

Board of Education Regular Meeting
Monday, January 10, 2022 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. ANNUAL BUSINESS
 - 3.1. Election of Officers
 - 3.2. Appointment of Board Committees
 - 3.3. Appoint KSB and PGH&G Law Firms as Official Legal Counsel to Board and Superintendent
 - 3.4. Appoint First State Bank and Trust as Official Depository for All District Funds
 - 3.5. Distribute Conflict of Interest Forms for Board Members
 - 3.6. Approve Arlington Citizen as Official Newspaper of the Board of Education
 - 3.7. Appoint Superintendent as District Non-Discrimination Compliance Coordinator
4. CONSENT AGENDA
 - 4.1. Minutes of the Previous Board Meeting(s)
 - 4.2. Monthly Financial Reports
 - 4.3. Approve Employment Agreement with Laurie May for business manager/bookkeeper
5. CURRICULUM/INSTRUCTION REPORTS
 - 5.1. Math Curriculum Report
 - 5.2. PreK & Kindergarten Report
6. PRINCIPALS' REPORTS
 - 6.1. Mrs. Morgan Elementary Report
 - 6.2. Mr. Shada's Activity Report
 - 6.3. Mr. Pfingsten's Secondary Report
7. SUPERINTENDENT'S REPORT
 - 7.1. NASB Update and Links

 - 7.2. Construction Update
 - 7.3. Finalize Date/Location for Board Retreat
 - 7.4. Review Supt Leave Log
8. COMMITTEE AND REPRESENTATIVE REPORTS
 - 8.1. Negotiations Committee
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - 10.1. Review Board Policies 4013-4141:

- 4013: Personnel Files
- 4014: Sales Persons
- 4015: Orders of Supplies and Equipments
- 4016: Employee Use of School Facilities
- 4017: Activity Passes
- 4018: Political Activity
- 4019: FLSA Policy
- 4020: Disposal of Consumer Report Records
- 4021: Employee Social Security Numbers
- 4022: Military and Family Military Leave
- 4023: Prohibition on Aiding and Abetting Sexual Abuse
- 4024: Wage and Deduction Info
- 4025: Professional Boundaries
- 4026: Complaints About Employees
- 4027: Workplace Privacy Act
- 4028: Employee Fundraising
- 4030: Wage Information
- 4031: Injury Leave
- 4100: Qualifications for Appointment as Teacher
- 4101: Qualifications for Appointment to Administrative Position
- 4110: Contract
- 4111: Certification
- 4112: Board Policy on Release from Contract
- 4120: Probationary Certified Employees
- 4121: Permanent Certified Employees
- 4130: Assignment of Duties
- 4131: Teacher Agents Tutors
- 4132: Student Teachers and Pre-Student Teachers
- 4133: Substitute Teachers
- 4135: Prohibition of Employment of Board Members
- 4140: Professional Growth
- 4141: Teacher Training

11. EXECUTIVE SESSION

12. ACTION ON EXECUTIVE SESSION ITEMS

13. ADJOURNMENT

ARLINGTON PUBLIC SCHOOLS' BOARD OF EDUCATION
COMMITTEE PURPOSE, ASSIGNMENTS, AND OPERATING PROCEDURES
2021

There are various benefits the board/district will realize as a result of committee work. Committee work enables board members, administrators, and other appropriate personnel to focus on a specific goal, objective, or education issue, and the ability to provide recommendations to the board through informational reports. The investment of time by board members in committee work is purposeful, requires less personal time toward board service, and allows the board member to serve in specific areas of interest and/or expertise.

Committee work is driven by the charge, information, and data supplied by the administration and the staff. The roles of administration and the roles of the board are sustained within committee work. Committees do not have the authority to take formal action. Committees instead, support informed decision-making of the board as a whole.

STANDING COMMITTEE ASSIGNMENTS 2021

<u>Curriculum/American Civics</u>	<u>Buildings and Grounds</u>	<u>Finance</u>	<u>Negotiations</u>
Board Members: Shanon Willmott - Chair Jason Arp Janet Warner	Board Members: Bruce Scheer -Chair Jason Arp Chase Kratochvil	Board Members: Matt O'Daniel - Chair Janet Warner Shanon Willmott	Board Members: Matt O'Daniel-Chair Bruce Scheer Chase Kratochvil
Staff Members: Dawn Lewis Aaron Pfingsten Jacque Morgan	Dawn Lewis Lawrence Reed	Dawn Lewis	Dawn Lewis

APPOINTED REPRESENTATIVES 2019

St. Paul's Lutheran Liaison

Board Members
Bruce Scheer
Chase Kratochvil

Staff Member:
Dawn Lewis

COMMITTEE PURPOSE:

- A. The duties of the Curriculum/American Civics shall be those prescribed by law. The committee will assure the Board that, as required by law, American citizenship remains an important part of the District curriculum. The committee shall review any concerns to controversial education materials as stated in Policy #6300 (Review of Instructional Materials) that would be appealed beyond the Superintendent's level. In addition they shall review curriculum proposals and proposed programming changes or additions brought forward by administration.
- B. The Building, Grounds and Transportation Committee shall be responsible for the long-range planning of school facilities, grounds, and transportation. The committee will provide input or review to the superintendent on maintenance and repairs of facilities, grounds, and transportation and provide board input regarding building projects and major repair projects. The committee will have the additional responsibility of making recommendations for boundary changes as they relate to school attendance areas and any

potential changes to the District boundaries. Any recommendations related to transportation policies and procedures will be considered by committee before approval by the Board. The committee shall keep the Board informed of its activities and seek board approval of its recommendations.

- C. The Finance Committee shall be responsible for the review of all district claims and monthly/annual financial statements and shall have the responsibility of overseeing the long-range budget planning of the District. The committee will review the administration's proposed budget and recommend a budget for adoption to the Board.
- D. The Negotiation Committee shall undertake an annual review of the staffing of the schools. The committee shall make recommendations on salary schedule and benefits under consideration to the entire Board prior to the development of the annual district budget. As provided by various board policies and contracts, the committee shall review and make recommendations on negotiations with employees and other personnel grievance and contract matters.

OPERATING PROCEDURES:

- A. Committees will stay focused on the specific purpose of the committee and will follow the line of authority, both of which are outlined in the committee description.
- B. eMeetings will be used for sharing of agendas and documentation (as appropriate) for committee meetings.
- C. Agendas for the committee members will be developed by the superintendent with input by the chairperson.
- D. Minutes for all committee meetings will be prepared by the Superintendent then submitted to the committee members for their review via email. All committee members should execute an email "respond to all" within one week to indicate that they reviewed the minutes and to include any suggested corrections. Failure by a committee member to respond will be an indication of approval. Minutes will include a specific section that captures committee Recommendation for Action.
- E. Chairperson of each committee will provide general review of committee meetings at the monthly board meeting and superintendent will attach minutes to monthly board meeting agenda.

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

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

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

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

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

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

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

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

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

Date of Adoption: August 8, 2016

Reviewed: October 9, 2017

Internal Board Policies - Board MembersReporting Procedures

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

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

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

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

Legal Reference: §49-14,103.02

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

Reviewed: April 14, 2014, October 9, 2017

Monday, December 13, 2021 7:00 PM Central

1. OPENING PROCEDURES

1.1. Call Meeting to Order

Matt O'Daniel called the meeting at 7:01pm.

