

Board of Education Regular Meeting  
Monday, February 14, 2022 4:00 PM  
HS CONFERENCE ROOM  
705 N 9th Street  
Arlington, NE 68002

1. OPENING PROCEDURES
  - 1.1. Call Meeting to Order
  - 1.2. Roll Call
  - 1.3. Pledge of Allegiance
  - 1.4. Approval of Regular Meeting Agenda
2. WELCOME TO GUESTS AND PUBLIC FORUM
3. CONSENT AGENDA
  - 3.1. Minutes of the Previous Board Meeting(s)
  - 3.2. Monthly Financial Reports
  - 3.3. Approve Contract for Teaching Positions:
    - 7-12 English Language Arts
    - 7-12 Social Studies
4. CURRICULUM/INSTRUCTION REPORTS
  - 4.1. Industrial Arts & 1st Grade Curriculum Reports
    - Mr. Brenn, HS Industrial Arts
    - Ms. Hornung, Ms. Mattson, & Mrs. Moran (1st Grade)
5. REVIEW OF ANNUAL DISTRICT PLAN
6. PRINCIPALS' REPORTS
  - 6.1. Mrs. Morgan's February Report
  - 6.2. Mr. Pfingsten's February Report
  - 6.3. Mr. Shada's February Report
7. SUPERINTENDENT'S REPORT
  - 7.1. Construction Update
  - 7.2. Review of COVID "Return to Learn In Person" Plan
  - 7.3. Legislative Update
  - 7.4. NASB Update
8. COMMITTEE AND REPRESENTATIVE REPORTS
  - 8.1. Negotiations Committee
  - 8.2. Professional Development Sharing
9. UNFINISHED BUSINESS
10. NEW BUSINESS
  - 10.1. Review of Board Policies:
    - 4150-Evaluation of Certified Personnel
    - 4160-Reduction in Force Policy for Certificated Staff
    - 4170-Leave of Absence
    - 4171-LOA Form
    - 4180-Dual Sponsorship of an Activity
    - 4190-Standards of {Performance

- 4200-Qualifications of Non-Certificated Employees
  - 4201-At Will Employees
  - 4210-Hiring-Dismissal
  - 4220-Contract
  - 4230-Assignment and Transfer
  - 4240-Complaint
  - 4250-Non-Certified Staff- Bus Drivers
  - 4260-Standards of Performance for Non-Certified Staff
- 10.2. Approve transfer of \$750,000 from Depreciation Fund to General Funds
  - 10.3. Approve 2022-2023 Negotiated Agreement with Certificated Staff
  - 10.4. Approve 2022-2023 School Year Calendar
  - 10.5. Approve Employment Agreement for Business Manager/Bookkeeper
11. EXECUTIVE SESSION
  12. ACTION ON EXECUTIVE SESSION ITEMS
  13. ADJOURNMENT

## Board of Education Regular Meeting

HS CONFERENCE ROOM

705 N 9th St

Arlington, NE 68002

Monday, January 10, 2022 7:00 PM Central

### 1. OPENING PROCEDURES

#### 1.1. Call Meeting to Order

Matt O'Daniel called the meeting to order at 7:00pm

#### 1.2. Roll Call

Jason Arp, Present: Chase Kratochvil, Present: Matt O'Daniel, Present: Bruce Scheer, Present: Janet Warner, Present: Shanon Willmott, Present. Also present were Principals Jacque Morgan and Aaron Pfingsten, Athletic Director James Shada, Superintendent Dawn Lewis, and Jennifer Arp standing in as recording secretary.

#### 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, Shanon Willmott: Yea

### 2. WELCOME TO GUESTS AND PUBLIC FORUM

### 3. ANNUAL BUSINESS

#### 3.1. Election of Officers

Nominations for President : Matt O'Daniel nominated by Bruce Scheer - Janet Second No other nominations, no Vote needed. Matt Accepted

V Pres Shanon Willmott Nominated by Janet Warner and Chase Kratochvil – Nominated by Bruce Scheer Ballots were Distributed Voted counted Shanon Willmott- 2 votes Chase Kratochvil- 4 votes Chase Kratochvil accepted Vice President

#### 3.2. Appointment of Board Committees

Curriculum : Shanon Willmott, Janet Warner, Jason Arp

Buildings/grounds: Bruce Scheer, Janet Warner, Shanon Willmott

Finance: Matt O'Daniel, Jason Arp, Chase Kratochvil

Negotiations :Matt O'Daniel, Chase Kratochvil, Bruce Scheer

Jason and Chase moved from Buildings and grounds to Finance and Shanon and Janet moved to Buildings and grounds

#### 3.3. Appoint KSB and PGH&G Law Firms as Official Legal Counsel to Board and Superintendent

Motion to appoint KSB and Perry Law Firm as Official Legal Counsel to Board and Superintendent Passed with a motion by Matt O'Daniel and a second by Janet Warner.

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

#### 3.4. Appoint Two Rivers Bank as Official Depository for All District Funds

Motion to appoint Two River Bank as official depository of district funds. Passed with a motion by Janet Warner and a second by Bruce Scheer.

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

#### 3.5. Distribute Conflict of Interest Forms for Board Members

Matt O'Daniel discussed the attached forms - board members need to complete a form if there is a conflict of interest while being on the board.

#### 3.6. Approve Arlington Citizen as Official Newspaper of the Board of Education

Motion to appoint Arlington Citizen as official newspaper of the district. 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, Shanon Willmott: Yea

3.7. Appoint Superintendent as District Non-Discrimination Compliance Coordinator

Motion to appoint Dr. Lewis as District Non-Discrimination Compliance Coordinator. Passed with a motion by Matt O'Daniel and a second by Chase Kratochvil.

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

#### 4. CONSENT AGENDA

4.1. Minutes of the Previous Board Meeting(s)

Motion to approve the board minutes and financials, and employee agreement with Business manager as presented. Passed with a motion by Bruce Scheer and a second by Jason Arp.

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

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

Dawn Klein & Michaela Curran were present to share their math curriculum.

5.2. Pre-K & Kindergarten Report

Gail Barth present for Pre-K

Chelsea Kwapnowski, Debbie Walling, and Tamara Loberg present for Kindergarten

#### 6. PRINCIPALS REPORTS

6.1. Mrs. Morgan Elementary Report

6.2. Mr. Shada's Activity Report

6.3. Mr. Pfingsten's Secondary Report

#### 7. SUPERINTENDENTS REPORT

7.1. NASB Update and Links

7.2. Construction Update

Things are moving along well, looking at plumbing and inspections for HV/AC. Lockers are in Omaha and not built yet, looking to see how many old lockers can be removed on a weekend to bring new ones in.

Grading for new addition plans were presented to the board, for drainage and water removal, reducing the slope of the grading to reduce water issues. Costs are still within budget and shouldn't see any issues moving forward.

7.3. Finalize Date/Location for Board Retreat

The Barn in Arlington

Feb 2nd, Date- 5:00-5:30 Arrival

7.4. Review Supt Leave Log

Dr. Lewis reviewed her leave log-

The board is very appreciative of Dr. Lewis providing these details of her leave.

#### 8. COMMITTEE AND REPRESENTATIVE REPORTS

8.1. Negotiations Committee

Negotiations committee has met with AEA multiple times, Matt has asked the board to review the offers to make suggestions on how to proceed on the offers presented.

-Proposal to AEA from board- two year agreement with multiple parts, with one being an addition of a step to the salary schedule and increase on school contribution towards insurance.

Cost to the school will be about \$330, 000 over a 2 year period

-AEA Proposal to Board is increase base salary by \$1500

with other multiple parts and wording changes in the Master Agreement would cost the school district approx.. \$439,000 for the AEA proposed plan (would add about 6% to the Levy)

## 9. UNFINISHED BUSINESS

### 10. NEW BUSINESS

Board reviewed the polices- only suggestion made was to update/correct the wording in Policy 4140 Professional Growth- the use of the word Personnel, is used as Personal file in the policy. Will correct - Personnel file.

#### 10.1. Review Board Policies 4013-4141:

- 4013: Personnel Files
- 4014: Sales Persons
- 4015: Orders of Supplies and Equipment
- 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

Motion to enter into Executive Session to discuss negotiations strategies. Passed with a motion by Matt O'Daniel and a second by Jason Arp.

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

Board entered into Executive Session at 8:40pm  
Motion to end the executive session made by Matt O'Daniel and second by Shanon Willmott  
Jason Arp, Yea, Chase Kratochvil, Yea, Matt O'Daniel, Yea, Bruce Scheer, Yea, Janet  
Warner, Yea, Shanon Willmott, Yea  
Executive Session Ended at 9:50

12. ACTION ON EXECUTIVE SESSION ITEMS

13. ADJOURNMENT

Motion to adjourn meeting at 9:51. Passed with a motion by Matt O'Daniel and a second by  
Shanon Willmott.

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

Matt O'Daniel adjourned the meeting at 9:51pm

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Matt O'Daniel, Board President

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Dawn Lewis, Board Secretary

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Date

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Date

Board of Education Board Retreat  
Wednesday, February 2, 2022 5:30 PM Central

The BARn Establishment  
245 N. 3rd St  
Arlington, Nebraska 68002

## 1. OPENING PROCEDURES

1.1. Call Meeting to Order  
Meeting Called to Order at 5:35

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of Agenda

## 2. REVIEW OF ANNUAL DISTRICT PLAN

Board members reviewed all five goals. Suggestions for edits, changes, and deleting accomplished tasks were made. Additional strategies were added. Updated goals will be presented on the February 14 regular board meeting agenda.

## 3. Discussion Items

### 3.1. Review of Committee's Purpose, Member Roles/Responsibilities and Reports:

- Curriculum and American Civics
- Finance
- Negotiations
- Buildings and Grounds
- St Paul's Liaison
- Other Potential Areas to Consider

Committee's role and purpose were reviewed. Addition of a policy committee was discussed. A survey of our array indicates about half of the schools have a policy committee. They have slightly different functions in each district. Since our entire board reviews policies each month, and review all new policies collectively, at this time there is no indication that we need to add another committee. Discussion of the purpose of the curriculum committee led to the tasks of researching a world language program at the elementary level for earlier exposure.

## 4. ADJOURNMENT

Adjourned at 8:45 pm



**Arlington Public Schools  
January 31, 2022**

Fund Name 2 Rivers Bank	Starting Balance	Receipts	Disbursements	Interest	Interfund Transfers	Ending Balance
General Fund - 864	\$ 274,825.55	\$ 530,911.31	\$ 1,356,635.62	\$ 26.41	\$ 786,447.55	\$ 235,575.20
Activities - 109	\$ 232,872.54	\$ 18,591.69	\$ 15,877.82	\$ 30.02	\$ -	\$ 235,616.43
Activities Saving - 713	\$ 220.06	\$ -	\$ -		\$ -	\$ 220.06
Activities CD (none for now)	\$ (0.00)	\$ -	\$ -		\$ -	\$ (0.00)
					Total Activities:	\$ 235,836.49
Sweep - 956	\$ 958,187.59	\$ 529,780.00	\$ 482,321.22	\$ 130.99		\$ 1,005,777.36
		\$ -				
Hot Lunch - 487	\$ 267,388.40	\$ 3,972.85	\$ 26,232.68	\$ 33.04	\$ -	\$ 245,161.61
Depreciation Fund	\$ 1,548,516.54	\$ 218.95	\$ -		\$ -	\$ 1,548,735.49
Depreciation CD - 5826	\$ 254,634.86		\$ -	\$ 417.18	\$ -	\$ 255,052.04
					Total Depreciation:	\$ 1,803,787.53
					<b>CD Maturity Date 1/15/21-4/15/22</b>	
2017 Bond Refunding	\$ 368,415.88	\$ 33,358.66	\$ -		\$ -	\$ 401,774.54
QCPUF	\$ 157,273.84	\$ 36,042.92	\$ -			\$ 193,316.76
Spec Bldg Fund	\$ 2,275,007.53	\$ 93,258.17	\$ 231,114.76		\$ -	\$ 2,137,150.95
Sp Bldg CD (none for now)	\$ -	\$ -	\$ -		\$ -	\$ -
	\$ 2,275,007.53				Total Spec Bldg:	\$ 2,137,150.95
<b>Total Special Funds</b>	\$ 4,603,848.65	\$ 162,878.70	\$ 231,114.76	\$ 417.18	\$ -	\$ 4,536,029.77
<b>Total SF minus CD's</b>	\$ 4,349,213.79				\$ 786,447.55	\$ 4,280,977.73

**CHECK REGISTER FOR FEBRUARY 2022 BOARD MEETING**

(Includes special fund checks)

