st quarter	\$ 10,381.84
Earthgrains (Bimbo Bakeries)	Food Order	\$ 656.66
Fastenal Company	Part and supplies for Indus Tech	\$ 65.36
Midwest Alarm Svcs	Replace and new fire extinguishers	\$ 3,055.72
Follett School Solutions	1st qtr MS/HS book order library	\$ 403.90
Fiber Platform (United Priv Networks)	Distance learning	\$ 556.43
Flinn Scientific	Science supplies	\$ 82.90
Gopher Sports	Magnemeter Stadiometer	\$ 313.54
HyVee	Gluten free items for student	\$ 69.39
Hansen tire	Check light & determine code bus 2020	\$ 55.00
Huss, Jamie	Athletic Svcs for Sept	\$ 3,000.00
Hiland	Milk/Dairy	\$ 3,003.78
Hometown Leasing	Printer Copier Lease	\$ 1,723.15
Journeyed. Com	Hicrsoft office	\$ 3,486.40
Jackson Service	Kitchen Supplies	\$ 245.32
Koger, Shawna	Reimb for perkins mileage	\$ 39.10
Lou's Sporting Goods	New Staff Polos for 21-22	\$ 348.50
LE Learn2Move	PT Svcs	\$ 231.10
Lakeshore Equip	Splash math 21-22	\$ 21.98
Lincoln Journal Star	Ad for paper	\$ 317.11
Lou's Sporting Goods	SB jerseys and pants for 21-22	\$ 6,108.00
Lifetrack Svcs	Lifetrack Survey's Program A	\$ 913.50
Lou's Sporting Goods	Starting block for 21-22	\$ 2,068.07
Lou's Sporting Goods	Track hurdles	\$ 13,800.00
Menards - Fremont	Maintenance supplies	\$ 293.54
Make Music	Smart Music Subscription	\$ 879.39
Menards - Fremont	Maintenance supplies	\$ 169.72
Menards - Fremont	Ballfield supplies	\$ 148.80

Total Handpayables \$ 10,043.67
Total General Fund \$137,588.17

SPECIAL FUNDS (Building, Bond, QCPUF, Dep checks)
Boyd Jones Constr svcs (awaiting BOE approval) \$553,025.89 Dep fund
Total Special Funds \$553,025.89

EFINANCE - POWERSCHOOL
DATE: 10/08/2021
TIME: 12:03:32

ARLINGTON PUBLIC SCHOOL
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 2/22