1.2. Roll Call

Jason Arp Present, Chase Kratochvil Present, Matt O'Daniel Present, Bruce Scheer Present, Janet Warner Present, Shanon Wilmott Absent Via Zoom, also present was Superintendent Dawn Lewis, Aaron Pfingsten, Jacque Morgan, 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 Chase Kratochvil and a second by Bruce Scheer.

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

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

3.1. Minutes of the Previous Board Meeting(s)

3.2. Monthly Financial Reports

4. CURRICULUM/INSTRUCTION REPORTS

4.1. Social Studies Report

5. REVIEW OF ANNUAL DISTRICT PLAN

6. PRINCIPALS REPORTS

6.1. Mrs. Morgan Elementary Report for December

6.2. Mr. Shada's Activity Report for December

6.3. Mr. Pfingsten's Secondary Report for December

7. SUPERINTENDENTS REPORT

7.1. Update on Construction Project

7.2. 2021-2022 Enrollment Totals

7.3. Update on Hiring of Bookkeeper/Business Manager

7.4. NRCSA and NASB Updates

8. COMMITTEE AND REPRESENTATIVE REPORTS

8.1. Finance Committee

The Finance Committee met tonight at 6:00 before this meeting to review the AFR with our accountant.

8.2. Negotiations Committee

A meeting with AEA is set for this Wednesday.

8.3. Professional Development Sharing

8.4. Committee for Curriculum and American Civics

The committee met at 5:30 today before the finance meeting.

9. UNFINISHED BUSINESS

9.1. Discuss, Consider, and Approve Contract with Powerschool

Motion to adopt Powerschool as proposed as the APS Student Information System and Begin the Transition. 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

10. NEW BUSINESS

10.1. Discuss, Consider and Approve Contract with Ralston Public Schools for Deaf and Hard of Hearing Services

These are SPED services we are unable to provide.

Motion to approve contract with Ralston for Deaf and Hard of Hearing Student Educational Services. Passed with a motion by Chase Kratochvil and a second by Jason Arp.

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

10.2. Discuss, Consider, and Approve the 20-21 Financial Statements/Audit as presented

The finance committee feels comfortable with the AFR as presented.

Approve 20-21 Financial Statements as prepared by Shaw Hull & Navarrette, CPAs. 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

10.3. Discuss, Consider, and Approve Contract with Roots to Wings (Integrated Life Choices)

Approve Contract with Integrated Life Choices for Roots to Wings Services as presented.

This is a follow-up decision to a conversation that started back in August.

Funding for this will be IDEA which is 100% reimbursable.

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

10.4. Discuss and Consider 2020-2021 Annual Report

10.5. Discuss, Consider and Approve Purchase of English Language Arts Curriculum for Grades 2-12

Motion to Purchase ELA Curriculum from Pearson as presented with ESSERS III Funds as allowable. 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

10.6. Discuss and Consider Superintendent Evaluation

Discussion was held with the board and Dr. Lewis on the evaluation. Each Board member was able to present their thoughts on Dr. Lewis' evaluation.

11. EXECUTIVE SESSION

12. ACTION ON EXECUTIVE SESSION ITEMS

13. ADJOURNMENT

Matt O'Daniel Adjourned the meet at 10:00pm

Matt O'Daniel, Board President

Dawn Lewis, Board Secretary

Date

Date

CHECK REGISTER FOR JANUARY 2022 BOARD MEETING

(Includes special fund checks)

PAYEE NAME	DESCRIPTION	AMOUNT
AKRS Equip	inspection on mower	\$ 638.00
American Broadband	Telephone service	\$ 484.40
Airgas	Tank rental	\$ 253.41
Blair Community Schools	OT Agreement	\$ 1,768.00
Baylor Enterprises	College prep test	\$ 2,400.00
Clausen, Martin	Pest control services (Aug-Oct)	\$ 277.92
Carolina Biological Supply	Biology Supplies	\$ 585.83
CWD	Food Order	\$7,101.07
Earthgrains	Food Order	\$639.68
Enterprise Publishing	Legals & Board Minutes	\$138.64
ESU #2	school services (Sept-Oct)	\$ 5,932.48
ESU #3	Best practices registration	\$ 21.50
ESU #3	Postsecondary Training	\$15.00
ESU Coordinating Council	Powerschool Membership	\$6,000.00
Echo Group	Baseball field invoice	\$ 178.16
French, Julie	hot lunch supplies	\$ 37.50
Follett School Solutions	quarter 2 book order	\$ 502.85
Fiber Platform	Distance Learning	\$ 556.43
Huss, Jamie	Athletic Svcs for Sept	\$ 3,000.00
Jostens	class of 2022 diplomas	\$ 488.38
KSB School Law	Legal Advice	\$ 782.00
Hiland	Milk/Dairy	\$2,088.93
Hometown Leasing	Printer Copier Lease	\$ 1,723.15
Jackson Service	Kitchen Supplies	\$ 245.32
LE Learn2Move	PT Svcs	\$ 219.46
Lincoln Journal Star	Help wanted AD	\$370.33
Lou's Sports	Track Uniforms	\$5,655.97
Lou's Sports	JH Boys Basketball Uniforms	\$555.93
Lou's Sports	JV Boys Basketball Warm Up	\$1,982.00
Menards - Fremont	supplies for blue gym	\$ 40.60
NASB	Superintendent Evaluation	\$300.00
HOBY	registration Brooke Hilgenkamp	\$ 250.00
OPPD	Electricity	\$ 7,788.82
Omaha Truck	Bus 2018	\$ 29.54
One Source	Background checks	\$ 5.00
Omaha Truck	Repair work on bus 2017	\$ 2,590.29
Omaha Truck	service work on bus 2017	\$ 250.50
Payflex	reoccurring Monthly	\$100.00
Pegler	Food Order	\$2,219.50
Pepper & Son	music	\$ 74.79
Regents University of MINN	Teacher Training	\$4,000.00
Shaw Hull Navarette CPAs	YE financial statement completion	\$ 3,987.00
Sparqdata Solutions	North Star software renewal	\$ 4,020.00

Symmetry	Natural Gas	
Thermo King Christensen	Buses	\$ 116.50
Two Rivers	Direct Depost Fee	\$18.00
US Foods	Food Order	\$1,728.43
Village Of Arlington	Water	\$817.12
VISA	supplies	\$ 5,340.72
Winnelson	Maintenance supplies	\$ 95.43
Walmart (Capitol One)	supplies	\$ 50.90
Waste Connections	Trash Service (Jan)	\$ 549.54
Total Payables (GF checks not mailed until approved by the BOE)		\$ 79,015.02

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

Wex Bank	Shell Bill	\$ 3,197.00
Quill Corp.	nursing supplies	\$ 105.20
Wex Bank	Pump And Pantry Fuel	\$172.21
Total Handpayables		\$ 3,474.41
Total General Fund		\$ 82,489.43

SPECIAL FUNDS (Building, Bond, QCPUF, Dep checks)

Olsson Inc	Labor and services (awtg BOE)	\$ 441.50
DLR group	August billing (awtg BOE)	\$ 16,049.06
DLR group	Architectoral Services	\$ 5,433.95
Boyd Jones	Construction	\$230,673.26
Total Special Funds		\$ 252,597.77