<b>PAYEE NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Airgas	Welding gas and supplies	\$ 221.53
Jennifer Arp	Reimb for donuts/muffins inservice	\$ 77.90
American Broadband	Telephone service	\$ 484.40
Blair Community Schools	OT Agreement	\$ 1,768.00
Chem Tech	Pest control	\$ 185.28
Carolina Biological	Anatomy supplies	\$ 53.49
Cashwa Distributing	Food Order	\$ 755.47
Tamala Clausen	Bus Mng Training	\$ 2,351.70
D B Nebraska	Roof Compressor for hv/ac	\$ 2,203.00
Dennis Supply	ignition	\$ 225.80
Dennis supply	Allied gas valve	\$ 282.98
Dietze music	Music	\$ 144.00
Capitla One (Walmart)	supplies	\$ 972.04
ESU 3	tax forms	\$ 93.52
ESU Coordinating Council	Powerschool subscription	\$ 15,102.00
ESU 3	C. Martens Safety training	\$ 25.00
Eagle Auto	Repair tire on van 2 & fuel hose on #10	\$ 1,318.58
Enterprise Publishing	Help wanted ad and legals	\$ 446.30
Echo Group	Gloves, and led light bulbs	\$ 818.28
ESU 5	Cloud hosting software	\$ 8,160.00
Enterprise Publishing	Meeting legals	\$ 9.90
Jason Elofson	Lunch reimburs	\$ 38.05
EarthGrains	Food Order	\$ 1,244.62
Egan Supply	Papertowel for maintenance	\$ 991.47
Follette School Solutions	Elem Book Order	\$ 255.85
Fremont Lock Shop	Locks for PE	\$ 68.85
Follette School Solutions	HS lib Books	\$ 368.82
Follette School Solutions	HS lib Books	\$ 168.32
Fiber Platform	Education Network	\$ 556.43
Hobby Lobby	Supplies for celebtrations	\$ 33.43
Hometown leasing	Copier Lease	\$ 1,723.15
Hyvee	Sandwiches for Staff for Christmas	\$ 92.51
Jamie Huss	Athletic Trainer services	\$ 3,000.00
Hansen Tire	Reset codes on Bus 2013	\$ 95.96
Hansen Tire	Amp Fuse for bus 2011	\$ 156.33
Hiland	Milk order for food service	\$ 3,107.83
Hansen Tire	Lights and heater for bus 2013	\$ 602.91
Jackson Services	Suplies for food service	\$ 345.18
Knudsen Oil	Fuel for buses	\$ 5,455.19
LE Learn2Move	PT Svcs	\$ 163.92
Lincoln Journal Star	Help wanted	\$ 324.73
Menards - Fremont	cleaning supplies maintenance	\$ 90.67
Menards - Fremont	Supplies for PE	\$ 79.20
Menards - Fremont	Maintenance supplies	\$ 49.98
Menards - Fremont	extension cords for maintenance	\$ 31.66
Midwest sound and Lighting	Repair for Striv Equip	\$ 92.24
Mobility Enterprises	Wheel Chair van rental for student	\$ 1,094.50
McGil & Co	nurse supplies	\$ 74.88
McGraw Hill	Number Worlds teacher license	\$ 90.12
NCS Pearson	Q interactive testing for School PSYCH	\$ 649.98
NASB	Annual membership for 22-23	\$ 4,783.00

NASB	Lewis & O'Daniel Legis Conference	\$	190.00
Oppd	Electricity	\$	8,075.28
one Source	Background Checks	\$	211.70
Omaha Truck Center	Parts Buses	\$	5.44
Omaha World Herald	Help Wanted Ad- Various Jobs	\$	1,505.00
Payflex	Payflex	\$	100.00
Pegler Sysco	Food Order	\$	2,691.59
JW Pepper	Music	\$	347.35
Quill Corp	Teaching supplies	\$	61.26
Quill Corp	Copy Paper	\$	2,799.20
Ralston Public Schools	SPED Services for 1st Qtr	\$	15,990.63
Symmetry	Natural gas (july-Dec)	\$	3,568.21
Thermo King Christensen	Def for Buses	\$	110.60
Two Rivers Bank	Direct Dep fee and Safe Deposit	\$	48.00
US foods	Food Order	\$	3,437.62
VISA	Supplies - various district wide	\$	2,304.07
Village of Arlington	Water	\$	1,027.50
Waste Connections	Trash Service	\$	538.21
Winnelson	Parts for Maintenance	\$	18.42
West Omaha Winnsupply	Parts for Maintenance	\$	558.22
Winnelson	Water saver for maintenance	\$	114.70
Weldon Parts	Bus Parts	\$	231.12
WalMart (Capital One )	Misc Supplies for district	\$	166.97
Winnelson	Maintenance plumbing parts	\$	43.45
Zaner Blouser	Superkids reading Prog. Work books	\$	763.00
Thermo King Christensen	Buses	\$	816.12
Two Rivers Bank	Direct Deposit Payment Fee	\$	18.00
Waste Connections	Trash Service		

**Total Payables** (GF checks not mailed until approved by the BOE) **\$ 107,049.08**

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

Casey's	Fuel for vans	\$	252.51
Wex	Fuel for buses/Vans	\$	1,903.20

**Total Handpayables** **\$ 2,155.71**

**Total General Fund** **\$ 109,204.79**

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

<b>DLR Group</b>	Construction services December	\$	5,536.99	Special Build
<b>DLR Group</b>	Construction services January	\$	13,254.95	
<b>Arlington General Fund</b>	Transfer From Deprecation	\$	750,000.00	
<b>Boyd Jones</b>	Construction	\$	440,489.28	

**Total Special Funds** **\$ 1,209,281.22**

EFINANCE - POWERSCHOOL  
 DATE: 02/09/2022  
 TIME: 16:30:53

ARLINGTON PUBLIC SCHOOL  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/22

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----		ACCT	-----DESCRIPTION-----	AMOUNT
46808	9001	02/09/22	4607	VISA	2610	5-11.6 LCD TOUCH SCREEN F	819.95
46808	9001	02/09/22	4607	VISA	2610	AMAZON - 2022 PLANNER FOR	17.99
46808	9001	02/09/22	4607	VISA	2610	AMAZON - HEADSET FOR SPEC	12.99
46808	9001	02/09/22	4607	VISA	2610	CAR WASH FOR VAN #2	9.07
46808	9001	02/09/22	4607	VISA	2431	CAR WASHES FOR VANS #1 AN	18.14
46808	9001	02/09/22	4607	VISA	2610	COFFEE AND SUPPLIES FOR L	37.62
46808	9001	02/09/22	4607	VISA	2610	CONSOLE TABLE FOR DISTRIC	141.59
46808	9001	02/09/22	4607	VISA	2734	HDMI USB DUAL MODE 8MP VI	219.00
46808	9001	02/09/22	4607	VISA	2610	HP LASER JET PRINTER	339.98
46808	9001	02/09/22	4607	VISA	2610	NATIONAL SPANISH EXAM	170.00
46808	9001	02/09/22	4607	VISA	2640	PAPERBACK BOOK- THE HATCH	12.20
46808	9001	02/09/22	4607	VISA	2530	PIONEER LONG DISTANCE PHO	114.48
46808	9001	02/09/22	4607	VISA	2640	SUBSCRIPTION TO MUSIC NOT	16.04
46808	9001	02/09/22	4607	VISA	2610	THE PAYROLL SOURCE BOOK	128.24
46808	9001	02/09/22	4607	VISA	2610	TONER CARTRIDGES FOR HP 1	147.80
46808	9001	02/09/22	4607	VISA	2610	TONER FOR PRINTERS	84.98
46808	9001	02/09/22	4607	VISA	2610	TPT - COMPLETE THE SENTEN	5.00
46808	9001	02/09/22	4607	VISA	2610	TPT - FUNCTIONAL WORDS CO	3.00
46808	9001	02/09/22	4607	VISA	2610	TPT - MIDDLE SCHOOL STUDY	6.00
TOTAL CHECK							2,304.07
TOTAL FUND							2,304.07
TOTAL REPORT							2,304.07

		ACTIVITY BALANCE as of 1/31/2022			
Source Code:	Account	Beginning Bal	YTD Revenues	YTD Expenditures	Balance
701	One School One Team	\$ 17,272.79	\$0.00	\$15,990.00	\$ 1,282.79
736	Activities Interest	\$ 11,585.69	\$28.80	\$70.41	\$ 11,544.08
702	Always For Kids	\$ 35,086.86	\$18,071.92	\$12,745.25	\$ 40,413.53
703	Art Class	\$ 7,755.70	\$560.00	\$1,256.91	\$ 7,058.79
704	Art Club	\$ 1,329.31	\$427.80	\$125.08	\$ 1,632.03
705	Athletics	\$ (30,708.85)	\$48,444.92	\$52,022.74	\$ (34,286.67)
706	Band	\$ 4,417.41	\$2,516.31	\$1,884.16	\$ 5,049.56
789	Baseball Fund	\$ 3,865.74	\$1,230.00	\$0.00	\$ 5,095.74
762	Baylor/ACT	\$ 2,979.09	\$272.00	\$0.00	\$ 3,251.09
708	Book Club	\$ 270.55	\$0.00	\$0.00	\$ 270.55
790	Boys Basketball	\$ 1,365.72	\$3,345.00	\$1,067.40	\$ 3,643.32
783	Boys Golf	\$ 1,294.35	\$1,230.00	\$0.00	\$ 2,524.35
709	Cheerleading	\$ 2,747.69	\$2,915.05	\$3,159.73	\$ 2,503.01
734	Class of 2018	\$ 1,453.91	\$0.00	\$0.00	\$ 1,453.91
765	Class of 2019	\$ 1,016.13	\$0.00	\$0.00	\$ 1,016.13
770	Class of 2020	\$ 428.26	\$0.00	\$0.00	\$ 428.26
771	Class of 2021	\$ 458.88	\$0.00	\$0.00	\$ 458.88
768	Class of 2022	\$ 5,595.38	\$60.00	\$2,754.16	\$ 2,901.22
772	Class of 2023	\$ 3,331.85	\$988.54	\$1,864.16	\$ 2,456.23
773	Class of 2024	\$ 2,007.25	\$3,820.90	\$1,047.00	\$ 4,781.15
774	Class of 2025	\$ 1,000.00	\$0.00	\$0.00	\$ 1,000.00
775	Class of 2026	\$ -	\$0.00	\$0.00	\$ -
720	Concessions	\$ (6,060.08)	\$19,863.33	\$18,114.86	\$ (4,311.61)
785	Cross Country	\$ 4,430.69	\$2,764.00	\$4,027.29	\$ 3,167.40
721	Dance Squad	\$ 4,529.22	\$2,065.00	\$1,165.78	\$ 5,428.44
722	Drama	\$ 261.23	\$447.40	\$108.95	\$ 599.68
724	Elem Lounge	\$ (55.16)	\$0.00	\$0.00	\$ (55.16)
732	Fam Cons Science	\$ 2,084.37	\$540.00	\$666.41	\$ 1,957.96
726	FBLA	\$ 13,305.36	\$15,382.77	\$13,260.02	\$ 15,428.11
766	FFA	\$ 14,894.97	\$16,490.14	\$11,089.92	\$ 20,295.19
758	Floor Fund	\$ 427.95	\$0.00	\$0.00	\$ 427.95
727	Football	\$ 15,492.07	\$1,609.85	\$7,886.50	\$ 9,215.42
791	Girls Basketball	\$ 1,416.40	\$1,630.00	\$3,279.01	\$ (232.61)
784	Girls Golf	\$ 3,206.08	\$1,230.00	\$155.00	\$ 4,281.08
735	Honor Society	\$ 1,083.86	\$180.00	\$0.00	\$ 1,263.86
761	Honors History	\$ 0.09	\$0.00	\$0.00	\$ 0.09
744	HS Lounge	\$ 428.80	\$0.00	\$47.63	\$ 381.17
740	Industrial Tech / Woods	\$ 1,805.31	\$2,192.38	\$2,514.66	\$ 1,483.03
739	Library Fund Elem/HS	\$ 2,000.36	\$1,061.99	\$1,332.02	\$ 1,730.33
764	Metro	\$ 47,277.01	\$0.00	\$0.00	\$ 47,277.01
792	MS Girls Basketball	\$ (23.96)	\$0.00	\$0.00	\$ (23.96)
723	MS STEM	\$ 142.17	\$0.00	\$7.80	\$ 134.37
737	MS Student Council	\$ 1,542.31	\$677.60	\$148.00	\$ 2,071.91
787	MS Track	\$ 222.12	\$0.00	\$0.00	\$ 222.12
756	Pepsi	\$ 2,794.14	\$1,501.35	\$766.68	\$ 3,528.81
742	Quiz Bowl	\$ 1,048.82	\$0.00	\$0.00	\$ 1,048.82

728	Reimbursement (general	\$	6,771.00	\$12.00	\$12.00	\$	6,771.00
714	SKILLS	\$	679.48	\$540.00	\$0.00	\$	1,219.48
788	Softball	\$	804.02	\$1,721.00	\$954.00	\$	1,571.02
746	Spanish Club	\$	149.97	\$0.00	\$0.00	\$	149.97
794	Sped	\$	78.35	\$0.00	\$0.00	\$	78.35
747	Speech	\$	649.50	\$301.10	\$75.00	\$	875.60
748	Spring Musical	\$	6,769.62	\$5,728.75	\$4,696.98	\$	7,801.39
793	Striv	\$	400.00	\$0.00	\$0.00	\$	400.00
749	Student Council	\$	3,174.72	\$2,869.95	\$1,062.53	\$	4,982.14
750	Student Vending	\$	1,454.97	\$0.00	\$51.96	\$	1,403.01
751	Swing Choir	\$	2,003.38	\$176.30	\$2,194.68	\$	(15.00)
786	Track Fund	\$	1,754.47	\$1,230.00	\$66.00	\$	2,918.47
717	Transition	\$	1,613.51	\$0.00	\$0.00	\$	1,613.51
782	Volleyball	\$	835.60	\$4,884.11	\$3,302.91	\$	2,416.80
710	Welding	\$	(405.41)	\$0.00	\$45.12	\$	(450.53)
733	Wrestling	\$	3,570.02	\$2,261.00	\$3,121.88	\$	2,709.14
753	Yearbook	\$	525.09	\$5,065.00	\$2,205.13	\$	3,384.96
	Totals		<b>\$217,636.13</b>	<b>\$176,336.26</b>	<b>\$176,345.72</b>		<b>\$217,626.67</b>



## **2022 Industrial Technology Board Report**

### **1. Multi-cultural Aspect:**

In my Home & Auto maintenance class we study the different styles of homes and features of homes built in different countries today. We also look at the automotive industry and look at the production of vehicles being built in different countries today.