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
42476			4607 VISA		VOID: MULTI STUB CHECK	
42477			4607 VISA		VOID: MULTI STUB CHECK	
42478	9001	10/08/21	4607 VISA	2640	1 COPY OF WORKING	32.23
42478	9001	10/08/21	4607 VISA	2610	2- GIFT CARDS FOR CURRICU	100.00
42478	9001	10/08/21	4607 VISA	2610	AMAZON - LOOP SCISSORS AD	12.49
42478	9001	10/08/21	4607 VISA	2733	AMAZON - OTTOMAN COVER	26.99
42478	9001	10/08/21	4607 VISA	2640	AMAZON - PREPARING LITERA	61.89
42478	9001	10/08/21	4607 VISA	2640	AMAZON - READING STREET V	20.00
42478	9001	10/08/21	4607 VISA	2640	AMAZON - READING STREET V	11.90
42478	9001	10/08/21	4607 VISA	2640	AMAZON - WHEN YOU CAN TRU	28.68
42478	9001	10/08/21	4607 VISA	2610	AMAZON - WOOD PATTERN BLO	25.92
42478	9001	10/08/21	4607 VISA	2640	AMAZON - WRITING LITERATU	75.95
42478	9001	10/08/21	4607 VISA	2610	AMAZON BIG SIZE PUSH GAME	11.89
42478	9001	10/08/21	4607 VISA	2610	AMAZON- BUBBLE FIDGET SEN	16.98
42478	9001	10/08/21	4607 VISA	2610	AMAZON- COLL TOYS MONKEY	21.99
42478	9001	10/08/21	4607 VISA	2610	AMAZON- DURACELL 123 LITH	34.99
42478	9001	10/08/21	4607 VISA	2610	AMAZON- FIDGET 4 PACK BUB	13.95
42478	9001	10/08/21	4607 VISA	2610	AMAZON GUIDED READING STR	9.99
42478	9001	10/08/21	4607 VISA	2610	AMAZON- IPAD CASE FOR SCH	28.88
42478	9001	10/08/21	4607 VISA	2610	AMAZON- IPADS FOR SCHOOL	858.00
42478	9001	10/08/21	4607 VISA	2610	AMAZON PLAY-DOH MODELING	7.99
42478	9001	10/08/21	4607 VISA	2610	AMAZON- WOBBLE CHAIRS	259.96
42478	9001	10/08/21	4607 VISA	2580	AMERICAN AIRLINES - FLIGH	259.37
42478	9001	10/08/21	4607 VISA	2330	AOSA - REGISTRATION FOR A	299.00
42478	9001	10/08/21	4607 VISA	2610	BATTERIES AND LABEL MAKER	37.66
42478	9001	10/08/21	4607 VISA	2610	BINDERS FOR LITERACY	49.98
42478	9001	10/08/21	4607 VISA	2610	BITBOX CODING SUBSCRIPTIO	29.95
42478	9001	10/08/21	4607 VISA	2610	BLOCK FLANGE BEARING FOR	21.95
42478	9001	10/08/21	4607 VISA	2610	COMPUTER MONITOR MEMO BOA	15.19
42478	9001	10/08/21	4607 VISA	2610	COMPUTER NOTE HOLDER FOR	8.90
42478	9001	10/08/21	4607 VISA	2610	DESKTOP WHITEBOARDS AND D	42.94
42478	9001	10/08/21	4607 VISA	2640	ESTIMATED SHIPPING/HANDLI	7.98
42478	9001	10/08/21	4607 VISA	2610	ESTIMATED SHIPPING/HANDLI	7.98
42478	9001	10/08/21	4607 VISA	2610	ESTIMATED SHIPPING/HANDLI	20.50
42478	9001	10/08/21	4607 VISA	2610	ESTIMATED SHIPPING/HANDLI	14.70
42478	9001	10/08/21	4607 VISA	2330	ESU7 - EARLY LEARNING GUI	33.46
42478	9001	10/08/21	4607 VISA	2640	GEOMETRY CONCEPTS & APPLI	15.83
42478	9001	10/08/21	4607 VISA	2610	GROCERIES FOR HS SPED	86.87
42478	9001	10/08/21	4607 VISA	2610	HAND 2 MIND WOOD PATTERN	102.43
42478	9001	10/08/21	4607 VISA	2650	HDMI CABLES AND TONER	380.90
42478	9001	10/08/21	4607 VISA	2650	LENOVO N22 SCREENS	352.80
42478	9001	10/08/21	4607 VISA	2650	LITHIUM BATTERIES	8.60
42478	9001	10/08/21	4607 VISA	2650	MAG ONE BPR40 RADIOS	1,136.50
42478	9001	10/08/21	4607 VISA	2650	N22 BATTERIES, DOOR CHIME	297.13
42478	9001	10/08/21	4607 VISA	2330	NATS FALL CONFERENCE FOR	102.50
42478	9001	10/08/21	4607 VISA	2810	NMEA MEMEBERSHIP RENEWAL	135.00
42478	9001	10/08/21	4607 VISA	2643	NY VET CURRICULUM FOR AG	150.00
42478	9001	10/08/21	4607 VISA	2610	ORANGE BOWL SET FOR FCS	55.95
42478	9001	10/08/21	4607 VISA	2610	PEARSON- CTONI-2 KIT	510.00
42478	9001	10/08/21	4607 VISA	2610	PEARSON EDUCATION PRSONIC	420.43
42478	9001	10/08/21	4607 VISA	2530	PIONNER PHONE BILL FOR JU	96.19
42478	9001	10/08/21	4607 VISA	2430	PLUG ASSEMBLY AND DRAIN F	7.55
42478	9001	10/08/21	4607 VISA	2650	PRINTER	149.99
42478	9001	10/08/21	4607 VISA	2643	QUIZZLETT SUBSCRIPTION FOR	19.99