General Fund VISA	
CSE Book ELE Principal	\$25.89
HP Laptop for ELE Office	\$1,078.70
Projector Bulbs	\$149.97
Bungee Cord for Ele	\$14.95
Pearson Testing report	\$25.60
hotel room for FBLA Advisor	\$447.00
condensor mic for striv	\$513.99
wall plates for weight room	\$14.99
lenovo screens for computer	\$692.35
monitor screen	\$155.63
hdmi cables	\$91.87
Projector Bulbs	\$73.98
Tech batteries	\$213.86
projector bulbls	\$99.98
wr replacement for furnace	\$313.90
story jumper student book sys	\$43.06
case study research book	\$27.52
data research book Ele Princ	\$182.01
visual processing manual	\$24.19
boom learning subscrip	\$25.00
covidien drain sponge	\$8.92
face masks	\$13.48
registration for confrence	\$338.00
boom learning subscrip	\$25.00
.plastic contaiers	\$9.98
vaseline for nurse	\$58.56
music download for ele music	\$16.95
elem supplies	\$40.28
usborne book order Ele Libr	\$256.82
car wash for vans	\$18.14
document camera	\$215.15
nca local membership for mu:	\$125.00
	\$5,340.72

Arlington Public Schools Board of Education

December 2021 Financial

Bank Statement Totals

General Fund

Starting Balance (11/30/21): \$233,978.50

Expenditures: \$789,908.41

Deposits (Including Sweep): \$830,731.28

Interest: \$24.18

Ending Balance: \$274,825.55

Sweep Account

Starting Balance \$1,450,792.92

Debits: \$492,764.62

Interest: \$159.29

Ending Balance: \$958,187.59

Total General Funds Balance (General and Sweep Combined): \$1,233,013.14

Hot Lunch

Starting Balance: \$285,897.32

Expenditures: \$68,169.72

Deposits: \$46,911.54

Interest: \$33.41

Ending Balance: \$267,388.40

Activity Fund

Starting Balance: \$253,044.57

Expenditures: \$40,808.77

Deposits: \$20,604.90

Interest: \$31.84

Ending Balance: \$232,872.54

Special Funds (Includes Depreciation, Special Building Fund, QCPUF, and Bond)

Starting Balance: \$5,211,228.00

Expenditures: \$1,422,465.57 (includes – \$553,025.89 recoded)

- Depreciation: \$41,353.43
- Special Building: \$392,431.75
- QCPUF: \$0
- Bond: \$433,321.25

Deposits: \$559,838.95 (includes + \$553,025.89)

Interest: \$612.41

Ending Balance: \$4,349,213.79

CD: \$254,634.86

Total Ending Balance 12/31/21 All Accounts: \$6,337,122.73

Activity Balance as of 12/31/2021

Code:	Account	Beginning	YTD Rev	Exp This Period	YTD Exp	Balance
701	On School One Team	\$ 17,175.00	\$ -	\$ -	\$ 15,990.00	\$ 1,185.00
736	Activities Interest	\$ -	\$ 28.80	\$ -	\$ 70.41	\$ (41.61)
702	Always for Kids	\$ 35,087.00	\$ 18,037.22	\$ 2,034.45	\$ 12,699.35	\$ 40,424.87
703	Art Class	\$ 7,755.00	\$ 345.00	\$ 33.81	\$ 1,256.91	\$ 6,843.09
704	Art Club	\$ 1,329.00	\$ -	\$ -	\$ 125.08	\$ 1,203.92
705	Athletics	\$ (11,313.00)	\$ 39,032.52	\$ 6,215.26	\$ 37,723.10	\$ (10,003.58)
706	Band	\$ 4,417.00	\$ 1,832.64	\$ 93.11	\$ 1,507.49	\$ 4,742.15
789	Baseball Fund	\$ 3,865.00	\$ 1,230.00	\$ -	\$ -	\$ 5,095.00
762	Baylor/ACT	\$ 2,979.00	\$ 272.00	\$ -	\$ -	\$ 3,251.00
708	Book Club	\$ 271.00	\$ -	\$ -	\$ -	\$ 271.00
790	Boys Basketball (HS)	\$ 1,366.00	\$ 3,245.00	\$ 363.76	\$ 565.76	\$ 4,045.24
783	Boys Golf	\$ 1,294.00	\$ 1,230.00	\$ -	\$ -	\$ 2,524.00
709	Cheerleading	\$ 2,748.00	\$ 2,875.05	\$ 846.63	\$ 3,093.79	\$ 2,529.26
734	Class of 2018	\$ 1,454.00	\$ -	\$ -	\$ -	\$ 1,454.00
765	Class of 2019	\$ 1,016.00	\$ -	\$ -	\$ -	\$ 1,016.00
770	Class of 2020	\$ 428.00	\$ -	\$ -	\$ -	\$ 428.00
771	Class of 2021	\$ 459.00	\$ -	\$ -	\$ -	\$ 459.00
768	Class of 2022	\$ 5,596.00	\$ 60.00	\$ 2,754.16	\$ 2,754.16	\$ 2,901.84
772	Class of 2023	\$ 3,331.00	\$ 943.54	\$ 503.14	\$ 503.14	\$ 3,771.40
773	Class of 2024	\$ 2,007.00	\$ 3,123.90	\$ -	\$ 350.00	\$ 4,780.90
774	Class of 2025	\$ 1,000.00	\$ 1,375.98	\$ -	\$ -	\$ 2,375.98
775	Class of 2026	\$ -	\$ -	\$ -	\$ -	\$ -
720	Concessions	\$ (5,061.00)	\$ 15,884.88	\$ 1,718.38	\$ 14,063.68	\$ (3,239.80)
785	Cross Country	\$ 4,431.00	\$ 2,764.00	\$ 308.67	\$ 4,027.29	\$ 3,167.71
721	Dance Squad	\$ 4,529.00	\$ 1,990.00	\$ 860.00	\$ 1,165.78	\$ 5,353.22
722	Drama	\$ 261.00	\$ 447.40	\$ 100.00	\$ 108.95	\$ 599.45
724	Elem Lounge	\$ (55.00)	\$ -	\$ -	\$ -	\$ (55.00)
732	Fam Cons Science	\$ 2,084.00	\$ 420.00	\$ 392.88	\$ 666.41	\$ 1,837.59
726	FBLA	\$ 13,306.00	\$ 14,737.10	\$ 4,906.96	\$ 12,525.02	\$ 15,518.08
766	FFA	\$ 14,894.00	\$ 11,605.50	\$ 9,692.25	\$ 10,794.92	\$ 15,704.58
758	Floor Fund	\$ 428.00	\$ -	\$ -	\$ -	\$ 428.00
727	Football	\$ 15,492.00	\$ 1,509.90	\$ 386.79	\$ 7,786.55	\$ 9,215.35
791	Girls Basketball	\$ 1,417.00	\$ 1,630.00	\$ 2,654.51	\$ 3,279.01	\$ (232.01)
784	Girls Golf	\$ 3,206.00	\$ 1,230.00	\$ -	\$ 155.00	\$ 4,281.00
735	Honor Society	\$ 1,084.00	\$ 180.00	\$ -	\$ -	\$ 1,264.00
761	Honors History	\$ -	\$ -	\$ -	\$ -	\$ -
744	HS Lounge	\$ 429.00	\$ -	\$ 47.63	\$ 47.63	\$ 381.37
740	Industrial Tech/Woods	\$ 1,806.00	\$ 360.00	\$ 61.05	\$ 1,412.28	\$ 753.72
739	Library Fund Elem/HS	\$ 2,000.00	\$ 976.99	\$ 139.83	\$ 1,332.17	\$ 1,644.82
764	Metro	\$ 47,277.00	\$ -	\$ -	\$ -	\$ 47,277.00
792	MS Girls Basketball	\$ (24.00)	\$ -	\$ -	\$ -	\$ (24.00)
723	MS STEM	\$ 142.00	\$ -	\$ -	\$ -	\$ 142.00
737	MS Student Council	\$ 1,542.00	\$ 603.60	\$ -	\$ 74.00	\$ 2,071.60
787	MS Track	\$ 222.00	\$ -	\$ -	\$ -	\$ 222.00
756	Pepsi	\$ 2,794.00	\$ 1,501.35	\$ 334.68	\$ 334.68	\$ 3,960.67
742	Quiz Bowl	\$ 1,049.00	\$ -	\$ -	\$ -	\$ 1,049.00
728	Reimbursement (general)	\$ -	\$ 12.00	\$ -	\$ 12.00	\$ -
714	SKILLS	\$ 679.00	\$ 540.00	\$ -	\$ -	\$ 1,219.00
788	Softball	\$ 803.00	\$ 1,721.00	\$ -	\$ 954.00	\$ 1,570.00
746	Spanish Club	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00
794	SPED	\$ 78.00	\$ -	\$ -	\$ -	\$ 78.00
747	Speech	\$ 649.00	\$ 301.10	\$ 38.00	\$ 38.00	\$ 912.10
748	Spring Musical	\$ 6,770.00	\$ 5,728.75	\$ 1,620.79	\$ 3,320.69	\$ 9,178.06
793	Striv	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
749	Student Council	\$ 3,175.00	\$ 2,707.90	\$ 34.00	\$ 900.78	\$ 4,982.12
750	Student Vending	\$ 1,455.00	\$ -	\$ -	\$ -	\$ 1,455.00