My Eighth Grade Exploratory Technology class discusses the different manufacturers of goods such as clothing, electronics, and automobiles that we have in today's world.

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

The Industrial Technology curriculum is based upon the Nebraska Career Education Standards. There will be new standards **implemented in the 2023-2024 school year**. These new STS courses will have some of the same standards as today. 90% of the standards and indicators must be met in order to claim a course. Also the current standards will add a strategies column that list more industry specific tasks that should be included in the course but not a part of the 90% rule.

The following are the categories I use for student learning.

- Measuring Pre-Test
- Measuring Post Test
- General Safety Test
- Power Machine Safety Test
- Daily Employability Rubric

### **Student Learning Objective (SLO) For this year is:**

**My SLO will be focused on various components of the autocad screen and understand and be able to use the AutoCad commands in my second semester Mechanical Drafting Class.**

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

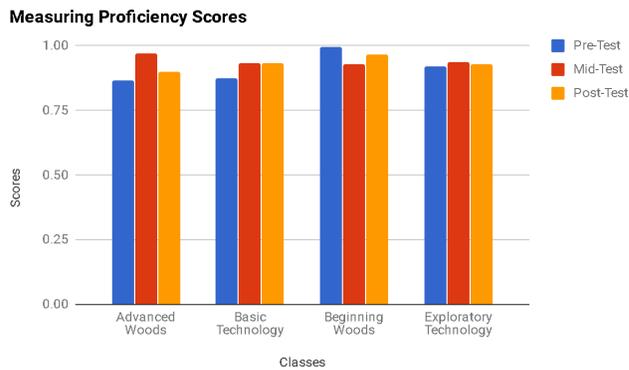
My focus every semester is to make sure students will leave my classroom being 80% proficient on the measurement test and all safety tests. I am using a Daily Employability Rubric which I'm incorporating into my Beginning & Advanced Woods classes this semester to help students understand what employers are looking for when hiring.

After students take their test on the computer I look at the data to see what and where I need to start helping the students who are below the 80%. After the test, all students do a measuring worksheet packet that includes measuring, reducing fractions, and converting feet to inches and inches to feet. When

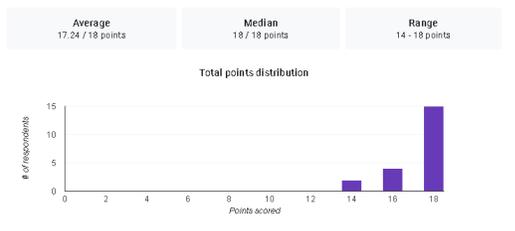
students complete the packet we go out of the classroom and do several measuring activities inside and outside of the school. Measuring activities include gym floor measurements of the basketball and volleyball courts.

Our outside activities include parking lot measurements and football field and track measurements. The last measurement activity I have the students do is to measure the high school hallway from north to south by counting the number of tiles in a line to the other end for the measurement.

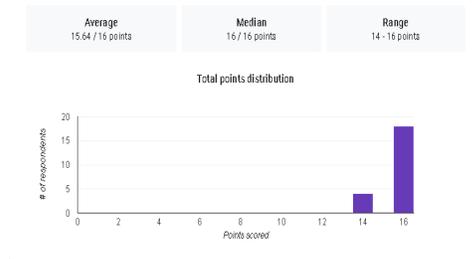
Each tile is 12" x 12" so 1 tile represents 1 foot. I believe by having these activities and being repetitive students learn to read the tape measure. Successfully reading a tape measure and understanding how to estimate and lay things out is a life skill the students will take with them.



**Table Saw Safety Quiz Chart**



**Miter Saw Safety Quiz Chart**



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

After looking at the data I will identify what students need the extra help and spend time with the student or students before school or during class and that usually helps the students gain more confidence with themselves reading the tape measure and being more comfortable operating a certain power machine.

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

In middle school we offer eighth grade Exploratory Technology and study the four areas of Industrial Technology; Communication, Construction, Manufacturing and Transportation. After Exploratory Technology the students can take Basic Technology as a Freshman and this class goes more in depth in these areas than Exploratory Technology. When students complete the one semester of basic technology

they are eligible to take these three classes; Autocad, Beginning Woods, and Small Engines. Students can take Advanced Woods or Construction classes but they need to take Beginning Woods first. Students are also given the opportunity to participate in SkillsUSA.

## **6. Other Information**

As mentioned earlier (STS) Skills & Technical Sciences Course standards are being implemented in the **2023-2024 school year**.

- I'm looking at dates to take students to Metro Community College South campus to show the students the campus and what they have to offer students interested in the trades & industry.
- State Skills USA Conference in Grand Island April 7-9, 2022.
- Nadia Williams from Metro Community College will be here every other Wednesday until the end of the semester to observe my classes and be a resource for students.

### **1. Multicultural Aspect**

Multicultural learning is continually happening in our first grade classrooms through-out the school year. In our language arts, math, and social studies curriculum, students are introduced and immersed into different cultures. We have several meaningful lessons about National Holidays. Students are given the opportunity to learn about important leaders from the past. Our social studies curriculum has magazines that we use to incorporate that as well. We also use BrainPop Jr to teach about holidays like Martin Luther King Jr Day, etc.

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

Our first grade curriculum is aligned with Nebraska State Standards. Instructional and learning goals in language arts are met using Superkids Reading curriculum and our math curriculum. We also want students to learn to the best of their ability.

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

In first grade we use a variety of tools and assessments such as summative assessments, formative assessments, and observations to check for understanding. Our first graders are assessed on first grade standards four times a year. Data from these assessments drives our instruction. We interpret data to make small groups to meet each student's needs. We continually refer to the data to look for growth, areas of need, and to check student progress. As first grade teachers we are continually changing and challenging ourselves to meet the needs of *all* students through the use of assessments and the data that we collect. We are also using hands-on activities to engage the students to ensure learning. During small group instruction, students meet with the classroom teacher while the paraprofessional walks around the room working one-on-one with students to ensure understanding and offer any necessary support while students work independently. This small group instruction in reading and math allows us as teachers to monitor student growth and understanding more closely.

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

A student doesn't fail, they just don't understand it yet. If students are not learning, we as teachers are finding a different way to teach the material. For example, if I am teaching a math lesson about place value to a small group of students who are struggling to grasp the concept, I may get out manipulatives

to offer hands-on, visual learning. Differentiation in small groups is very important. Some groups of students may receive a modified version of the task at hand. When students are not proficient in reading or math, they receive Title 1 or math intervention services. On top of small group instruction from the classroom teacher and Title 1/math intervention services, students are also able to work one-on-one with a paraprofessional for additional support.

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

In first grade, we are consistently challenging students to go above and beyond in their thinking and in their work. For example, if a student is exceeding proficiency in math, they will be offered extension math activities and/or spiral reviews to complete independently or with a small group. Differentiating groups is also important. Some groups may be proficient enough to complete and solve word problems while other groups may still be working on basic math facts or simple number sense activities. We also use Accelerated Reader to challenge students. Each student is reading books out of their own independent reading level. Students that exceed proficiency may even be taking comprehension tests books they have read. In math, we utilize SplashLearn to allow students to challenge themselves.

### **6. Other Information**

- First grade uses multiple sources to create engaging lessons for our students.
- Technology is incorporated in the classroom through the use of iPads.
- We differentiate by teaching the curriculum and using different activities and manipulatives to teach the material.

# ANNUAL DISTRICT GOALS

Feb 2022

## GOAL AREA: BUDGET

GOAL: Maximize district resources to provide quality facilities and educational programs.

### OBJECTIVES:

1. APS will explore innovative funding mechanisms.
2. APS will continue to strive for developing capacity for financial optimization.
3. APS will maintain broad concept planning based on foreseeable budget and summative needs assessment.

### STRATEGIES:

1. Identify alternative funding sources including corporate sponsorship.
2. Assist the Arlington Education Foundation in developing alternative funding sources.
3. Coordinate the financial planning with the Facility Plan that is developed.
4. Inquiring with Education Foundation for some projects
5. Prepared well with Depreciation, Reserves, and Special Building fund to handle a project with the possibility of little to no levy increase
6. Neutral Levy--budget reserves in rebuilding year(s)
7. Working with NDE and NASB budget specialists to maximize resources and replenish reserves
8. Claiming ESSERS II and III funds for allowable resources
9. Minimizing unnecessary expenditures
- 10. Exploring ReVISION grant process (up to \$100,000 available) to potentially add equipment to the IA/Ag programs**
- 11. Creative use of ESSER funds to purchase curriculum and PS**
- 12. Secured eRate funding for 500 computers (\$166,000)**
- 13. Explore: Wa Co Cattleman's Association, Frontier Coop, Gnuse manufacturing, Valmont for possible collaborations/funding opportunities**

## **ANNUAL DISTRICT GOALS**

### **GOAL AREA: COMMUNITY ENGAGEMENT**

GOAL: APS will collect meaningful feedback and input from district citizens for continuous improvement efforts to strengthen family, school, and community partnerships.

#### OBJECTIVES:

1. APS will enhance our communication process to inform and engage stakeholders in our community.
2. APS will develop outreach opportunities that reinforce learning and engage the community in support of all educational and extracurricular endeavors.

#### STRATEGIES:

1. Examine current practices to promote periodic community engagement session(s).
2. Utilize community collaborators in the process of strategically planning for a 5-10 year facility enhancement plan.
3. Provide education and training for parents and guardians to promote school readiness.
4. Provide support for community childcare providers in their efforts to enhance quality services to children and families.
5. Education Foundation Outreach
6. Annual Title I Parent Meeting
7. Monthly Supt Article in the Citizen
8. Use of STRIV to broadcast meeting to reach more citizens
9. Joined with Blair Area Economic Development to brainstorm ways to improve Arlington downtown “curb appeal”
10. Ready to implement better SIS for ease of parent use
- 11. Plan to host annual community engagement meeting (townhall) in January prior to board retreat**
- 12. Plan community Open House of addition (possibly in July connected to County Fair)**

## ANNUAL DISTRICT GOALS

### GOAL AREA: FACILITIES

GOAL: Provide up-to-date facilities to allow for continuous improvement and benefit to students in educational and extracurricular programs.

#### OBJECTIVES:

1. APS will provide a safe and secure learning environment.
2. APS will identify and prioritize existing facility needs.
3. APS will identify and prioritize a 5-10 year facility enhancement plan.
4. APS will collaborate with the Washington County Agricultural Society and the Village of Arlington **and other external entities** to most effectively use shared space(s).

#### STRATEGIES:

1. Evaluate and implement recommendations from the safety committee.
2. Examine existing transportation program and plan for future comprehensive needs.
3. Maximize the use of energy efficient technology to address financial challenges.
4. Examine current space to gain additional educational spaces for addition of sections if needed prior to any new facility project
5. Maintaining current facilities to improve parking conditions at football field
6. Brainstorm session with admin team for practical use of “office space” in Bus Barn facility
7. **Addition optimistically ahead of schedule for substantial completion**
8. **Need to review the gym floor, bleachers, etc.**
9. **Continue to discuss obtaining street from Village**

## ANNUAL DISTRICT GOALS

### GOAL AREA: STUDENT PERFORMANCE

GOAL: Develop and implement plans using instructional best practices, formative and summative assessments, and student data to ensure that all students are college and career ready.