EFINANCE - POWERSCHOOL
DATE: 10/08/2021
TIME: 12:03:32

ARLINGTON PUBLIC SCHOOL
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 2/22

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
42478	9001	10/08/21	4607 VISA	2610	REGISTRATION FOR SPED LAW	125.00
42478	9001	10/08/21	4607 VISA	2650	RESTOCKING FEE	131.40
42478	9001	10/08/21	4607 VISA	2735	SMART LEARNING SUITE FOR	55.85
42478	9001	10/08/21	4607 VISA	2610	SUPER TEACHER RENEWAL	24.95
42478	9001	10/08/21	4607 VISA	2643	TEACHER PAY TEACHER SPELL	25.00
42478	9001	10/08/21	4607 VISA	2610	THANK YOU TO OUR VETERANS	14.95
42478	9001	10/08/21	4607 VISA	2650	TONER	27.99
42478	9001	10/08/21	4607 VISA	2650	TONER	145.80
42478	9001	10/08/21	4607 VISA	2610	TPT - 2ND GRADE WRITING C	20.00
42478	9001	10/08/21	4607 VISA	2610	TPT - BEGINNING SOUNDS 4	9.00
42478	9001	10/08/21	4607 VISA	2610	TPT - BEGINNING, MIDDLE,	4.00
42478	9001	10/08/21	4607 VISA	2610	TPT - FINE MOTOR LESSONS	8.00
42478	9001	10/08/21	4607 VISA	2610	TPT - GOLDEN SOWER NOMINE	10.00
42478	9001	10/08/21	4607 VISA	2610	TPT - SUPERKIDS ALPHABET	5.00
42478	9001	10/08/21	4607 VISA	2610	TPT 2ND GRADE MY VIEW LIT	58.00
42478	9001	10/08/21	4607 VISA	2610	TPT 2ND GRADE MY VIEW LIT	5.00
42478	9001	10/08/21	4607 VISA	2610	TPT 2ND GRADE MYVIEW -KAU	85.00
42478	9001	10/08/21	4607 VISA	2610	TPT- FRIENDSHIP ACTIVITY	2.50
42478	9001	10/08/21	4607 VISA	2610	TPT- FRIENDSHIP CLASROOM	2.00
42478	9001	10/08/21	4607 VISA	2610	TPT- KINDERGARTEN SUPERKI	38.00
42478	9001	10/08/21	4607 VISA	2610	TPT KINDERGARTEN SUPERKID	5.00
42478	9001	10/08/21	4607 VISA	2610	TPT SUPERKIDS FOCUS WALL	10.00
42478	9001	10/08/21	4607 VISA	2610	TPT WRITING BUNDLE- WINSL	75.00
42478	9001	10/08/21	4607 VISA	2650	VGA SWITCH, EDGE GUARD	35.79
42478	9001	10/08/21	4607 VISA	2610	WALMART.COM - STACKABLE P	19.40
42478	9001	10/08/21	4607 VISA	2610	WALMART.COM- SUPPLIES FOR	18.29
42478	9001	10/08/21	4607 VISA	2610	WILEY PUBLISHING - TAPS-4	205.00
42478	9001	10/08/21	4607 VISA	2640	PO E0221021	3.99
TOTAL CHECK						7,708.80
TOTAL FUND						7,708.80
TOTAL REPORT						7,708.80