751 Swing Choir	\$	2,004.00	\$	176.30	\$	317.59	\$	1,902.68	\$	277.62
786 Track Fund	\$	1,754.00	\$	1,230.00	\$	-	\$	66.00	\$	2,918.00
717 Transition	\$	1,614.00	\$	-	\$	-	\$	-	\$	1,614.00
782 Volleyball	\$	835.00	\$	4,796.64	\$	197.00	\$	3,215.44	\$	2,416.20
710 Welding	\$	(406.00)	\$	-	\$	45.12	\$	45.12	\$	(451.12)
733 Wrestling	\$	3,570.00	\$	2,261.00	\$	335.77	\$	3,121.88	\$	2,709.12
753 Yearbook	\$	525.00	\$	4,860.00	\$	-	\$	2,205.13	\$	3,179.87
795 Wellness	\$	-	\$	5,825.00	\$	2,235.01	\$	3,225.00	\$	2,600.00
Totals:	\$	219,572.00	\$	159,632.06	\$	39,271.23	\$	153,419.28	\$	225,784.78

1. Multi-cultural Aspect:

Students in the Accelerated Learning Program (grades 7 and 8) will be introduced to a unit on the history of math. This included how civilizations represented numbers (i.e., ancient Egypt, Babylonia, Mesopotamia), counted, and solved problems. Students will practice computations using ancient Chinese Shang numerals, and learn how to compute using an abacus.

2. What do we want students to learn?

Mathematics curriculum is based upon the Nebraska Mathematics Standards and our mission statement to develop skills for lifelong learning. Students in grades 7, 8, and 11 are assessed in the spring through the state NSCAS test and ACT. In order to prepare students for these exams and to assess all students grades 7-12, mathematics teachers are using the following assessments:

- Fast Bridge Test-Grades 7 and 8
- MAP Tests-Grades 7 through 9
- John Baylor Test Prep (ACT, required by all juniors in the spring)-Grade 11
- Pre-ACT Tests-Grade 10

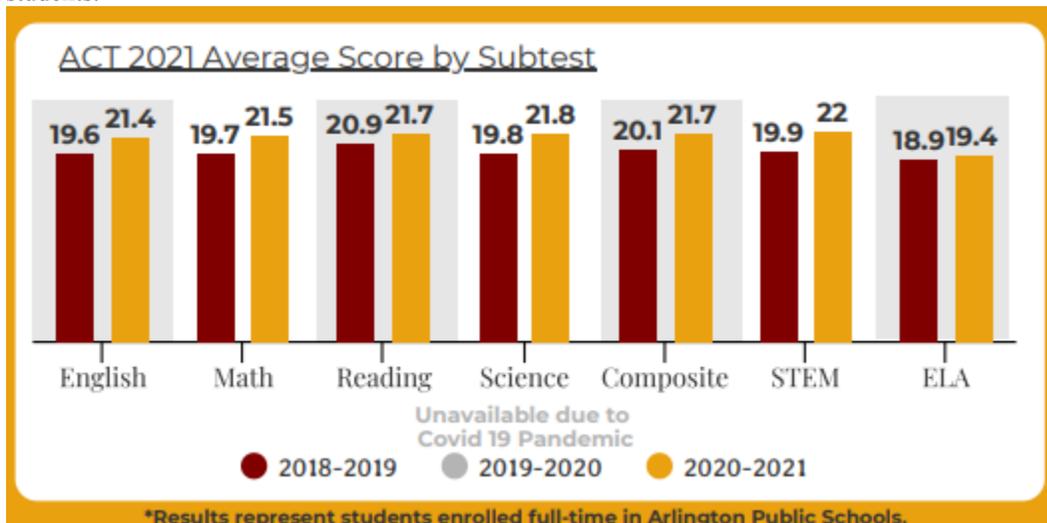
3. How do we know students are learning?

MAP tests are given to students grades 7-9 three times per year to analyze student growth. This year, the second administration of the test was the NSCAS Math test for grades 7 and 8 while grade 9 still took the MAP Growth test.

Below is the data for the first two administrations of the MAP test for grades 7 through 9.

Grade Level	National Average RIT Score (Fall 2020)	APS Average RIT Score (Fall 2021)	National Average RIT Score (Winter 2020)	APS Average RIT Score (Winter 2021)	Average Student Growth by Grade Level
7th	220	224.9	224	235.5	10.6
8th	224	232.8	228	239.5	6.7
9th	226	237.9	228	242.7	4.8

The state of Nebraska adopted the ACT as the 11th grade statewide assessment. Below is a comparison of Arlington over a three-year span. Note that the 2019-2020 data is not available due to the pandemic. We are excited about our math scores since our students scored 2nd out of a 22 local school array. We are very proud of our Arlington students.



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

In the middle and high school, the GRIP program is utilized to give students an opportunity to work on missing work or work that is not deemed proficient. This year there is a math teacher (Mrs. Klein) helping run the GRIP program, which allows students a math teacher on hand as a resource in GRIP.

In the high school, freshman who did not achieve proficiency as eighth graders on the NSCAS Math Test are placed into math lab. In math lab the students not only review basic math facts but are able to receive extra assistance for their current math class.

For the students that are sophomores and juniors, they also have the opportunity to take advantage of a math lab with a recommendation from the math teacher or if they choose to utilize the option. Students who fail to turn in homework or take the necessary steps to being successful in the classroom are then referred to after school GRIP or LUNCH GRIP.

Classes are offered to those students who struggle with math that are co-taught by a mathematics and a special education teacher. Students are placed in these classes by teacher recommendation. Currently, Math 7, Basic Algebra I, Basic Geometry, and Math 8 are being offered as co-taught classes.