#### OBJECTIVES:

1. APS will consistently score above the state average and score in the top 20% of identified schools\* at each grade level in reading, math, and science utilizing a 5-year average.
2. Maintain interest and increase participation in career and college ready courses. *as measured by a) number of students completing career pathways, b) number of students successfully completing college courses (dual enrollment).*
3. Maintain cohort graduation rates of 94% or higher.
4. APS will assist students in transitioning from secondary education into careers and/or post-secondary studies.
5. Implements ways in which we can enhance students' knowledge and exposure to emerging technologies and technical career opportunities.

\*Identified schools – Arlington, Ashland-Greenwood, Bennington, Blair, DC West, Fort Calhoun, Millard, North Bend, Papillion LaVista, Raymond Central, Springfield-Platteview, Syracuse, Wahoo, Yutan

#### STRATEGIES:

1. Develop and articulate curriculum that is aligned with state standards and with the *Nebraska Standards for Career Ready Practice: Preparation for College and Career* into all courses.
2. Practice data-informed program and instructional planning in the implementation of Multi-Tiered Support System.
3. Continue to utilize the Arlington Instructional Model based on the Marzano Framework  
Fully implemented, formal observation summative tool approved by the state, teachers working on creating Student Learning Objectives (SLO).
4. Utilizing revised evaluation tool aligned to the Arlington Instructional Model.
5. Implement a district-wide (common) formative assessment system where data analysis informs instruction to ensure student achievement growth.
6. Expand use of and access to interactive tools and technology to support and improve PK-12 learning and innovation.
7. Research and add technology based courses and extra-curricular opportunities.  
New Classes: Intro to Computer Science and Applied Technology; offering more STEM type coursework and exposure to “coding”
8. Add interventions through MTSS for progress toward TSI  
MS MTSS team has been developed  
Intervention scheduling - dedicated time/not stealing time from courses  
ACT Prep - providing the full John Baylor program, dedicated time/not stealing time from courses
9. Exploring need for additional PK for future years
- 10. Data dive professional development for PK-12 staff across all curriculum areas**
- 11. Exploring ideas to provide some incentives for students continuously meeting high expectations**

## ANNUAL DISTRICT GOALS

### 12. Exploring ideas of how to provide opportunities for credit recovery

#### **GOAL AREA: BEHAVIORAL AND MENTAL HEALTH**

Goal: Research, develop and implement a school-wide plan to support mental, emotional, and behavioral health concerns of all students.

Objectives:

1. APS will implement A System of Supports for staff to report behavioral, mental, and emotional concerns of students
2. APS will implement a program for safe reporting for students
3. APS will partner with area resources to support families
4. APS will identify and support students with behavioral and emotional health issues

#### STRATEGIES

1. Continue Partnership with Arbor Family Counseling
  - a. analysis data shows usage increased
2. Seek applicants to employ our own school psychologist to use for purposes other than SPED verifications and interventions
3. Implement programs to support student emotional health as we return to school post-pandemic and post-protest
  - a. ESU3 and ESU2 support meetings to share ideas and address concerns
4. Present opportunities to our students to help them develop character
  - a. Club/Sport Involvement with training for coaches (Inside Out Coaching book study, etc.)
  - b. FCA
  - c. YFC (new possibility)
5. Addition of legislated anonymous helpline for implementation in the fall
6. Fulltime School Psych hired for 2022-23 and new guidance counselors to work in tandem to help our students
7. New Counselors and Psych connected with Region 6 and Arbor Family
8. Hope Squad Training for Leaders continues
9. Communities that Care Survey/Implementation
10. Systems of Care (through ESU3 Behavioral Health Grant)
11. Implementing Girls on the Run (program emphasizes healthy body image, mental health, and physical well being)
12. Introduced additional clinical counselor through the Systems of Care grants through ESU3/Region 6 grant

## February Elementary Principal Board Report

### **Arlington Spelling Bee**

Congratulations to all the participants in the Arlington Spelling Bee! The champion was Bella Wilcox, Dylan Eddie was runner up, and Honora Andreasen received honorable mention.



Congratulations to our County Spelling Bee qualifiers!! Bella Wilcox and Dylan Eddie tied for 4th and Honora Andreasen was the county runner up!! Nicely done!!

### **Daddy-Daughter Dance**

Over 150 daddy's and daughters attended "Welcome to the Jungle". PTO put on a fabulous night.



### **Girls on the Run**

Girls on The Run registration opened February 1st for girls in 3rd-6th grades. This great program encourages girls to be joyful, healthy, and confident. Girls will train for a 5K that will be run on May 7th!

## 100th Day of School!

The elementary school celebrated the 100th day of school by turning 100!!



## Secondary Principal's Report February 2022 Board Meeting

### Spelling Bee

These three students qualified to represent Arlington in the Washington County Spelling Bee on Thursday, February 3rd:

Champion - Bella Wilcox (grade 7)

Runner Up - Dylan Eddie (grade 4)

Honorable Mention - Honora Andreasen (grade 7)

Bella and Dylan tied for 4th at the County Spelling Bee and Honora was the County Spelling Bee runner up!



### PTC

Parent-teacher conferences were held Wednesday, February 9 and Thursday, February 10.

### Electives Fair

In an effort to deepen students' involvement and understanding of all the course offerings we have, we will be hosting an Electives Fair again this year. Students will be able to learn about the vast array of courses that we offer and make a more informed decision while selecting courses that meet their post-secondary goals. By providing this experience for our students, we are enhancing the connection between their interests, their future goals, and their four-year plans.

### NHS - Donation

To highlight some community service/action items: Our NHS students heard of the need for Kleenex in our classrooms and took action. Thank you!



James Shada  
Board Report  
February



## **State and District Track Change**

Class A and Class B Track and Field Districts will be on contested **Tuesday, May 10<sup>th</sup>, 2022 – We are Class B in Track**

Class C and Class D Track and Field Districts will be contested on Thursday, May 12<sup>th</sup>, 2022

**Class A and Class B State Track and Field Championships will be on Wednesday, May 18<sup>th</sup> and Thursday, May 19<sup>th</sup>, 2022**

Class C and Class D State Track and Field Championships will be on Friday, May 20<sup>th</sup> and Saturday, May 21<sup>st</sup>, 2022

- What does this mean for the Arlington Invite that was scheduled for Friday May 6<sup>th</sup>?
- We will have to move the High School Invite to Thursday May 5<sup>th</sup>. That will mean our 1:30 dismissal will move to Thursday.
- The Jr. High Meet will move to Friday May 6<sup>th</sup> with a regular dismissal at 3:30.



After a business fall of projects and community service opportunities, Arlington FBLA has been working on numerous competitive events in preparation for the SLC. SLC will be held April 11-13 in Kearney, Nebraska. There are 38 students who are attending this conference. Dillon Kim has spent the year serving as State Secretary. Arlington has one state officer candidate for the 2022 SLC. Members plan to participate in the Midland Business Day competition on March 1.



#### **January 27th for District III Livestock Evaluation in Norfolk**

- **Junior Team:** Brooke Hilgenkamp individual district champion. Libby Hegemann 2nd, Lizzie Meyer 3rd, Peyton Timm 6th to earn the District III team championship! Blaine Vogt and Aaron Fuchs Blue Ribbons, Shane Japp and John Vonbehren Red Ribbons. Total of 101 in their division.
- **Senior Team:** Kyle Quinn 7th, Alaina Schwedhelm 9th, Dalton Newcomer 34th and Taylor Arp 35th - to place 3rd as a team. Landon Olson and Cassidy Arp both earned blue ribbons. Total of 91 in their division.
- Both Jr. and Sr. teams qualified for state convention- placing in the top 4 teams.

## Up Coming Events

- State Wrestling February 17<sup>th</sup>- 19<sup>th</sup> at the CHI Health Center
- Sub-Districts and District Finals for Girls Basketball: 2/14, 2/15, and 2/17 at highest seed.
- Sub-Districts and District Finals for Boys Basketball: 2/21, 2/22, 2/24 at highest seed.
- 2/14 Band and Choir Soup Supper – will be in the blue gym tonight!



# Arlington Public Schools

2021-2022



## COVID-19 Pandemic Learn-in-Person Plan

Approved on July 13, 2020; Revised Nov 9, 2020; Revised May 10, 2021; Revised June 28, 2021-pending approval

Reviewed Feb 14, 2022

Administrative Team:

Dr. Dawn Lewis, Superintendent

Mr. Aaron Pfingsten, Secondary Principal

Mrs. Jacqueline Morgan, Elementary Principal/SPED Director

Mr. James Shada, Assistant Principal/Activities Director

Mrs. Tashia Wolf, Curriculum Director/Assessment Coordinator

Three Rivers Public Health Department has coordinated with schools since the beginning of the pandemic to ensure student and staff safety and reduce the risk of spreading COVID. We will continue to take their recommendations into advisement as the 2021-2022 school year begins. Their information is available at: <https://www.threeriverspublichealth.org/Coronavirus-Updates>. We will have a link to this on our [www.apseagles.org](http://www.apseagles.org) website. If you need to be tested for COVID-19, the Test Nebraska website can quickly help you find a location.

All enrolled students and staff will be expected to be present in school daily. Any changes to this typical schedule, will be communicated through our Blackboard Connect calling system, via video or email message, and placed on all social media outlets.

The use of face coverings will be **optional** during the 2021-2022 School Year. Hand sanitizer will be readily available in multiple locations throughout the building. Practices that ensure low viral spread and proper hygiene will be strongly encouraged.

We will follow guidance from Three Rivers Health Department and the CDC for the necessity of quarantine in the event of illness or exposure. We will monitor the impact of COVID-19 on our community, and within the walls of our school on a class by class basis and communicate and adjust as necessary.

Students required to quarantine or isolate will continue to participate in class via technology, utilizing resources posted on CANVAS and other virtual means (zoom, email, etc.), unless actively ill with COVID-19 and unable to participate. All work required for classes is expected to be completed in a timely manner, and regular communication between students and teachers is required, and should be documented. Families will be required to provide documentation of COVID-19 illness to the school nurse.

Staff in quarantine or isolation are required to communicate with building principals regularly, unless actively ill with COVID-19. If possible and/or necessary, teachers will deliver instruction via the following means; specific lesson plans for substitute teachers, resources posted on CANVAS, video lessons, and real-time conferencing with classes. Email should be checked regularly to communicate with students.

Facilities will be cleaned and sanitized regularly. Airflow systems filters will be changed as advised to ensure clean air quality.

Decisions regarding quarantine of individual students or staff, groups of students, and entire classrooms will be made in consultation with Three Rivers Public Health Department, based on contact tracing and active spread of the virus in the school setting.

#### **Arlington Public Schools Risk Factor Plans**

**(Masks optional\*\*)  
All Classrooms Sanitized Daily**

Area of Emphasis	<b>Low Spread*</b>	<b>Moderate Spread*</b>	<b>Elevated Spread*</b>
Health Screening	Normal Operation	Parents Screen symptoms at home--Self monitor for symptoms. If one or more symptoms occur, see school nurse for guidance	Parents Screen for fever and symptoms at home--Students monitor and report symptoms to the school nurse.
On Buses for routes and/or activities	Normal Operation	Bus routes run as normal, with efforts made to keep students spread out as much as possible.	Bus routes run as normal. Efforts are made to ensure seats are jointly occupied by household family members only to reduce the risk of virus spreading.
In Classrooms	Normal Operation	Deep Cleaning occurs daily, sanitizer is readily available for students and staff.	Desks are adequately spaced and sanitized daily. The use of hand sanitizer is strongly encouraged on a regular basis.
Congregate Times (hallway passing, arrival, dismissal, etc)	Normal Operation	Normal Operation, contact with from student to student monitored and discouraged.	Contact Actions strongly discouraged. Class dismissal times will be staggered to reduce congestion. Physical distancing encouraged.
Lunchroom	Normal Operation; No Touch Check Out Implemented	No Touch Checkout; Ala Carte Available upon asking. Salad Bar available but served by kitchen staff	No Touch Checkout; Social Distancing Carefully Monitored; Ala Carte Available; tables spaced throughout building and/or gym used for seating; Eating occurs in same-student groups
Recess	Normal Operation	Sanitizing of Playground Equipment Regularly; Fewer	Sanitizing of Equipment after use; Fewer Groups on Playground at

		Groups on Playground at once if possible;	once; limited access to equipment; Contact Game discouraged
Restrooms	Normal Operation	Additional Cleaning throughout day; no-touch foot door pulls installed; hand washing and/or use of sanitizer reminders posted	Additional Cleaning Throughout Day; Limited amount of persons at once; no-touch foot door pulls installed; hand-washing and use of sanitizer mandatory
Technology	Normal Operation	Students will transition to 1:1 computer so they will always use the same device; Device checked in/out from TA; sharing devices discouraged	Students will transition to 1:1 computer so they will always use the same device; Device checked in/out from TA; sharing devices and extensions (headphones, etc.) prohibited; Library Lab by Appointment
Activities	Normal Participation	Guidelines set by NSAA will be followed strictly;	Guidelines set by NSAA will be followed strictly

\*Spread is determined by school tracking and consultation with the Three Rivers Public Health Department. 3RPHD Guidance will be followed for cohort and/or epi-link of cases.