ACTIVITY BALANCE as of 9/30/2021

Source Code:	Account	Beginning Bal	YTD Revenues	YTD Expenditures	Balance
***Tentative until official numbers are back from auditor					
701	One School One Team	\$ 17,272.79	\$0.00	\$0.00	\$ 17,272.79
736	Activities Interest	\$ 11,585.69	\$0.00	\$0.00	\$ 11,585.69
702	Always For Kids	\$ 35,086.86	\$3,840.35	\$7,850.41	\$ 31,076.80
703	Art Class	\$ 7,755.70	\$180.00	\$0.00	\$ 7,935.70
704	Art Club	\$ 1,329.31	\$0.00	\$0.00	\$ 1,329.31
705	Athletics	\$ (30,708.85)	\$20,417.71	\$14,901.40	\$ (25,192.54)
706	Band	\$ 4,417.41	\$537.57	\$691.42	\$ 4,263.56
789	Baseball Fund	\$ 3,865.74	\$0.00	\$0.00	\$ 3,865.74
762	Baylor/ACT	\$ 2,979.09	\$56.00	\$0.00	\$ 3,035.09
708	Book Club	\$ 270.55	\$0.00	\$0.00	\$ 270.55
790	Boys Basketball	\$ 1,365.72	\$0.00	\$0.00	\$ 1,365.72
783	Boys Golf	\$ 1,294.35	\$0.00	\$0.00	\$ 1,294.35
709	Cheerleading	\$ 2,747.69	\$395.00	\$665.00	\$ 2,477.69
734	Class of 2018	\$ 1,453.91	\$0.00	\$0.00	\$ 1,453.91
765	Class of 2019	\$ 1,016.13	\$0.00	\$0.00	\$ 1,016.13
770	Class of 2020	\$ 428.26	\$0.00	\$0.00	\$ 428.26
771	Class of 2021	\$ 458.88	\$0.00	\$0.00	\$ 458.88
768	Class of 2022	\$ 5,595.38	\$0.00	\$0.00	\$ 5,595.38
772	Class of 2023	\$ 3,331.85	\$240.00	\$0.00	\$ 3,571.85
773	Class of 2024	\$ 2,007.25	\$1,455.40	\$0.00	\$ 3,462.65
774	Class of 2025	\$ 1,000.00	\$0.00	\$0.00	\$ 1,000.00
775	Class of 2026	\$ -	\$0.00	\$0.00	\$ -
720	Concessions	\$ (6,060.08)	\$4,992.62	\$1,150.29	\$ (2,217.75)
785	Cross Country	\$ 4,430.69	\$0.00	\$1,736.00	\$ 2,694.69
721	Dance Squad	\$ 4,529.22	\$0.00	\$0.00	\$ 4,529.22
722	Drama	\$ 261.23	\$0.00	\$0.00	\$ 261.23
724	Elem Lounge	\$ (55.16)	\$0.00	\$0.00	\$ (55.16)
732	Fam Cons Science	\$ 2,084.37	\$420.00	\$0.00	\$ 2,504.37
726	FBLA	\$ 13,305.36	\$4,291.10	\$610.00	\$ 16,986.46
766	FFA	\$ 14,894.97	\$775.00	\$799.00	\$ 14,870.97
758	Floor Fund	\$ 427.95	\$0.00	\$0.00	\$ 427.95
727	Football	\$ 15,492.07	\$0.00	\$6,735.32	\$ 8,756.75
791	Girls Basketball	\$ 1,416.40	\$0.00	\$0.00	\$ 1,416.40
784	Girls Golf	\$ 3,206.08	\$0.00	\$76.00	\$ 3,130.08
735	Honor Society	\$ 1,083.86	\$20.00	\$0.00	\$ 1,103.86
761	Honors History	\$ 0.09	\$0.00	\$0.00	\$ 0.09
744	HS Lounge	\$ 428.80	\$0.00	\$0.00	\$ 428.80
740	Industrial Tech / Woods	\$ 1,805.31	\$360.00	\$0.00	\$ 2,165.31
739	Library Fund Elem/HS	\$ 2,000.36	\$0.00	\$0.00	\$ 2,000.36
764	Metro	\$ 47,277.01	\$0.00	\$0.00	\$ 47,277.01
792	MS Girls Basketball	\$ (23.96)	\$0.00	\$0.00	\$ (23.96)