Students that exhibit sustained difficulty in math are referred to the secondary SAT team.

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

In the middle school, we offer advanced math courses for those students who excel in mathematics. We offer an Algebra I course to advanced 8th grade students and a Pre-Algebra course to advanced 7th grade students. This year we have 4 exceptional eighth grade students taking high school Geometry classes. Students are also given the opportunity to participate in the Accelerated Learning Program, which is a STEM-based class.

In the high school, we offer honors level courses to our advanced learners. We offer dual enrollment College Algebra, Trigonometry, and Calculus I. Our students recently began to take advantage of the KickStart math classes offered through Metropolitan Community College. This fall we had 11 students enrolled in Math 1315 College Algebra, and this semester we have 19 students enrolled in Math 1410 Statistics.

6. Other Information

Preschool Board Report, January 2022

Specifics:

We currently have 28 student in the preschool program. 11 of those students are verified with a specific need while the other 17 are peer models. 5 of the students are three years old so will be returning next year. The other 23 students will all be transitioning to Kindergarten in the fall.

We currently have one student receiving home based services. We have had four referrals for home-based students since the start of the year but the families have withdrawn before testing could be completed as the families were not as concerned any more. I will follow up with these families to make sure that new concerns do not arise is the coming months. We had one other home based student but he was dismissed in October.

I. Multi-Cultural Aspect:

Students in the preschool program have many opportunities to be exposed to different cultures and abilities. We read a variety of books and discuss different types of cultures. We also have dolls and other toys that represent different races that the children play with. Since many of the students in the preschool program have a verified disability all the students are exposed all the time to differences in learning. We also learn color names, counting and shape names in Spanish. We are also learning and using a lot of sign language in our classroom to facilitate language development in all students.

II. What do we want students to learn?

The primary goals of the preschool classroom involve:

- A. Develop language, social, pre-academic, fine motor, gross motor and self-help skills in all students.
- B. Develop skills to help students make a successful transition into Kindergarten.
- C. Encourage students to interact appropriately with their peers.
- D. Develop listening and following direction skills.

SLO GOAL for 2021-22

My smart goal for this year focuses on the area of letter identification. I chose this area as over the past few years, I feel that even for the typically developing students, it was an area of need. I am using the Teaching Strategies Gold Assessment to document and verify student progress. I also track student progress quarterly and add the data to the school data site. I have attached charts that show student growth in the area of letter recognition for the first two quarters of the 2021-22 school year.

2021-22 Capital Letter Identification

Name:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
3 year olds				
Student A	0	11		
Student B	5	7		
Student C	0	4		
Student D	0	0		
Student E	0	0		
4 Year Olds				
Student A	25	26		
Student B	21	25		
Student C	0	16		
Student D	9	21		
Student E	4	8		
Student F	26	26		
Student G	10	17		
Student H	0	6		
Student I	10	24		
Student J	7	23		
Student K	15	25		
Student L	1	20		
Student M	0	7		
Student N	0	7		
Student O	1	2		
Student P	20	25		
Student Q	0	8		
Student R	4	15		
Student S	12	20		
Student T	14	26		
Student U	3	4		
Student V	26	26		
Student W	12	22		

III. How do we know students are learning?

We know that students are learning by completing daily documentation. The results from the Teaching Strategies Gold rating scales and individual assessments are then used to assess what skills individual students need to work on so that activities can be developed to enhance those skills.

We make letter recognition a part of our daily routine throughout the day

- Calendar time
- Students have to practice writing their names daily and then state the letters and letter sounds for all letters in their name
- We use the curriculum “Hand writing without tears.” Students use manipulatives to create letters
- We have letter chants that we use when practicing letter recognition
- Students also associate letters with specific animal characters
- Having students practice letters during their free play and center time
- Working in small groups with various letter games
- We sing lots of songs with letters and make up rhyming letter games as this is another way students can learn letter names and sounds

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

When students are not having success at a skill, individual activities are developed to encourage and promote learning of the skills being addressed. Research has shown that students this age learn best through play. The adults in the classroom encourage students to seek toys that would help them develop skills that are more difficult for them. We also use small group time to address specific needs of individual students.

V. How do we extend learning for students?

Students that have learned the basic preacademic skills are still encouraged to go above and beyond what is typically asked of preschoolers. For example: we have some students that are learning how to read some sight words if they already know the letters and sounds. Students are always encouraged to seek out activities that encourage them to grow and learn new skills.

VI. Other Information

Students in the preschool room are always engaged in learning. If you were to visit us you would see that we are busy...and sometimes loud, but the students are learning and growing. It is so fun to watch the interaction between older and younger students and especially the interaction between students with higher needs and those typically developing students. The students have become great friends and cheer each other on when someone learns something new.

Submitted by Gail Barth, ECSE Teacher

Kindergarten Board Report

January 2022

1. Multi-cultural Aspect:

Multi-cultural learning takes place in our kindergarten classrooms in many ways through-out the year. In our language arts and social studies, students are exposed to different cultures within our society and around the world. Holidays are also given special attention. Students learn the meaning and importance of holidays around the world such as Thanksgiving, Chinese New Year and Cinco de Mayo. Holidays also teach the students about our country's history and importance of people from the past.

2. What do we want students to learn?

The kindergarten curriculum is aligned with the Nebraska State Standards. Instructional and learning goals this year have been met through our pilot of The Superkid's Reading Program.

Superkids is a K-2 reading program that is focused on developing reading skills through the introduction of the Superkids characters. Superkids are children that live in the same neighborhood and go to the same school together. Each Superkid's name represents one of the most commonly used alphabet letters. These letters are then used to help make a connection between letter identification and letter sounds. The first semester is all about introducing each character and the second semester is about experiences the characters have together.

3. How do we know students are learning?

-Our students are being tested on grade level assessments 4-5 times a year. They are also tested with the FastBridge Assessment.

Data from these assessments are used to drive instruction. We track the progress of each student. Students that are below proficiency are referred to Title I Reading and Math Intervention.

- Title I Reading is used to support students that are having difficulty in reading. Students are taken several times a week to work with a teacher or a trained paraprofessional on reading area weaknesses.

-Guided Reading is used to help the students become more fluent in their reading and improve their beginning reading skills. The students are placed in groups of the same reading ability and the group is led by a classroom teacher. This allows for student differentiation.

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

Our language arts and math curriculum continues to review skills. We continually assess and regroup students based on individual needs. Instruction is differentiated and students who are not proficient in reading receive Title I services and additional help with a paraprofessional. Math remediation is done by our Math Specialist and paraprofessionals.

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

Students are continuously being challenged in our classrooms. Our language arts and math curriculum provide higher level options to challenge students with advanced skills. As teachers we are continuously creating materials based off our students' learning needs.

6. Other Information

This year we have found by using the Superkids Reading Program students are more engaged and excited about meeting the characters and learning to read. The program gives us a variety of resources such as printable books, ipad apps, colored student booklets and character manipulatives. We are excited to see how well the students excel with this program and how they progress in the future.

January Elementary Principal Board Report

Elementary Math Action Plan

Student Learning: Students will increase overall achievement in the area of Math.