\*\* Masks may be required for individuals to return to school for limited days as 3RPHD advises when necessary.



## NASB Monthly Update for Board Meeting Agenda Item

February 2022

**WATCH: Don't Ever Stop ... which premiered at the 2021 State Education Conference**  
<http://members.nasbonline.org/index.php/news-resources/videos>

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### Latest 'Board Notes' – Monthly Newsletters

(www.NASBonline.org - News & Resources - Board Notes)

- *Back to the Drawing Board - Resources to Help you Advocate*
  - *Your 2022 NASB Legislation Committee*
  - *NASB's Annual Membership Drive Coming Soon*
  - *Create A Complete, Customized Policy Manual*
  - *Your 2022 Membership Guide is Arriving Shortly!*
  - *At The Board Table - Board Self-Assessment*
  - *Today, and Every Day ... Thank You School Boards!!!*
  - *Learn from Yesterday, Live for Today, Hope for Tomorrow*
  - *Your NASB Board of Directors & Staff*
  - *Your 2022 NASB Affiliates*
  - *... And Much More!*
- 

### "NASB Update – Annual Board Calendar Summary"

**View the full detailed calendar at:** <http://members.nasbonline.org/index.php/resources>

(www.NASBonline.org – Board Leadership – Resources)

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

#### MISSION, VISION & GOALS

Strategic Plan Update; District Goals Update

#### POLICY GOVERNANCE

Review, update, and adopt policy.

#### ACCOUNTABILITY & STUDENT ACHIEVEMENT

Review each school performance score and district performance score measured by graduation rates, student growth and student improvement. Review the district adopted Mentor Teacher Program.

## ADVOCACY

Review 2022 Legislative Calendar, discuss NASB Legislative Updates and Legislative Committee Report.

## DISTRICT/ESU RESOURCES [BUDGET]

Collective Bargaining. On or before March 25. Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within 14 days after such date, file a petition with the commission.

Board Finance Committee Report.

## REPORTS

Board Committees; Superintendent; Administrators.

## BOARD LEADERSHIP DEVELOPMENT

Review NASB Board Self-Assessment Summary. NASB Legislation Committee Meeting & Legislative Issues Conference. NASB President Retreats. NASB Needs - Resources Workshops.

## LEARNING COMMUNITY

Diversity plan; limitations; school building maximum capacity; attendance areas; school board; duties. The board shall provide notice to parent whose student is currently attending a school outside of the attendance area stating what school the student shall be allowed to attend as a continuing student.

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### **NASB's Video Resources:**

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

(www.NASBonline.org – News & Resources – Videos)

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

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### **Networking & Events ... Register Now**

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

(www.NASBonline.org – Events)

- **Needs – Resources: Understanding How the State Funds Your District**
  - February 3 – Seward
  - February 9 – Auburn/ESU 4
  - February 15 – Blair
  - February 23 – Grand Island
  
- **Budget & Finance Workshops**
  - March 1 – York
  - March 23 – Ogallala
  
- **Make Your Meetings Matter: Building Effective Board Meetings For Your District & Community**
  - April 7 – West Point
  - April 12 – Gering
  - April 13 – Kearney

- **NSBA Annual Conference**
    - April 2-4 – San Diego
- 

## **NASB Member Zooms**

<http://members.nasbonline.org/index.php/nasb-member-zooms>

(www.NASBonline.org – Events – NASB Member Zooms)

- **NASB Member Zoom with UNMC was January 18**
  - **Previous Member Zooms Available to Watch Include:**
    - Tough Times & Tough Meetings: The Board’s Role in Navigating Hot Button Issues
    - NASB Member Zoom w/ UNMC – Back to School Guidance, Decoupling, Infection Rates Among Children, Myths, & Q&A
    - NASB Member Zoom w/ NDE – The Local Board’s Role in ESSER Investments
    - NASB Member Zoom w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC
    - NASB Member Zoom w/ Bryce Wilson of NDE – Cares Act Funds Q&A for School Boards
    - And More ...
- 

## **Advocacy/2021-22 Legislative Session**

<http://members.nasbonline.org/index.php/government-relations>

(www.NASBonline.org – Government Relations)

- The 2022 legislative session began Wednesday, January 5. Keep tabs with all things pertinent to your school at NASB’s Govt Relations.
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To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for “This Month In ...” To access the latest newsletter, click here:

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

(www.NASBonline.org - News & Resources - Board Notes)

Personnel - Non-Certificated Employees

Qualifications of Non-Certificated Employees

A) Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Superintendent of Schools. Preference for employment will be given to applicants who have some training and/or successful experience in the area for which they are applying.

B) Employees who are less than full-time and/or employees appointed to fill temporary jobs, shall not be entitled to the same benefits provided twelve-month employees.

Date of Adoption: March 11, 2019

Personnel - Non-Certificated Employees"At Will" Employees

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019

Personnel - Non-Certificated EmployeesHiring/Dismissal

The Superintendent shall be responsible for selecting and recommending personnel to the Board of Education. Final approval shall be given by formal action of the Board of Education. The Board should follow closely the recommendations of the Superintendent, but such recommendations are not binding on the Board of Education. Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019

Personnel - Non-Certificated Employees

Contract

All non-certificated employees may be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated "at will" employee contract shall be in the form as proposed by the Superintendent of Schools and approved by resolution of the Board of Education.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019

Personnel - Non-Certificated Employees

Assignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019

Personnel - Non-Certificated EmployeesComplaint Procedure

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019

Personnel

Non-Certified Staff

Bus Drivers

Bus drivers are selected from qualified applicants by the superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

Regular bus drivers are paid at a rate established annually by the Board of Education. Bus drivers receive six (6) days sick leave per year accumulative to 35 and two personal days accumulative to four. Bus drivers are entitled to none of the insurance benefits.

Bus drivers will be paid at an hourly rate established annually by the Board for school activity and field trips.

Date of Adoption: March 12, 2012; February 8, 2016; February 11, 2019

PersonnelStandards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, religion, handicapping condition or sexual orientation.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
11. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
12. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019; August 24, 2020

Personnel - Certificated EmployeesEvaluation

Teaching is the most important element in a sound educational program. Appraisals of teachers performance of duty, competence, and professional conduct shall be made.

Appraisal of teaching service should serve these purposes.

1. To raise the quality of instruction and educational service to the children of our community.
2. To aid the individual teacher to grow professionally.
3. To make personnel decisions.

Evaluation of teacher performance must be a cooperative continuing process designed to improve the quality of instruction. The Administration with input from the Teachers, shall develop effective evaluation procedures and instruments. Teachers and Administrators shall have the responsibility for the maintenance of professional standards and attitudes regarding the evaluation process.

All certified staff are involved in the evaluation process. Non-classroom certified staff are also to be evaluated through a cooperative process.

Therefore, the Board delegates to the Administration the responsibility of developing, organizing and implementing a system-wide program for evaluating certificated staff and the instructional process.

Neb. Rev. Stat. § 79-828 (Evaluation of Probationary Teachers)  
NDE Rule 10 (Filing of Evaluation Instrument)

Date of Adoption: March 10, 2008

Reviewed: September 10, 2012; February 8, 2016; February 11, 2019

Personnel - Certificated EmployeesReduction in Force Policy for Certificated Staff

Reductions-in-force of certificated staff member may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the Board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year and the employee shall be

recalled on the basis of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which had accrued to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements which have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019

Personnel - Certificated EmployeesLeave of Absence

After a minimum of three (3) years of employment in Arlington Public Schools, a teacher may apply for a one-year leave of absence. Leaves of absences will normally be granted only in extenuating circumstances and where leave will not have a detrimental impact on the district. Requests will be handled on an individual basis. A teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence. Criteria to be considered by the Superintendent in recommending approval or denial of a request include:

- a. Requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1;
- b. Qualified replacement must be found before the leave is approved;
- c. No salary or benefits will be paid to the teacher by the district during the year of absence. Continued group health insurance may be obtained, subject to the approval of the insurance carrier; the premiums for such insurance shall be paid by the teacher in advance. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;
- d. Teacher who wishes to return from leave shall notify the Superintendent in writing by March 1. If no such notice is received by March 1, the teacher is considered to have resigned. The school district shall not be responsible for reminding the teacher of the required return notice;
- e. A teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement.

Date of Adoption: March 10, 2014 and April 14, 2014

Reviewed: February 8, 2016; February 11, 2019

Personnel - All Employees

LEAVE OF ABSENCE AGREEMENT

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(Date)

The Board of Education of  
Washington County School District 0024,  
a/k/a Arlington Public Schools  
705 N. 9th, Box 580  
Arlington, Nebraska 68002-0580

RE: Request for Leave of Absence by \_\_\_\_\_(Name of Teacher)

Dear Board Members:

Please be advised that I hereby request a continuation of my leave of absence, if any, for the balance of the \_\_\_\_\_-\_\_\_\_\_ school year and for the entire \_\_\_\_\_-\_\_\_\_\_ school year.

Such leave of absence would include the period from \_\_\_\_\_, \_\_\_\_\_, through and including \_\_\_\_\_, \_\_\_\_\_. I request that this leave of absence be without any pay except long term disability benefits, and, upon acceptance of this request, agree that this leave of absence be on the following terms and conditions:

1. I understand and agree that I am not eligible for Family Medical Leave Act (FMLA) leave, and in any event further agree that the work days missed

during my leave of absence shall count against leave days which might be available under the FMLA for the \_\_\_\_\_-\_\_\_\_\_ FMLA year (\_\_\_\_\_, \_\_\_\_\_ through \_\_\_\_\_, \_\_\_\_\_), and for the \_\_\_\_\_-\_\_\_\_\_ FMLA year.

2. I understand and agree that I will receive no salary, pay, compensation, health insurance benefits, or other fringe benefits except long term disability benefits. I further understand and agree with regard to health insurance that I may obtain health insurance at my cost through the exercise of my rights under COBRA. I further understand that I am responsible for seeing that continued health insurance coverage is arranged and for taking all necessary action and signing all necessary papers which may be required to continue such coverage; and further hereby agree to release and to hold the district harmless from any and all problems or claims which I may have with regard to continued health insurance or other fringe benefits whatsoever, or any fringe benefit accrual during my leave of absence.
  
3. I understand and agree that because my leave of absence has extended to more than one-half of the \_\_\_\_\_-\_\_\_\_\_ school year, I will receive no credit for movement or advancement on the salary schedule, and the \_\_\_\_\_-\_\_\_\_\_ school year will not count for seniority regarding reduction in force or otherwise. I further understand and agree that because my leave of absence will continue for the entire \_\_\_\_\_-\_\_\_\_\_ school year, I will receive no credit for movement or advancement on the salary schedule, and the \_\_\_\_\_-\_\_\_\_\_ school year will not count for seniority regarding reduction in force or otherwise.
  
4. I hereby acknowledge and affirm that at this time I am not able to return to work. In consideration of continued leave for the remainder of the

\_\_\_\_\_ - \_\_\_\_\_ school year and the entire \_\_\_\_\_ - \_\_\_\_\_ school year, and the School District not taking action on my contract, I agree to submit to the Superintendent, on or before \_\_\_\_\_, \_\_\_\_\_, written certification from my health care providers establishing that I am or will be able to return to work and be able to perform the essential functions of my position or the position to which I may be assigned upon my return (with or without reasonable accommodation, excepting it is agreed that continued leave or time off would not be a reasonable accommodation) as of the commencement of the \_\_\_\_\_ - \_\_\_\_\_ school year. I further agree to and do hereby resign from my employment with the School District, effective \_\_\_\_\_, \_\_\_\_\_, provided that this resignation shall be treated as having been withdrawn by me and as not having been accepted by the School District or its Board, in the event I submit the required certification. The Board of Education of the School District may take action to accept the above resignation on the above stated terms upon receipt of the letters. I agree that the terms of this Request for Leave of Absence shall control over any other terms of the Teacher's Contract.