723	MS STEM	\$	142.17	\$0.00	\$0.00	\$	142.17
737	MS Student Council	\$	1,542.31	\$0.00	\$0.00	\$	1,542.31
787	MS Track	\$	222.12	\$0.00	\$0.00	\$	222.12
756	Pepsi	\$	2,794.14	\$581.35	\$0.00	\$	3,375.49
742	Quiz Bowl	\$	1,048.82	\$0.00	\$0.00	\$	1,048.82
728	Reimbursement (general	\$	6,771.00	\$0.00	\$0.00	\$	6,771.00
714	SKILLS	\$	679.48	\$90.00	\$0.00	\$	769.48
788	Softball	\$	804.02	\$200.00	\$376.50	\$	627.52
746	Spanish Club	\$	149.97	\$0.00	\$0.00	\$	149.97
794	Sped	\$	78.35	\$0.00	\$0.00	\$	78.35
747	Speech	\$	649.50	\$0.00	\$0.00	\$	649.50
748	Spring Musical	\$	6,769.62	\$3,742.55	\$301.90	\$	10,210.27
793	Striv	\$	400.00	\$0.00	\$0.00	\$	400.00
749	Student Council	\$	3,174.72	\$0.00	\$295.00	\$	2,879.72
750	Student Vending	\$	1,454.97	\$0.00	\$0.00	\$	1,454.97
751	Swing Choir	\$	2,003.38	\$27.50	\$430.14	\$	1,600.74
786	Track Fund	\$	1,754.47	\$0.00	\$0.00	\$	1,754.47
717	Transition	\$	1,613.51	\$0.00	\$0.00	\$	1,613.51
782	Volleyball	\$	835.60	\$113.80	\$432.67	\$	516.73
710	Welding	\$	(405.41)	\$0.00	\$0.00	\$	(405.41)
733	Wrestling	\$	3,570.02	\$0.00	\$0.00	\$	3,570.02
753	Yearbook	\$	525.09	\$65.00	\$0.00	\$	590.09
	Totals		\$217,636.13	\$42,800.95	\$37,051.05		\$223,386.03

Curriculum Board Report

— K-12 School Counseling —
October 2021

K-12 Counseling

What We Do

WHAT DOES A SCHOOL COUNSELOR DO?

CORE CURRICULUM



Evaluate school and student data and outcomes



Develop core curriculum to address desired student competencies



Deliver curriculum systematically through classroom lessons in cooperation with classroom teachers

INDIVIDUAL STUDENT PLANNING



Help students evaluate their own interests, abilities, and skills



Help students develop personal goals



Help students create plans for their futures

RESPONSIVE SERVICES



Individual counseling



Small group counseling



Crisis response services

INDIRECT SERVICES



Make referrals for outside counseling or assistance



Consult with parents and teachers to share effective strategies that support students



Collaborate with parents, professionals, and community members to support student success

AND SO MUCH MORE!



Arbor Family Counseling

- x Free services for students and staff
- x In school services (no limit on sessions)
- x At Arbor location services (limit 2 sessions per issue)



Region 6 & Project Harmony

- x Trauma grant funding
 - Trauma based counseling services
 - Potential trauma based staff training



Communities That Care

- x Three Rivers grant
- x Community partnerships



Hope Squad

- x Suicide Prevention Peer Group K-12
- x Training and planning 2021-2022
- x Implementation 2022-2023



K-6 Counseling

Services

- ✘ Classroom lessons teaching and promoting social and emotional skills, study skills, and career development.
- ✘ Short-term individual counseling
- ✘ Consultation with parents and teachers
- ✘ Community resource referrals (e.g. long-term therapy)



Counseling Lesson Topics

Friendship

Empathy and Respect

Setting goals

Teamwork

Self-esteem

Making good choices

Being responsible

Managing strong emotions

Bullying prevention

Importance of kindness

Suicide prevention



7-12 Counseling

Services

- ✘ Short-term individual counseling
 - Academic
 - Career/College
 - Social/Emotional
- ✘ Classroom lessons
- ✘ Staff collaboration
- ✘ Outside referrals



August-Present

- x Dual-Enrollment and Kickstart programs
- x Scheduling
- x One-on-one senior meetings
- x Apply 2 College days
- x Trades career fair
- x College and business fair
- x Needs assessment



Upcoming

- x PSAT testing
- x Financial aid night
- x Senior family meetings
- x Implementation of counseling curriculum
- x Communities that Care survey and implementation



Elementary Board Report October 2021

- **5th/6th Grade Capitol Field Trip** - Arlington students participated in a field trip to the Capitol to learn about the Nebraska Legislature. Students were also able to visit the Nebraska History Museum. This field trip typically happens in 4th grade, but due to Covid this was the first opportunity these students were able to participate.
- **Fire Prevention Week** - We were able to hold our annual fire prevention week, Arlington Fire and Rescue provided students with hats, coloring books, and information about fire safety!