Professional Practice: Fastbridge, Pre/Post Tests, District Assessments

<p>Student Learning Goal: (Using % describe the attainable/measurable goal you wish to achieve)</p> <p>Currently 62 % of students met or exceeded benchmarks on Fastbridge Math. Desired outcome would be increased to 82 % of students meeting benchmarks on Fastbridge Math.</p> <p>Currently 73 % of students met or exceeded benchmarks on Fastbridge Math. Desired outcome would be increased to 82 % of students meeting benchmarks on Fastbridge Math.</p>		
Action Text:	Supports/ Resources:	Timeline (or) Frequency:
1. Interventions//Title math	Teachers; Paraprofessionals	Daily, Weekly
2. Supplemental materials	Teacher	Number Worlds
3. Fidelity of Curriculum	Admin, Curr Director	2021-2022 School Year (Twice a Year)
4. Progress Monitoring	Teacher, Paraprofessional, Admin	2021-2022 School Year (bi-monthly)

Elementary ELA Action Plan

Student Learning: Students will increase overall achievement in the area of English Language Arts.

Professional Practice: Increase in ELA knowledge marked by increase in classroom assessments, teacher observations, and increase in Fastbridge scores.

<p>Student Learning Goal: (Using % describe the attainable/measurable goal you wish to achieve)</p> <p>Currently 38 % of students met or exceeded benchmarks on Fastbridge. Desired outcome would be increased to 75 % of students meeting benchmarks on Fastbridge.</p> <p>Currently 46 % of students met or exceeded benchmarks on Fastbridge. Desired outcome would be increased to 75 % of students meeting benchmarks on Fastbridge.</p>		
Action Text:	Supports/ Resources:	Timeline (or) Frequency:
1.Fidelity of Curriculum	Admin, Curr Director	2021-2022 School Year (Twice a Year)
Interventions//Title Reading	Teachers; Paraprofessionals	Daily, Weekly

2. Supplemental materials	Teacher	Fastbridge Interventions
4. Progress Monitoring	Teacher, Paraprofessional, Admin	2021-2022 School Year (bi-monthly)

Holiday Extravaganza



Students went to different stations. They were challenged in a STEM station, they made tree treats, enjoyed crafting gnomes and reindeer, and wore themselves out playing reindeer games. The Polar Express made its way through the elementary school delivering cookies to all those who believe in the magic of the season!



Finally, students gathered together in the gym to sing carols!

James Shada
January
Board Report

Wrestling Invite

On January 15, 2022 we host the Arlington wrestling invite. It is a nine team tournament. We are hosting mainly schools from the area. Running the event takes a lot of work from our staff and our community. I see this meet as a great opportunity for our district to show what a wonderful place Arlington is, and how great the people are that live and work with the school district.

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 is 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.

Fall 2019 Nebraska Chiropractic Physicians Association (NCPA) Academic All-State Awards winner from Arlington winners were:

Arlington

Boys Cross-Country: Luke Hammang, Nolan May
Girls Cross-Country: Brooke Hilgenkamp, Hailey O'Daniel
Football: Kaden Foust, Colton Willmott
Girls Golf: Sarah Rhea
Play Production: Stella Lewis, Sarah Rhea
Softball: Hailey Brenn, Julia Landauer
Volleyball, Kate Miller, Janessa Wakefield

Secondary Principal's Report

January 2022 Board Meeting

Planning for 2022-23

January brings about the planning process for next school year. I will soon be leading department planning meetings for the 2022-2023 school year.

PTC

Parent-teacher conferences will be held in the new gym on Wednesday, February 9 and Thursday, February 10.

Community Service

FBLA members volunteered time to ring bells and set up the red kettle for the Salvation Army this Christmas season.

Spring Events

Prom, Graduation, Musical, State Conventions, etc... are all a "go" at the present time to be in-person events.

Student Construction Tour

Students recently enjoyed a tour of our new construction and were able to ask questions about the process. They walked away amazed with the storm shelter rooms & Mr. Parson's new room.



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

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



JANUARY

THIS WEEK!

THE 107TH LEGISLATURE, SECOND SESSION WILL CONVENE THIS WEDNESDAY, JANUARY 5

NASB MEMBER ZOOM WITH UNMC - JANUARY 18 - 4:00 PM CT

NASB BOARD PRESIDENT RETREAT - JANUARY 23-24 - KEARNEY

LEGISLATIVE ISSUES CONFERENCE - JANUARY 30-31 - LINCOLN

SCHOOL BOARD RECOGNITION WEEK IN NEBRASKA - JANUARY 30 TO FEBRUARY 5



FEBRUARY

NEEDS – RESOURCES WORKSHOPS - FEBRUARY 3 - SEWARD

NASB BOARD PRESIDENT RETREAT - FEBRUARY 6-7 - NORFOLK

NEEDS – RESOURCES WORKSHOPS - FEBRUARY 9 - AUBURN/ESU 4

NEEDS – RESOURCES WORKSHOPS - FEBRUARY 15 - BLAIR

NEEDS – RESOURCES WORKSHOPS - FEBRUARY 23 - GRAND ISLAND



MARCH

BUDGET & FINANCE WORKSHOP - MARCH 1 - YORK

BUDGET & FINANCE WORKSHOP - MARCH 23 - OGALLALA

NAEP STATE CONVENTION - MARCH 29-30 - GRAND ISLAND

ATTENTION NASB MEMBERS ... INTERESTED IN PARTICIPATING IN THE LINCOLN HALF MARATHON ON MAY 1ST?



NASB President Brad Wilkins will be running and would like to invite anyone interested or already planning to join him to help raise awareness of how great public education in Nebraska is! No pace requirements, runners and walkers welcome. Registration opens January 8th at www.lincolnmarathon.org on an individual basis, but please let Matt Belka or Megan Boldt at NASB know if you'd like to be included in the unofficial school board member "group" for photos, a cheering section, t-shirts, etc the day of.



JOIN US AT THE 2022 BOARD PRESIDENT RETREATS

Board Presidents,

Consider inviting your first year, second year, or experienced superintendent, to join you at the NASB Board President Retreat. This is a great team building workshop. Register for the Retreat closest to you or Webinar online at www.NASBonline.org by logging in with your email and password. Here's what others had to say ...



"The round table discussions are always fantastic. There's always a lot to learn from one's peers. I also very much appreciated the opportunity to attend with our Superintendent-to-be."

"As a Superintendent, it was very timely and relevant information about topics that can positively improve our board and district performance. The collaboration and conversations which happened were invaluable."

2022 PLATINUM LEVEL AFFILIATES



If your business would like to become an Affiliate Member of NASB for 2022, please visit:

<http://nasbonline.org/registrations/AffiliateMembershipProgram.aspx>

Superintendent Leave Log 2021-2022

		Sick Days	Bereavement Days	Vacation Days	Floating Holidays
Carry Over (since 2019 or Unused Prior		14.4 (CO)		5.5 (Unpaid)	1 (unpaid)
Starting Balance		24.4	4	15	3
Date	Description				
7/21/2021	dr. appt/procedure	0.4			
7/28-7/29 (additional days gone were weekend)	sick (helping Mom w/ Dad)	2			
7/30, 8/3-8/4 (additional days gone were weekend)	funeral Dad		3		
9/8/21	sick Clint appt	0.25			
9/10/21	sick Clint Hosp	0.5			
9/23/21	Stella Appt	0.4			
11/04/21-11/5/21	Stella SVT Procedure	1.25			
.5 11-24 and .5 11-26	Thanksgiving Floater				1
12/17/21	Funeral Uncle		1		
Part Days of 12/28, 12/29, and 12/30	floating holiday				1
Total Taken to Date:		4.8	4		2
Ending Balance		19.6			1
Meetings out of the Building:					
NRCSA	Oct 11 from 10:00-2:30				
NASA Region 2	Oct 29 from 10:30-2:00				
Christmas Holiday	taken on 12/24/21				
New Year's Holiday	taken on 12/31/21				