5. I understand and agree that my teaching assignment upon my return from the leave of absence may be different from my current teaching assignment, and I agree to perform the duties as assigned upon my return. I further agree that I will be required to hold a valid Nebraska teaching certificate and to be fully qualified to teach upon my return.
6. I understand and agree that all the terms and conditions of this leave of absence shall be material provisions of my teaching contract with the school district, and that failure to meet these terms and conditions shall constitute just cause for cancellation, termination or non-renewal of my teaching contract with the school district.

I understand that these are the terms and conditions of my request for leave of absence, and that upon acceptance of my request for a leave of absence these terms and conditions shall become binding and a part of my employment contract.

Sincerely,

\_\_\_\_\_

(Name of Teacher)

**ACCEPTANCE**

The Board of Education of the Arlington Public School District by resolution passed on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a copy of which is attached hereto, accepted the request of \_\_\_\_\_ (teacher's name) for a leave of absence and resignation subject to and on the terms and conditions set forth above.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

President, Board of Education  
Arlington Public School District

Reviewed: February 8, 2016

Personnel - Certificated EmployeesDual Sponsorship of Activities

In any instance where more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid, each teacher thereby assigned shall receive payment of the stipend as is specified in the negotiated agreement between the certificated teaching staff and the school district. Should two or more teachers receive administration approval to share the sponsorship of any activity, only an amount equal to one stipend as specified shall be made but shall be equally divided among those teachers sharing the sponsorship.

Date of Adoption: March 10, 2008

Reviewed: February 13, 2012; February 8, 2016; February 11, 2019

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

**Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

**Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

**In fulfillment of the obligation to the public, the educator:**

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

**In fulfillment of the obligation to the profession, the educator:**

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

**In fulfillment of the obligation to professional employment practices, the educator:**

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: August 24, 2020

**2022-2023 MASTER AGREEMENT  
PREAMBLE  
AA/EOE**

THIS AGREEMENT IS MADE AND ENTERED INTO this 14 day of February, 2022, by and between the Board of Education of the School District of Arlington in the county of Washington, in the state of Nebraska (hereinafter referred to as the "School District" or "District" as the context may require) and the Arlington Education Association (hereinafter referred to as the "Association").

**GENERAL PURPOSE**

The School District and the Association recognize that the development of a quality educational program for the children attending the public schools of Arlington is a joint responsibility which can best be achieved by agreement that all parties work toward common goals. The School District and the Association enter into this Agreement with mutual dedication, recognizing that the experience, creativity, and judgment of all parties are necessary to reach the educational needs of the community.

**ARTICLE I  
Teacher Rights**

- A. Nothing contained in this Agreement shall be construed to deny any teacher those rights provided under Nebraska law or other applicable laws and regulations. Rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- B. The School District will not discriminate against any teacher with respect to terms and conditions of employment by reason of membership in the Association and its affiliates, participation in collective negotiations with the School District, or institution of a grievance relative to the terms of this Agreement.

**ARTICLE II  
Association Rights**

- A. Association Use of District Property
  - 1. Representatives of the Association and its affiliates shall be allowed to conduct Association business on school property during school hours, providing such business does not cause undue interruption of the school program.
  - 2. The Association shall be allowed the use of school buildings for meetings, provided that such use does not result in unscheduled maintenance costs, in which case an appropriate fee for that use shall be negotiated between the parties to this Agreement.
  - 3. The Association shall be allowed the use of school equipment including computer hardware and software, duplicating machines, audio-visual equipment, and standard office equipment, provided that the School District may assess the Association a reasonable fee for expendable supplies consumed during such use.
  - 4. The Association shall be allowed to make reasonable use of the school's communication system, including teachers' mailboxes, intercom, teacher bulletins, etc. Such use shall not cause unnecessary interruption of the educational program of the school.

**ARTICLE III**  
Salaries

A. Salary Schedule

The salary of each teacher covered by this agreement shall be determined by the salary schedule attached as Appendix A.

B. Initial Placement on Salary Schedule:

New staff with prior experience not related to a state accredited PK-12 public or private educational entity would be subject to review by the administration.

New staff that have less than 7 (seven) years of experience will be placed on the salary schedule based on their actual years of teaching experience.

New staff members that have more than 7 (seven) years of experience will receive no less than 7 (seven) years up to, but not exceeding, their actual years of teaching experience.

C. Base Salary for 2022-2023:

- a) The base salary for the 2022-2022 school year shall be \$39,830

D. Advancement

1. Schedule. Credit for additional hours shall be credited on September 1, and movement on the salary schedule shall take place accordingly.

2. Horizontal Advancement.

Pre-Column MA (Masters). Graduate hours to advance on the salary schedule must be earned upon completion of the Baccalaureate in education degree and upon completion of initial certification with the Nebraska Department of Education. Graduate hours earned after the first nine will be allowed to advance horizontally on the salary schedule. Hours shall be part of an approved program leading to an advanced degree which will be beneficial to the teacher's areas of specialization. Nine hours of graduate credit outside of enrollment in an approved master's program or obtained concurrently while obtaining teacher certification is the maximum allowed for advancement.

a. Beyond Column MA (Masters). All hours to advance horizontally beyond column MA on the salary schedule, while they need not be part of a degree program, shall require approval of the superintendent. Teachers wishing to use course credit for horizontal advancement should obtain written approval from said superintendent prior to enrolling in any such course.

b. Verification. An official college transcript must be provided to verify all such hours. Any deviation from a planned degree program must first meet with the approval of the School District and/or its designee.

c. Only one horizontal movement per year shall be granted effective the 2013-2014 contract year.

3. Vertical Advancement.

a. Vertical advancement on the schedule shall not be automatic, but shall be based on the performance of the individual teacher. Principals must advise all teachers as to the quality of their teaching, and if weaknesses are evident, call such weaknesses to the attention of

the affected teachers. Teachers not so forewarned shall be automatically advanced on the schedule.

- b. Only one vertical movement per year shall be granted.
- c. Completed Negotiations. In the event that a successor agreement is not adopted for the succeeding school year, teachers shall be frozen on the salary schedule until such time as a successor agreement is ratified by both parties. Subsequent advancement shall be retroactive, in accordance with Article X of this Agreement. Following the ratification of the agreement by both parties, a minimum of three (3) weeks prior to the next established payroll processing schedule will be allowed to verify salary placement and enter new payroll and benefit distribution into the accounting system.

4. Longevity Payment:

Beginning with the 2022-2023 contract year, certificated staff members whose service has reached the following levels shall receive a longevity payment:

- a. 15 Years of Continuous Service: \$750
- b. 20 Years of Continuous Service: \$1000
- c. 25 Years of Continuous Service: \$1250

Longevity payments shall be received in July after the completion of the contract year in which the level is attained. Payments shall be subject to retirement and state/federal taxes and withholdings. For the first year of implementation (2022-2023), certificated staff shall receive only the payment level which was most recently attained (i.e. a teacher with 22 years of service at plan implementation will receive the one-time payment of \$1000 for 20 years), and will be eligible for next level when attained.

E. Additional Assignments

1. Coaches and sponsors. When the District assigns an extracurricular duty to a teacher, the salary shall be in accordance with the provisions of the extra duty/extracurricular salary schedule attached as Appendix B. Coaching and sponsorship salaries for part-time teachers will be calculated at 1.00 FTE.
2. Lost planning period. In instances in which employees are requested or required to substitute for other teachers during their only preparation period, said employees shall be paid an additional compensation equal to one-eighth of the per diem employee's actual base salary per 45-minute period devoted to said performance.
3. Dual sponsorship. In any instance in which more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid (see Appendix B), each teacher thereby assigned shall receive payment of the stipend as specified in the salary schedule. Should two or more teachers receive administrative approval to share the sponsorship of any activity, only an amount equal to one stipend as specified shall be made but shall be equally divided among those teachers sharing the sponsorship.
4. Pay for activity workers. Services performed by teachers at events for which teachers are released from their regular teaching duties, or which are performed outside the duty day, shall be considered employment duties whether or not such duties extend beyond regular teaching hours or occur on days when school is not in session. Teachers shall be paid for working at school activities according to the following schedule:

Level 1 \$65

- Varsity Football Announcer
- Varsity Football Clock
- Varsity Volleyball Lines

- Varsity Volleyball Book
- Varsity Volleyball Clock
- Varsity Softball Book
- Varsity Baseball Book
- Varsity Basketball Clock
- Varsity Basketball Book
- Wrestling Computer
- Wrestling timer/scorer (four (4) or more teams)
- Supervision of activities: Supervisor to be determined by administration.

Level 2 \$55

- Varsity Football Admission
- Varsity Volleyball Admission
- Varsity Softball Admission
- Varsity Baseball Admission
- Varsity Basketball Admission
- Varsity Wrestling Duals, Tournaments, and Triangular Admission
- Varsity Volleyball Libero Tracker
- Varsity Softball Clock
- Varsity Baseball Clock
- Varsity Wrestling timer/scorer (Varsity dual and triangular)
- Music for varsity basketball games (Music to be provided for both boys and girls varsity basketball games.)

Level 3 \$45

- Non Varsity Football
- Non Varsity Volleyball
- Non Varsity Basketball
- Non Varsity Wrestling
- Non Varsity Softball
- Non Varsity Baseball
- Track Computer Only

*If any event exceeds four and one-half hours, it shall be compensated as if it were two extra duties. No teacher will receive compensation for above duties if they are already compensated through the extra duty pay schedule.*

## ARTICLE IV

### Insurance and Other Fringe Benefits

- A. Section 125 Plan. The Board shall make available to each teacher through a Section 125 Plan a group insurance plan with Educators Health Alliance that provides Blue Cross/Blue Shield coverage as captured in paragraph B below. Each teacher shall have the option of electing the level of coverage (employee, employee/spouse, employee/spouse/child, etc.) and choice of deductible through a salary reduction agreement under the Section 125 Plan.
- B. Available Benefits
1. Health and Dental Insurance. Both parties, recognizing that access to adequate health care is central to each teacher's ability to carry out his or her professional responsibilities, agree to the following conditions regarding teachers' health and dental insurance benefits. For the 2022-2023 school year, the School District shall make available to all teachers the two plan types as follows:
    - a. Plan Type 1: Educators Health Alliance \$1200/\$0 Deductible Health plan/Alternative Network plan, and Employee (self-only) PPO - 100% A, 75% B, with 50% C Dental coverage. The District will pay 100% of the health premium for single tier, 100% of health premium for employee/child, 85%

of health premium for employee/spouse, and 75% of health premium for employee/spouse/child(ren). The District will pay 100% of the single tier dental insurance. The School District shall, in cases where appropriate, provide teachers with the opportunity to purchase dependent dental coverage.

- b. Plan Type 2: Educator Health Alliance \$3,800 deductible HSA health plan and Employee (self only) PPO - 100% A, 75% B, with 50% C dental coverage. The District will pay 100% of premium for single tier, 100% employee/child tier, 90% of premium for employee/spouse, and 80% of premium for employee/spouse/child(ren). The employee will pay the remaining premium. Those employees taking single insurance and employee/child would be afforded a contribution to their personal HSA account equal to the difference between the plan costs of PPO and High Deductible/HSA. The District will pay 100% of the single tier dental insurance. The School District shall, in cases where appropriate, provide teachers with the opportunity to purchase dependent dental coverage.

2. Cash Payment. Teachers hired prior to 2017-18 may elect to receive the sum of \$6,885 in cash in lieu (CIL) of receiving health insurance coverage under paragraph (1a) or (1b) above, provided; however, that to qualify for the "cash payment" benefit a teacher must decline the Arlington Public School District health and dental insurance described in the paragraph above in writing and provide proof of insurance and all terms as set forth in (B3) below. Existing teachers who select to retain insurance coverage benefits in 2017-18 will not be eligible for the \$6,885 CIL at any future time.

Teachers hired in 2017-18 and after may elect to receive the sum of \$2,500 in cash in lieu of receiving health insurance coverage under paragraph (1a) or (1b) above, provided; however, that to qualify for the "cash payment" benefit a teacher must decline the Arlington Public School District health and dental insurance described in the paragraph above in writing and provide proof of insurance and all terms as set forth in (B3) below.

Teachers hired in 2020-2021 and after are required to take at minimum a single coverage insurance plan offered by the district. Cash in lieu will not be offered to newly hired teachers for the 2020-2021 school year and thereafter. If a teacher chooses to decline the insurance offered at Arlington Public Schools, proof of insurance must be provided to the district in writing to show proof the employee meets the minimum coverage provided by the district. All current employees hired prior to 2020-2021 will be "grandfathered" into the insurance/benefit dollars (Article IV, Section B2) benefits they were eligible for as detailed in the 2019-2020 contract. At any point when a cash in lieu payment employee chooses to elect to change their coverage status, they will need to elect to choose an insurance plan offered by the district.