- **PTO Meet and Eat** - PTO brought in food trucks for families to come, eat, and visit with one another!
- **1st Grade Field Trip** - First grade spent the day at Vala's reinforcing the growth cycle of a pumpkin. They enjoyed wonderful weather and great company!
- **Elementary ELA Pilot** - Teachers in grades 2-6 have completed their look at My View Reading. We are continuing to look at options.
- **Elementary ELA Pilot** - K-1 Have loved Super Kids curriculum. 2nd grade will be piloting in the second semester.
- **ELA Standards** - New standards were approved by the state of Nebraska. Teachers are beginning to process the new standards and comparing them to the previously adopted standards.

James Shada
October
Board Report

Pink Out

The athletic department in conjunction with the cheerleaders will be hosting Pink Out Nights in October. We will be encouraging students to wear pink and honor families fighting cancer. Pink out games: Volleyball 10/5, Football 10/15.

Homecoming

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





**Congratulations to Stella Lewis and Isaac Foust
on being named Homecoming Queen and King for
2021**



Secondary Principal's Report

For the October 2021 Board Meeting

Parent Teacher Conferences

Will be held on October 20 and 21 from 5:00-8:00 in the competition gym.

Counseling Items:

Apply to College Days

We hosted two Apply 2 College Days this year. Wednesday, September 29 was our first Apply to College Day and was specifically for UNK, UNL, UNO, and NCTA only. There was a fee waiver for applications to these schools (NUforNE). Thursday, Oct. 7th was Apply 2 College Day for any college/university. We had representatives from Midland, Doane, Wayne, Metro, and Northeast present.

FAFSA Items

FAFSA Opening - The FAFSA opened up on Friday, October 1st. Everyone planning on attending college is encouraged to complete the FAFSA. There is a link below with more information about what you need to complete the FAFSA. - <https://studentaid.gov/apply-for-aid/fafsa/filling-out>

FAFSA Night - On Monday, October 18th from 4-8PM financial aid representatives from UNO will be available for one-on-one meetings to help families complete the FAFSA. They are willing to work with any senior and their family.

Senior Family Meetings - Are being set up in the middle of October.

Community Service: Food Drive

The 2021 Washington County Food Pantry food drive will be kicked off October 11 and will run until October 27. The food drive has been a successful annual event sponsored by the Arlington FBLA.

Co-Curricular Opportunities

- FFA - Dairy Judging Contest, September 28
- FBLA - FLC, September 29

FFA Recognized

The outstanding efforts of our FFA program will be highlighted in an upcoming edition of the Midwest Messenger. Keep your eyes peeled!

Runza Student of the Week

Arlington Senior Gabbi Anzelone was recognized as the Runza Student of the Week. Here is her video clip: <https://youtu.be/-EZwNvEZky4>

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: August 12, 2019

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is over \$100,000 or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as and to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the

performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), or the dollar amount set forth in Neb. Rev. Stat. § 81-3445, as amended from time to time.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Source: Neb. Rev. Stat. §52-118; Neb. Rev. Stat. §73-101 *et seq.*; Neb. Rev. Stat. §73-106; Neb. Rev. Stat. § 81-3445.

Adopted: August 10, 2015, October 12, 2015

Reviewed: September 10, 2018

Business OperationsRebates to School Personnel

No school employee or board member shall receive any commission, expense-paid trips, or anything of value from individuals or companies from which the school district purchases equipment or materials required in the operation of the school district. The operation of the school district includes the purchase of materials for the repair and maintenance of the school plant, for conducting student classes, for materials and supplies used in school organizations, such as clubs, specific classes, and for comparable items.