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: July 10, 2017

Reviewed: November 12, 2018

Personnel - All EmployeesWage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Date of Adoption: August 12, 2019

Personnel - All EmployeesInjury Leave

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

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

Legal Reference: LB 1186 (2020)

Date of Adoption: November 9, 2020

Personnel - Certificated Employees

Qualifications for Appointment as Teacher

To be eligible for appointment as a teacher, an applicant must have a minimum of a Bachelor's Degree from an accredited or approved college or university and have a current teaching certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: 79-801 et. seq.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Qualifications for Appointment to Administrative and Supervisory Positions

To be eligible for appointment to any administrative or supervisory position, an applicant must have a minimum of a Master's Degree from an accredited institution of higher learning with graduate training in educational supervision and administration from an accredited or approved college or university and have a current Administrative and supervisory certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: 79-801 et. seq.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Contract

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.
2. The employed person must hold a valid teaching or administrative certificate at all times.
3. The employed person must not be under contract to another district in this state.
4. The contract must be approved by at least four (4) school Board members and signed by a designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her or to the majority of the Board by blood or marriage.

Legal Reference: §79-817
§79-818
§79-819

Date of Adoption: March 10, 2008
Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Certification

Each certified staff member shall hold at all times a valid Nebraska teaching or administrative certificate.

Legal Reference: §79-802

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated EmployeesRelease from Contract

Certificated employees who wish to be released from their contract shall submit a written request for release to the Board of Education. The written request shall include a resignation.

The action on a request for a release received after April 15th, to be effective in or at the end of the then current school year, shall be discretionary with the Board. The earlier the request for release is submitted, the greater will be the likelihood that a release will be granted. The Board of Education may take the following action in response to a late resignation:

- a. Provide a full, unconditional release from the contract.
- b. Provide a conditional release from the contract subject to recruiting and entering into a contract with a suitable replacement.
- c. Provide a conditional release from the contract subject to recruiting and entering into a contract with a suitable replacement and negotiation of terms with the resigning teacher for reimbursement of the District's expenses and costs incurred for recruiting, advertising, interviewing and other expenses incurred in obtaining the replacement. While there will be no penalty for release from the contract, the certificated employee may not be given the requested release absent agreement on the certificated employee paying such expenses and costs.
- d. Not grant a release from contract.

Where a certificated employee leaves employment without receiving an approved release, the Superintendent is authorized to file a complaint with the Nebraska Professional Practices Commission. The Board also reserves the right to seek damages against any certificated employee as a result of breach of contract.

Legal Reference: Neb. Statute § 79-819; § 79-820; §79-821; § 79-817 et seq.
NDE Rule 27

Date of Adoption: March 14, 2011

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Probationary Certified Employees

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law.

Legal: §79-824

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Permanent Certified Employees

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law.

Legal: §79-824

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Assignment of Duties

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Agents/Tutors

Teachers shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

During the school year, teachers shall not tutor for any additional compensation any student they teach during the school year. Any instruction for which the teacher receives pay as a private tutor should not occur on school property or during the assigned time of the teacher during the school year. (Exceptions must be approved by the Superintendent).

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated Employees

Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board, provided that after a substitute employee has been on duty for ten (10) consecutive school days for the same teacher, such substitute teacher shall be paid an additional amount above the regular daily rate as annually determined by the Board. An indefinite long-term substitute (a substitute that has been issued an actual contract by the district) will be paid a daily rate figured on the contracted base rate divided by the number of master agreement contract days for teachers. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers.

Legal Reference: Neb. Rev. Stat. §79-808

Date of Adoption: December 10, 2018

Personnel - Certificated EmployeesProhibition of Employment of Board Members

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-544 of the statutes prohibits a board member from being engaged in a contract to teach pursuant to sections 79-817 through 79-821 with the school district where he or she also serves on the board.

A conflict of interest is also created when a board member serves simultaneously as both a board member and an employee in any capacity, whether certified or non-certified. Therefore, a board member shall not be employed by the school district when serving on the board except on a temporary, substitute, or emergency basis. If an employee is elected or appointed to the board, his or her non-temporary, non-substitute, or non-emergency employment shall be terminated upon being seated on the board. Because of the conflict that is created by a board member applying for employment while sitting on the board, a board member who wishes to apply for non-temporary, non-substitute, or non-emergency employment shall be required to resign from the board before applying.

Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Date of Adoption: February 11, 2019

PersonnelProfessional GrowthRequired Professional Growth Activities

Every six years the teachers in the Arlington Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment, educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

A. Professional Growth Period

Professional Growth Period refers to the six year period during which permanent (tenured), certificated employees are required by law to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

B. Professional Growth Activities

Professional Growth Activities shall refer to the kinds of professional work or activities herein listed which contribute to professional growth. The conditions and limitations under which such activities are performed and accepted may be reviewed and changed by resolution of the Board of Education from time to time.

Point System for Professional Growth Activities

Evidence of completed professional growth activities totaling 30 points must be recorded on the Professional Growth Point Form in the Superintendent's office. It is the individual teacher's responsibility to show that the professional development activity did actually contribute to their increased effectiveness in the capacity in which employed. The requirement of proof as to how professional activities can be related to improvement of instruction rests with the individual teacher but can include: written reports, AV presentations, grade transcripts, etc.

Professional Growth Committee

A professional growth committee will be selected by the Arlington Education Association and approved by the superintendent. The superintendent and three teachers will make up this committee. The teachers will be appointed for a two-year period.

Procedures for Applying for Growth Credit

Application for accreditation of professional growth activities and horizontal advancement shall be made on forms prescribed by the superintendent of schools. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with requested evidence that the work has been completed, shall be given to the superintendent's office. The superintendent will preliminarily review the applications for professional growth and will report his/her decision to the committee for their review. After the superintendent has considered the application, it has been reviewed by the professional growth committee, and then signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application

will be filed in the applicant's personal file. Teachers may earn more than 30 professional growth points in a six-year period.

District Sponsored Professional Growth Activities

- Building Principals' designees are responsible for checking attendance
- The Building Principals will submit attendance sheets to the Professional Growth Committee.
- The Professional Growth Committee will collaborate with the Superintendent in making final determinations on the amount of professional growth points for district sponsored professional growth activities.

Right of Appeal

Staff members have the right to appeal the decision of the Professional Growth Committee. Within seven calendar days after receiving the decision of the Professional Growth Committee, any applicant may request, in writing, a review of the decision with the Committee and the Superintendent of Schools. This written appeal must be submitted to the Superintendent. All such reviews will be acted upon within five calendar days and the Superintendent will notify the staff member of the decision.