3. Minimum coverage. For all teachers who elect to receive health insurance coverage from the District, the effective date of coverage shall be consistent with Blue Cross/Blue Shield provisions for coverage of newly hired teachers.

No teacher shall be allowed to decline Employee (self-only) tier group health and dental coverage for purposes of receiving a cash payment under this section unless said teacher has filed with the superintendent's office reasonable evidence that the teacher and all other individuals for whom the teacher reasonably expects to claim a personal exemption deduction for the taxable years covered by this Agreement have or will have minimum essential coverage during the term of this Agreement, other than coverage in the individual market whether or not obtained through the Health Insurance Marketplace. The teacher must file an individual disclaimer which certifies that said teacher is covered by an alternate health insurance plan which aligns with the requirements of the preceding paragraph and which absolves both the School District and the Association of responsibility for any future financial ramifications encountered by said teacher as a result of that teacher's decision to decline participation in the District's health plan. Unless all of the foregoing conditions are satisfied no later than July 1, 2021 the School District will not honor requests for cash payment under this section.

- C. Bargaining Members Eligible for Multiple Coverage. In instances where any member of the bargaining unit is eligible to be covered by another member of the bargaining unit, the following election options will apply: (a) One of said teachers may elect the coverage tier for which they are eligible (ES or ESC) for which the District will pay 100% of the premium, (b) Both of said teachers may elect to take employee only tier. Neither teacher employee is eligible for cash option. Said teacher employees shall be bound by the other provisions of this Agreement and by ensuing similar provisions set forth in the District's group health insurance policy.
- D. Life insurance: The School District shall provide group life insurance protection in the amount of \$10,000, and the option for individual teachers to purchase additional coverage will be provided. For part-time employees the District will pay a pro-rated portion of this benefit according to the employee's individual full-time equivalency (FTE) with the employee paying the remaining portion of the premium if they choose to participate.
- E. Disability Insurance. The School District shall make available, and all teachers (regardless of FTE) covered by this Agreement shall be required to purchase, a long-term disability insurance policy. Benefits shall be payable, subject to the 60-day waiting period described in said policy, at 66.67 percent of gross salary plus fringe benefits. Benefit payments shall continue to age sixty-five (65) or until termination of disability, whichever occurs first with coverage beyond age 65 as specified in disability insurance policy.  
  
For each teacher receiving long-term disability benefits, and who is being provided fringe benefits/health insurance by the School District pursuant to the Family and Medical Leave Act, in order to maintain fringe benefits and/or insurance coverage, teachers who become disabled and remain in the employ of the School District must remit to the School District the equivalent of the reimbursement received for fringe benefits and/or insurance premiums as provided by the District's disability insurance coverage. The reimbursement schedule will be determined by the superintendent. (Note: This section moved from G Complete Annual Coverage for clarification.)
- F. Flexible Spending Accounts. The School District shall offer to all teachers the option of placing pre-tax fringe benefit and/or salary dollars into individual Flexible Spending Accounts eligible for tax-exempt status under Section 125 of the Internal Revenue Service Code. Teachers' contributions to such accounts shall be allowed only insofar as they are permitted by applicable laws and regulations, as determined by the School District's designated administrative agent(s).
- G. Complete Annual Coverage. For each teacher who remains in the employ of the School District for the full school year, the School District shall make payment of fringe benefit dollars and/or insurance premiums to provide insurance coverage, as outlined in this Agreement, for the full twelve (12) month period. (See Section related to Disability Insurance and Family and Medical Leave Act for further detail.)
- H. Fringe Benefit Enrollment Date. The effective date for enrollment in insurance and other fringe benefit programs outlined in this agreement shall be September 1 of the contract year or the first day of the month following employment approved by the School District of Education if the teacher is hired after September 1.

**ARTICLE V**  
Leaves

- A. Sick Leave
  - 1. Accrual. Each teacher shall be credited with ten (10) days of paid sick leave allowance per school year without loss of pay. The unused portion shall be accumulated from year to year up to a total of forty-five (45) days. Paid sick leave shall terminate upon a teacher's reaching eligibility for benefits under the long-term disability insurance coverage described elsewhere in this Agreement.
  - 2. Expenditure. Teachers shall be allowed to use sick leave for the following:
    - a. personal illness and/or disability;
    - b. when the teacher's parent, spouse, spouse's parent or child is too ill to remain alone and the teacher is needed to provide care to that family member;

- c. the birth and/or adoption of children.
- 3. Physical Examination. In cases of absence of a teacher for illness or injury in excess of five (5) consecutive working days, or in cases of recurring illness, the School District, through the superintendent, may require an examination of the teacher by an independent physician, with such examination to be conducted at School District expense.
- 4. Repurchase. Those teachers who have, upon completing the dates contracted for the school year, accumulated more than 35 days of unused sick leave shall be paid \$50 for each unused sick day in excess of 35 days. Payment shall occur on the July payroll. All teachers will be included in the sick leave repurchase that have fulfilled their contractual obligations. Teachers must have served in the District for ten (10) years or more to participate in the repurchase program.
- 5. Sick Leave Bank. In cases where a teacher's total available sick leave is less than thirty-five (35) days, said teacher may receive a transfer of sick leave days from the sick leave bank after said teacher has used all of his/her sick leave days. The total of a teacher's own sick leave days and those requested from the sick leave bank shall not exceed forty-five (45) days for the calendar year, although days granted may be less than the requested amount. Furthermore, it shall be the responsibility of the borrowing teacher to arrange for any necessary transfer(s) and provide confirmation of such transfers with the district office.

Participation and Transfer:

- 1. An individual becomes a member of the sick leave bank by contributing one (1) day or more upon initial employment with the District. Additional days will need to be contributed based on the discretion of the superintendent.
- 2. This bank shall be a savings account for use by all members.
- 3. When the bank is depleted, all participating members will be asked to contribute an additional day.
- 4. Teachers leaving the employment of the District may not transfer their remaining sick leave into the sick leave bank prior to separation.

Withdrawal:

- 1. An individual may apply to withdraw from the bank by submitting a written request to the superintendent of schools. Requests will be considered on a semester by semester basis. Members must submit their requests within three (3) calendar days of the end of the semester in which the days are requested.  
The sick leave bank may only be used for a 'serious health condition'. A serious health condition for purposes of this sick leave bank has the same meaning as the Family Medical Leave Act as may be amended from time to time.
- 2. The requests will be reviewed by a committee (hereafter referred to as the 'review committee' consisting of the superintendent of schools, the AEA president, and an additional member of the AEA executive board of directors).
- 3. If the superintendent determines that a committee decision may be contrary to law, the committee's decision will not be implemented until a legal opinion is obtained from the School District's legal counsel (at District expense) stating that the decision is lawful.
- 4. The review committee will render a decision on the sick leave bank request within seven (7) days of the end of the semester in which the days are requested. Written notification of the review committee decision will be sent to the individual, signed by all members of the committee, and delivered by the AEA President.
- 5. The Superintendent shall notify the business office of the decision of the committee so that payback can be initiated.
- 6. Members shall not expect to be granted *all* of the days requested, and should plan leave accordingly. Consideration shall be given to the nature of the request:
  - Serious Illness with Medical Documentation—case by case basis
  - Maternity Leave—Normal Circumstances: 15 days
  - Maternity Leave—Extenuating Circumstances/medical documented: 20 days
- 7. It shall be the responsibility of business office to advise all newly hired, eligible staff

members of the provisions relating to Sick Leave Bank at the time of hire. Thereafter, it shall be the responsibility of participating staff members to submit timely, unprompted, applications when they desire to request days.

Payback:

1. Days borrowed from the bank are to be paid back.
2. When more than one day has been requested, days are to be paid back at a minimum rate of five (5) days per year or as determined by the review committee.

B. Bereavement Leave

1. Teachers shall be allowed a total of not more than four (4) consecutive days on full pay in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, brother, sister or a person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchildren, aunt, uncle, niece, or nephew. A total of one (1) day per year on full pay is allowed for each employee in the case of death of a close friend or neighbor.

Bereavement leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year.

C. Personal Leave

1. Each teacher shall be eligible for three (3) days of paid personal leave per year, cumulative to five (5). Teachers who have three (3), four (4) or five (5) personal days remaining at the end of any contract year will not accrue more than is necessary to bring their total back to five (5). If a teacher has three (3) personal days remaining, the teacher will be given two (2) additional days the following contract year to bring their total back to five (5). If a teacher has four (4) personal days remaining, the teacher will receive one (1) additional day the following contract year. If a teacher has five (5) personal days remaining, the teacher will not be given any additional days. Teachers shall be allowed to use paid personal leave for emergencies, ceremonial events, and family or business appointments which unavoidably conflict with school hours. Requests shall be subject to administrative approval.

One paid personal leave day per year may be used by the teacher for sensitive issues deemed too personal to reveal to the administrator. These days will be subject only to substitute availability and to the existing policies limiting use of such days immediately before or after scheduled vacation.

2. The School District, through the superintendent, may grant additional days of leave, without pay.
3. Requests for personal leave (paid or unpaid) shall be submitted to the building principals at least five (5) days in advance, except in cases of emergency. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time.

D. Professional Leave

1. Teachers may be granted additional days of paid professional leave to attend educational institutes, professional committee work, workshops, etc. Requests for professional leave shall be turned in to the building principal and shall be subject to administrative approval.
2. The School District shall reimburse teachers for expenses such as mileage, meals, fees, etc. encountered during paid professional leave at the following rates:

- a. On student attendance days: up to twenty (20) dollars per day;
  - b. On contract days in which students are not in attendance: up to thirty (30) dollars per day.
  - c. The School District shall pay expenses exceeding the amount listed above only when said expenses are approved in advance by the superintendent.
3. Tuition/registration fees for courses and workshops which do not qualify for horizontal advancement but which will better qualify a teacher for his/her assignment shall be paid by the District, provided that the teacher submits a Request for Payment for Continuing Education Classes to the superintendent and prior approval of the courses or workshops is given by the superintendent. Courses or workshops necessary to meet certification requirements including endorsements will generally not be paid by the District.

E. Jury Duty

1. Teachers called to jury duty shall be paid their regular pay. They shall not forfeit sick leave, personal leave or professional leave. The teacher will return to the school any money received that was not used for mileage, meals or other expenses incurred from the term of duty.

**ARTICLE VI**  
Terms of Employment

A. Annual Employment Period

No later than April 1 each year, the School District will inform the AEA in writing of the number of contract days teachers will be required to work for the ensuing school year. (Appendix C)

B. Normal Work Day

The Board and Association agree it is in the best interest of students, our community, and education professionals for the school to be acknowledged as a professional setting. In order to encourage an environment that promotes this belief, the Board and Association agree to the following principles:

Teachers are professional employees and will meet their professional obligations and structure their workday to achieve this. The normal teacher work day shall not exceed eight hours and fifteen minutes (8 hr. 15 min.). Each teacher is entitled to an average of 45 minutes of planning time per day (does not have to be in a block.)

Professional obligations will be the essential job duties and responsibilities outlined in the position's job description. The job description will be consistent with the expectations in the then current district evaluation system.

C. Part-Time Employees

Part-time employees that work at least .6 FTE yearly shall receive salary and health and dental fringe benefits as provided for elsewhere in this Agreement, pro-rated according to their individual full-time equivalency (FTE). Salary schedule advancement for experience shall be credited at the rate of one year of experience for each year of employment. Any part-time employee will be paid the amount equivalent to a full day if required by the Administration to be in attendance for a full day. Substitute teaching on a voluntary basis is excluded.

D. Payroll

1. The School District shall pay teachers once per month for twelve months, with payment occurring on or before the 20th day of each month.
2. The School District shall make the following required deductions from each teacher's paycheck:
  - a. Federal and state income taxes;
  - b. F.I.C.A./Medicare (7.65% of taxable income as of the contract date);
  - c. Retirement (9.78% of taxable income as of the contract date).
3. If a teacher is receiving a salary in excess of the amount allotted by the schedule, that amount shall be deducted from the teacher's salary by prorating the deduction in equal payments over the months remaining in the contract year. If the teacher is receiving less than the amount allotted by the schedule, that amount shall be added to the teacher's salary by prorating the amount in equal payments over the months remaining in the contract year.
4. The School District shall, upon an individual teacher's request, deduct any combination of the following from that teacher's paycheck:
  - a. premiums for family dental coverage;
  - b. additional life insurance;
  - c. approved tax sheltered annuities.
5. The School District shall pay tuition and fee expenses for teachers enrolled in classes and workshops, and then shall deduct that amount from the teacher's monthly paycheck. The total

amount of such expenses shall be deducted over the period of enrollment only. The School District shall remit payment to the proper agency in a prompt manner.

**ARTICLE VII**  
Personnel File

A. File

Any teacher shall have the right, upon request, to review the content of their own personnel file(s) and to receive, at School District expense, copies of any documents contained therein.