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

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011, October 12, 2015, September 10, 2018

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees

sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status~~sex, political affiliation, religion, disability or sexual preference~~; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that

represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
 Neb. Rev. Stat. Sections 84-1201 to 84-1227
 Laws 2010, LB 742
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Date of Adoption: ~~{Insert Date}~~August 24, 2020

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: August 13, 2018

Reviewed: September 10, 2018

Business Operations**School Meal Program and Meal Charges**

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Date of Adoption: June 12, 2017

Reviewed: September 10, 2018

Business Operations

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011, October 12, 2015, September 10, 2018

Business OperationsBonds

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Legal Reference: Neb. Rev. Stat. § § 79-586 and 79-589

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011, October 12, 2015, September 10, 2018

Business Operations

Educational Service Units - Designated Representative

The Superintendent of Schools is the designated representative of this school district for purposes of indicating the approval or disapproval of the school district of proposals of core services offerings and the use of the property tax levy of the educational service unit of which the school district is a member.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011, October 12, 2015, September 10, 2018

Business Operations

Security

The Superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security of all school district property and safety of students and staff.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011, October 12, 2015, September 10, 2018

Business OperationsSafety**Risk Management and Safety Committee**

This school district is committed to providing and maintaining a safe and healthful work environment. This school district recognizes its responsibility in protecting and conserving its human and financial resources. Each employee of the school district should show concern for the safety of fellow employees, students and members of the public to prevent losses of these resources. Safety and health management is the ultimate responsibility of the Board of Education. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee is further hereby directed to establish the Safety Committee or committees as required by Section 48-443, R.R.S., et. seq. (LB 757, Section 32, 33 & 34, 1993 legislature) or other laws. The Safety Committee(s) so established shall adopt for this school district and maintain an effective written Injury Prevention Program. Management shall participate in the Safety Committee(s), and in safety education and training, and establishment of safety rules, policies and procedures as provided in this policy, the school district's written Injury Prevention Program or as otherwise provided by law or the superintendent or the superintendent's designee.

The Safety Committee(s) shall be created and perform such functions, be made up of members and meet as required by law. The school district shall develop and maintain a written Injury Prevention Program as required by law and the superintendent or the superintendent's designee is hereby delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

Safety and health training, accident investigation, record keeping procedures and safety rules, policies and procedures shall be implemented as required by law.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011, October 12, 2015, September 10, 2018

Business OperationsTrespassers

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Stat. §§ 28-520 to 28-522

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011, October 12, 2015, September 10, 2018

Business OperationsTransportation

The Arlington Public Schools' transportation system shall comply with existing Nebraska statutes and state department rules and regulations.

Arlington Public Schools shall provide school bus transportation for resident students attending Arlington Public Schools who live at least one mile from the school and outside of city limits. Students who live within the city limits may be transported to a location along a route if there is room on the bus. The transportation system shall provide a service promoting safe and healthful pupil transportation and contribute to the operational economy and efficiency of Arlington Public Schools.

Arlington Public Schools shall also provide transportation without cost for resident children who attend St. Paul's Lutheran School. Such transportation shall extend only from some point on the regular public school bus route nearest or most easily accessible to their homes to and from a point on the regular bus route nearest or most easily accessible to St. Paul's Lutheran School. Transportation for St. Paul's students is only provided at times when transportation is being provided for Arlington Public School students.

Option students may be bused if they live directly on a school district regular bus route or parent/guardians transport their child(ren) to some point on the regular bus route as determined by the district to be safe and there is room on the bus.

Nonresident students attending St. Paul's Lutheran School may be bused if they live directly on the school district regular bus route or parent/guardians transport their child(ren) to some point on the regular bus route as determined by the district to be safe and if the desired pupil capacity on the bus is maintained. Such transportation shall extend only from some point on the regular public school bus route nearest or most easily accessible to their homes to and from a point on the regular bus route nearest or most easily accessible to St. Paul's Lutheran School. There will be an annual fee assessed for these services. The fee is 'in addition' to the shuttle bus fees assessed by St. Paul's. Resident students and option students will be given priority consideration when determining capacities.

A student may be required, at the board's discretion, to transport to a location for pick-up and drop-off without reimbursement as per state law.

School buses and district vans shall be used to transport pupils to and from school for school activities.

School district buses will not operate when weather conditions or other natural elements make it unsafe to do so. The final judgment as to when conditions are unsafe to operate will be made by the

superintendent. The superintendent will be assisted by the actual "on location" decisions and reports of the transportation director.