Classification of Activities

Listed are the activities for which growth points may be obtained. The required **30** points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Date of Adoption: February 13, 2012; January 11, 2016

Reviewed: November 12, 2018

PROFESSIONAL GROWTH PLAN CATEGORIES - POINT VALUES

Growth Type	Activity	Point Value
<i>Category I = "Continued Education"</i>		
A. College Credit	College credit earned in accredited college	1 semester credit = 3 pts.
B. Audit Credit	Auditing college courses (must pertain to staff members assignment)	1 semester credit = 2 pts.
C. College	Special College work done in specialized training schools – Examples: Foreign Language Institutes, Coaching Clinics (Must pertain to staff members current assignment)	1 semester credit = 3 pts.
D. Non Credit Coursework	Taking Adult Ed/Community Ed classes	12 clock hours = 1.5 pt.
E. Workshops/Clinics Conventions	Curriculum or educational workshops or sectionals	8 clock hours = 1 pt. 4 clock hours = .5 pt.
<i>Category II = Extended Teaching Responsibilities</i>		
A. College Teaching	College Teaching in Accredited Colleges	1 semester credit = 3 pts.
B. Adult Teaching	Teaching Adult Education Classes (i.e. SECC classes)	8 clock hours = 3 pt.
C. Conduct Workshop	Conducting educational in-service sessions or workshops	8 clock hours = 2 pt. 4 clock hours = 1 pt
D. Student Teacher	Supervising a student teacher or intern for 9 weeks full days, or its equivalent.	3 pts per student teacher/per sem
E. Teaching Classes	Teaching classes beyond assigned duties	3 clock hours 1 pt.
<i>Category III = "Teacher Growth Not Reflected in the above categories"</i>		
A. School Visit	School visitations	1 pt. per day
B. Committee Work	Serving on district committees (Safety, STARS, Curriculum, SAT, SCIP, SIP, etc.)	4 clock hours = 1 pt.
C. Officer	Serve as appointed or elective officer for professional Organization (local/state/national)	2 pt. per year
D. Published	Professional Published - Must be approved by Supt.	5-10 Pts.
E. Travel	Educational Travel - (Applicant must submit tangible evidence of professional growth. This should include specific materials and methods to be used in the classroom as a result of the travel. A unit incorporating the materials and methods must be submitted to the Superintendent.)	Supt. Discretion
F. Summer Work	Employment that contributes to the professional growth of the teacher. (Examples: Vocational teacher working in teaching area; Counselor working as counselor at camp or with Job Service; Running or working at summer camps for youth)	3 Pts per year
G. District-Sponsored Workshops	Specific building in-services <2011-12 TCT Teams> <2011-12 Data Analysis Workshop>	Determined by Committee 4 points Annually 1 point
H. Other	Approval of other activities. (This section includes activities that are worthy of professional growth which do not come within the scope of the above listings and descriptions.)	Supt Discretion = No Limit

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel-All EmployeesPersonnel Files

Any teacher, administrator, or full-time employee of any public school district shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Legal Reference: §79-539; §79-8,109

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - All Employees

Receiving Agents, Salespersons, and Other Business Representatives

No school employee shall visit with or discuss business matters of a personal nature with any sales representative during the hours the employee is on duty in the school, except by special permission of the Superintendent or building principal.

Any agent or business representative calling on school personnel about school matters, such as, textbooks, publication of the school annual, class insignia, athletic equipment, school equipment, school supplies, building and custodial supplies, and the like, shall first obtain the permission of the Superintendent or building principal and it is the duty of the school employee to ascertain that the representative has such permission. In general, a teacher shall not interrupt class work to confer with such representatives.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016

Personnel - All Employees

Unauthorized Purchases

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016, November 12, 2018

Personnel - All Employees

Use of School Facilities and Equipment by School Employees

The Superintendent, may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy No. 1100.

School vehicles shall not be available for personal use.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016, November 12, 2018

Personnel - All Employees

Activity Passes

All employees and Board of Education members of Arlington Public Schools may be given an activity pass which will admit the employee and Board of Education member and spouse to school activities. The activity pass may be used only by the person whose name appears on the pass.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Community RelationsPolitical Activity

The Board requires that staff members who desire to seek public office or to engage in other political activity likely to interfere with their normal work requirements seek prior Board approval.

In order to guard against placing students or staff members under undue pressure to adopt particular positions on political issues, the Board directs that employees avoid using their positions or their access to school materials or facilities for solicitation, promotion, recruiting or to otherwise work for the election or defeat of any candidate for public office or to influence the outcome of an election or a decision by a governing body on a political issue. Specifically, employees are restricted from the use of the following for such purposes.

1. Their position, whether as an instructor or as a leader or supervisor of other employees;
2. Classrooms, buildings or facilities;
3. Students; or
4. School equipment, materials or mailing systems.

These restrictions do not apply to employees who are engaged in authorized lobbying activities on behalf of the district. The restrictions also do not apply to the distribution of employee association correspondence or newsletters in the normal course of association business, even though those communication media may contain information concerning adopted positions of the association on political issues.

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - All EmployeesFair Labor Standards Act (Minimum Wage & Overtime)

Work week: The work week for overtime purposes shall be 12:00 a.m. Sunday until 11:59 Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with law. A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.

Salaried Basis: The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Legal Source:

Fair Labor Standards Act, 29 U.S.C. § 201 et seq.;
29 CFR §§ 541.303; 541.602; 541.603; 541.710; 553.20-.28; and 771.105

Adopted: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - All EmployeesShredding Consumer Reports

It is the policy of Arlington Public Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports.¹ A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

- (1) Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverising such papers are also options where appropriate.
- (2) Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
- (3) After due diligence,² entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

¹ “The term ‘consumer report’ means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for . . . (B) employment purposes.” Fair Credit Reporting Act, 15 U.S.C. § 1681a(3).

² The FTC rule states: “In this context, due diligence could include reviewing an independent audit of the disposal company's operations and/or its compliance with this rule, obtaining information about the disposal company from several references or other reliable sources, requiring that the disposal company be certified by a recognized trade association or similar third party, reviewing and evaluating the disposal company's information security policies or procedures, or taking other appropriate measures to determine the competency and integrity of the potential disposal company.”

Personnel - All EmployeesSocial Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
 - a. As an identification number for occupational licensing.
 - b. As an identification number for drug-testing purposes except when required by state or federal law.
 - c. As an identification number for District meetings.
 - d. In files with unrestricted access within the District.
 - e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
 - f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number District for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's coworkers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Full implementation of this Policy shall occur by September 1, 2008.

Legal Reference: Laws 2007, LB 674
 5 USCS § 552a (note) (Privacy Act of 1974)

Date of Adoption: March 10, 2008

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - All EmployeesMilitary and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166;
Neb. Rev. Stat. §§ 55-501 to 55-507
29 U.S.C.A. §§ 2611, et seq. and 29 CFR Part 825
38 USC Sections 4301 to 4333 and 20 CFR Part 1002

Date of Adoption: July 13, 2009 and August 10, 2009
Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - All EmployeesProhibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: ESSA sec. 8038, § 8546

Date of Adoption: August 8, 2016

Reviewed: November 12, 2018

Personnel - All Employees

Wage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. § 48-1230

Date of Adoption: June 14, 2010 and July 12, 2010

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student **within one year of the student graduating or otherwise leaving the District.**
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

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

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

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

Legal Reference: LB 1080 (2020)

Date of Adoption: November 9, 2020

PersonnelComplaints About Employees

The board recognizes that situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the board. The board will not hear charges against employees in open session unless an employee requests an open session.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certificated employees and the immediate supervisor for support staff.
3. Unsettled matters regarding certificated employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled meeting in accordance with board policy 1020.

Date of Adoption: November 8, 2010 and December 13, 2010

Reviewed: January 9, 2012; January 11, 2016; November 12, 2018

Personnel - All EmployeesWorkplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
 - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
 - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
 - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
 - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
 - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference: Laws 2016, LB 821

Date of Adoption: August 8, 2016

Reviewed: November 12, 2018