Standing authorization shall be granted by the board to school administrators, school nurses and other personnel designated by the superintendent to transport students in private vehicles when, in the opinion of the school personnel, this is necessary.

Transportation – Safe Driving Record Standard

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. Each person who transports students on an irregular basis and who is not required to hold a pupil transportation operator's permit shall have a record of satisfactory driving as determined by Board policy. For such persons mentioned above, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of five or more points under the motor vehicle operator's license point system within the immediate prior four years. In the event the person has accumulated three or four points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event that the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of six or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving

record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. §79-318, §79-601, §79-602, §79-607, §79-608, §79-611
Neb. Rev. Stat. Section §60-4, 182 (Point System)
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: March 13, 2017

Reviewed: September 10, 2018

Business OperationsTransportationConditions of Bus Transportation

The Board of Education shall maintain or determine:

1. General supervision and control over the transportation program at all times. The board shall delegate the actual responsibility for direct control to the person designated by the superintendent and Board of Education to be responsible for transportation programs.
2. The maximum one-way travel time shall not be excessive for any pupil and all pupils will be provided a seat. No standees. Unless absolutely unavoidable, riding time of one hour shall not be exceeded.
3. That maximum speed for buses shall not exceed the limit prescribed by state law.
4. That transported pupils shall not arrive at school more than thirty minutes before school opens.
5. That bus routes will be established only on improved and well maintained county and state roads. Buses will not travel in private drives or on ungraded roads.
6. That bus stops will be limited when possible, so that pupils from several homes in an area can meet at a central point that is safe for group pickup.
7. That any student riding the bus may be required to travel from where the pupil resides to a designated pickup point if this is necessary due to safety or preventing excessive time in picking up students.
8. Snow emergency routes utilizing pickup points on the highway or hard surfaced maintained roads may be used in the event of inclement weather.
9. Bus routes may be altered by the administration in the interest of safety to compensate for dangerous road situations such as mud, road repair work, etc.

Legal Reference: Neb. Statute 79-601 et seq.

Date of Adoption: May 14, 2012

Reviewed: October 12, 2015, September 10, 2018

TransportationTransportation – School Related Trips

Field Trips: School transportation will be made available for use in instructional field trips. Arrangements for transportation are made through the building principals. Building principals shall follow procedures established by the district office. Use of transportation vehicles is coordinated through the district office.

The teacher in charge of the field trip is responsible for discipline on the school transportation vehicle and for enforcing established guidelines.

Parents or other adults accompanying students on field trips on school transportation vehicles as sponsors will not be allowed to bring siblings along on the trip. All sponsors should be aware of and expected to enforce supervisor guidelines.

Activity Trips: School transportation will be made available for use in activity trips. Arrangements for transportation are made through the building principals or activity director. Building principals/activity director shall follow procedures established by the district office. Use of transportation vehicles is coordinated through the district office.

The teacher/coach/sponsor in charge of the field trip is responsible for discipline on the bus and for enforcing established guidelines.

Parents or other adults accompanying students on field trips on buses as sponsors will not be allowed to bring siblings along on the trip. All sponsors should be trained and expected to enforce supervisor guidelines.

Private Vehicles: Private vehicles may be used instead of school transportation vehicles if the following provisions are met:

1. The vehicle is driven by a licensed employee approved by the school administrator.
2. Student participation is not mandatory.
3. Student's parents/guardians have authorized in writing transportation by private vehicle.
4. The driver/owner of the vehicle is properly licensed to drive, meets district driving standards, and provides proof of insurance. Such insurance shall meet or exceed the state recommended minimum liability insurance coverage.
5. The vehicle must meet all current Nebraska statutes related to required occupant restraint and occupant restraint equipment and/or systems. The adult driver requires their use.
6. No staff member will transport any individual student in his/her private vehicle without another staff member, adult, or student(s) present, unless, in the estimation of the school personnel, an emergency is present affecting the health and safety of the student.

The form titled Personal Vehicle Use on Trip with Students must be completed and filed with the district office.

Date of Adoption: June 11, 2012

Reviewed: October 12, 2015, September 10, 2018