B. Derogatory Material

No material derogatory to a teacher's conduct, service, character, performance, or personality shall be placed in the teacher's personnel file unless the teacher has had the prior opportunity to review the material. The teacher shall acknowledge that he/she had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the superintendent or the superintendent's designee and attached to the file copy.

**ARTICLE VIII**  
Miscellaneous Provisions

A. Nondiscrimination

The School District and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or disciplining of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, disability, or marital status.

B. School District Policy

The School District shall make available to the Association and all teaching employees a copy of all School District policies dealing with employment practices.

C. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. Compliance Between Individual Contract and Master Agreement

Any individual contract between the School District and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

E. Printing Agreement

Copies of the Agreement shall be printed at the expense of the School District within thirty (30) days after the agreement is signed. The Agreement shall be provided to all teachers now employed, hereafter employed, or considered for employment by the School District.

F. The District will make available to the Association direct access to a digital copy of the District policies and cause to be made any updates and/or corrections to the aforementioned policies in a timely fashion.

**ARTICLE IX**  
Grievance Procedure

**Purpose of Grievance.** The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to problems which may occur concerning interpretation, application, or meaning of the terms and conditions of employment of the District. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the District's employees while also maintaining District standards. The acceptance of this procedure does not in any way diminish the legal responsibility for the Board to set education policies for the District.

**Definition of Grievance.** A grievance is a claim by an employee or group of employees that there has been a violation, misinterpretation or misapplication of any terms and condition of employment set forth in this Negotiated Agreement.

**Procedural Steps.** The procedure for handling grievances is as set forth below.

**Step 1 – Written Grievance to the Principal.** The grievant shall initiate the grievance by presenting it in writing to his or her principal within five (5) working days from the date that the grievant knows or should have known of the incident giving rise to the grievance. The grievance must contain a detailed description of all facts giving rise to the grievance, a list of all witnesses, all relevant documents, and the requested resolution. The grievant shall sign and date the grievance. The failure to present the grievance within the five (5) working days shall result in the waiver of the grievance. The principal shall schedule a meeting of the parties in interest within three (3) days of receipt of the written grievance. The grievant must present all evidence at this meeting. The parties shall record this meeting. The principal shall sign and date his or her determination and submit it in writing to the grievant within five (5) working days of the meeting.

**Step 2 – Written Appeal to the Superintendent of Schools.** If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. The appeal shall be based on, and limited to, the facts produced at Step 1. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) working days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) working days of the date of the meeting.

**Step 3 – Appeal to the Board of Education.** If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the School District within five (5) working days of receipt of the superintendent's decision. The School District shall hear the grievance on the record within thirty (30) days in open or closed session in accordance with the law. Neither party may call witnesses in front of the board. The School District shall notify the grievant of its decision within five (5) working days of hearing the grievance.

**Written Presentation.** All grievances presented at Step 1 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at

Step 1 and appeals at Step 2 or Step 3 shall be signed and dated by the aggrieved employee. All written answers submitted by the District shall be signed and dated by the appropriate district representative.

**Grievance Meetings or Hearings.** All meetings and hearings conducted under this procedure up to and including Step 2 shall be conducted in private and shall include only the administration’s representatives, the grievant, the grievant representatives, and witnesses as necessary.

**Association Representation.** A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

**Reprisals.** No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

**Withdrawal of a Grievance.** A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

**Advanced Step Filing.** A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

**Time Limitations.** Time limitations herein are critical. All references to days are to calendar days unless otherwise defined. No grievance shall be accepted by the District unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1, it shall be deemed to be waived. If the grievance is not appealed to Step 2 in a timely manner, it shall be deemed to have been settled in accordance with the District’s Step 1 determination. If the District fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

**ARTICLE X**  
Duration of Agreement

This contract shall be effective as of September 1, 2021 and shall continue in effect until August 31, 2022. If a new and substitute contract has not been duly entered into prior to August 31, 2022 the terms of this contract shall continue in full force and effect until such substitute is adopted, which shall then be fully retroactive to September 1, 2022.

**ARTICLE XI**  
Document Authorization

In witness whereof, the parties hereto caused this contract to be signed by their respective presidents, attested to by their respective chief negotiators, and their signatures to be placed herein, all on the day and year first above written.

Arlington Education Association  
By: \_\_\_\_\_  
Arlington Education Association President

Arlington Board of Education  
By: \_\_\_\_\_  
Arlington Board of Education President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Arlington Education Association Chief Negotiator

Date: \_\_\_\_\_

Arlington Board of Education Chief Negotiator

Date: \_\_\_\_\_

Appendix A  
Arlington Public Schools  
Salary Schedule 2022-2023

2022-2023								
Step	BA	BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27
1	<b>1.00</b>	<b>1.05</b>	<b>1.10</b>	<b>1.15</b>	<b>1.20</b>	<b>1.25</b>	<b>1.30</b>	<b>1.35</b>
	39,830	41,822	43,813	45,805	47,796	49,788	51,779	53,771
2	<b>1.04</b>	<b>1.09</b>	<b>1.14</b>	<b>1.19</b>	<b>1.24</b>	<b>1.29</b>	<b>1.34</b>	<b>1.39</b>
	41,423	43,415	45,406	47,398	49,389	51,381	53,372	55,364
3	<b>1.08</b>	<b>1.13</b>	<b>1.18</b>	<b>1.23</b>	<b>1.28</b>	<b>1.33</b>	<b>1.38</b>	<b>1.43</b>
	43,016	45,008	46,999	48,991	50,982	52,974	54,965	56,957
4	<b>1.12</b>	<b>1.17</b>	<b>1.22</b>	<b>1.27</b>	<b>1.32</b>	<b>1.37</b>	<b>1.42</b>	<b>1.47</b>
	44,610	46,601	48,593	50,584	52,576	54,567	56,559	58,550
5	<b>1.16</b>	<b>1.21</b>	<b>1.26</b>	<b>1.31</b>	<b>1.36</b>	<b>1.41</b>	<b>1.46</b>	<b>1.51</b>
	46,203	48,194	50,186	52,177	54,169	56,160	58,152	60,143
6	<b>1.20</b>	<b>1.25</b>	<b>1.30</b>	<b>1.35</b>	<b>1.40</b>	<b>1.45</b>	<b>1.50</b>	<b>1.55</b>
	47,796	49,788	51,779	53,771	55,762	57,754	59,745	61,737
7	<b>1.24</b>	<b>1.29</b>	<b>1.34</b>	<b>1.39</b>	<b>1.44</b>	<b>1.49</b>	<b>1.54</b>	<b>1.59</b>
	49,389	51,381	53,372	55,364	57,355	59,347	61,338	63,330
8		<b>1.33</b>	<b>1.38</b>	<b>1.43</b>	<b>1.48</b>	<b>1.53</b>	<b>1.58</b>	<b>1.63</b>
		52,974	54,965	56,957	58,948	60,940	62,931	64,923
9			<b>1.42</b>	<b>1.47</b>	<b>1.52</b>	<b>1.57</b>	<b>1.62</b>	<b>1.67</b>
			56,559	58,550	60,542	62,533	64,525	66,516
10				<b>1.51</b>	<b>1.56</b>	<b>1.61</b>	<b>1.66</b>	<b>1.71</b>
				60,143	62,135	64,126	66,118	68,109
11					<b>1.60</b>	<b>1.65</b>	<b>1.70</b>	<b>1.75</b>
					63,728	65,720	67,711	69,703
12						<b>1.69</b>	<b>1.74</b>	<b>1.79</b>
						67,313	69,304	71,296
13						<b>1.73</b>	<b>1.78</b>	<b>1.83</b>
						68,906	70,897	72,889
14						<b>1.77</b>	<b>1.82</b>	<b>1.87</b>
						70,499	72,491	74,482
15							<b>1.86</b>	<b>1.91</b>
							74,084	76,075
16								<b>1.95</b>
								77,669

Appendix A  
Arlington Public Schools  
Salary Schedule 2022-2023

**Extra Duty Pay Schedule 2022-2023  
Appendix B**

AA	A	B	C	DD	D	E	F	G	H	I	J	K
Head Var G/B Track	Head Var FB Head Var VB Head Var WR Head Var GBB Head Var BBB	Head Var XC Head Var SB Head Var Baseball <b>Head Var G TRACK</b> <b>Head Var B TRACK</b>  *If combined, use 1.4 multiplier (Category AA)	Asst Var FB Asst Var VB Asst Var GBB Asst Var BBB Conditioning Coordinator Asst Var WR	HJH G/B Track	Head Var B GOLF Head Var G GOLF Asst Var TR Asst Var SB Asst Var Baseball Head JH-Ast. V FB	HeadJH VB HeadJH BBB HeadJH GBB HeadJH WR HeadJH FB Asst Var XC AJH-Ast. V FB <b>Head JH G Track</b> <b>Head JH B Track</b> *If combined, use 1.4 multiplier (Category DD)	Asst JH BBB Asst JH GBB Asst JH VB Asst JH TR Asst JH WR Asst JH FB Asst JH XC					
		Instrumental Music	Vocal Music		Head Cheer	Dance FBLA Speech Musical Asst Cheer	Drama Asst. Musical Multimedia- Streaming	Jr. Class Sponsor Stu Co Asst. Drama Quiz Bowl Skills USA FFA	Concessions	NHS JH Leadership Yearbook STEM Asst. Skills USA	Tech Asst Book Club Art Club	Soph Spons Fresh Spons Senior Spons
\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830	\$39,830
<b>0.168</b>	<b>0.14</b>	<b>0.12</b>	<b>0.07</b>	<b>0.07</b>	<b>0.06</b>	<b>0.05</b>	<b>0.04</b>	<b>0.03</b>	<b>0.025</b>	<b>0.02</b>	<b>0.02</b>	<b>0.015</b>
1st year <b>\$6,691</b>	1st year <b>\$5,576</b>	1st year <b>\$4,780</b>	1st year <b>\$2,788</b>	1st year <b>\$2,788</b>	1st year <b>\$2,390</b>	1st year <b>\$1,992</b>	1st year <b>\$1,593</b>	1st year <b>\$1,195</b>	1st year <b>\$996</b>	1st year <b>\$797</b>	1st year <b>\$797</b>	1st year <b>\$597</b>
3rd year <b>0.178</b>	3rd year <b>0.15</b>	3rd year <b>0.13</b>	3rd year <b>0.08</b>	3rd year <b>0.08</b>	3rd year <b>0.07</b>	3rd year <b>0.06</b>	3rd year <b>0.05</b>	3rd year <b>0.04</b>	3rd year <b>0.04</b>	3rd year <b>0.025</b>		
6th year <b>0.19</b>	6th year <b>0.16</b>	6th year <b>0.14</b>	6th year <b>0.09</b>	6th year <b>0.09</b>	6th year <b>0.08</b>	6th year <b>0.07</b>	6th year <b>0.06</b>	6th year <b>0.05</b>	6th year <b>0.05</b>	6th year <b>0.04</b>		
9th year <b>0.20</b>	9th year <b>0.17</b>	9th year <b>0.15</b>	9th year <b>0.10</b>	9th year <b>0.10</b>	9th year <b>0.09</b>	9th year <b>0.08</b>	9th year <b>0.07</b>	9th year <b>0.06</b>	9th year <b>0.06</b>	9th year <b>0.05</b>		
12th+ year <b>0.21</b>	12th+ year <b>0.18</b>	12th+ year <b>0.16</b>	12th+ year <b>0.11</b>	12th+ year <b>0.11</b>	12th+ year <b>0.10</b>	12th+ year <b>0.09</b>	12th+ year <b>0.08</b>	12th+ year <b>0.07</b>	12th+ year <b>0.06</b>	12th+ year <b>0.05</b>		
<b>\$8,364.30</b>	<b>\$7,169</b>	<b>\$6,373</b>	<b>\$4,381</b>	<b>\$4,381</b>								

\$39,830.00

**Other Contracted Positions:**

- Facilities Coordinator \$2100
- Summer Band (Flat Rate) \$1500
- Chair School Improvement (Flat Rate) \$2500
- Professional Development (Flat Rate) \$1400
- Extended Contract (IndexXBase)/186 DaysXDays

# Arlington Public School Calendar 2022-2023

Aug 9 -New Teacher Orientation  
 Aug 10-12 -Inservice  
 August 15 -First Day (1:30 Dismiss)★  
 Student Days: 13  
 Teacher Days: 16

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15★	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 8-9-- PT Conferences  
 Feb 10--No School

Student Days: 19  
 Teacher Days: 19

Sept 5--No School Labor Day  
 Sept 19--Teacher Inservice (No Students)

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 9-10 -No School (Break)  
 Mar 15: End of Q3 (45 Days)

Student Days: 21  
 Teacher Days: 21

Student Days: 20  
 Teacher Days: 21

Oct 14--End of Q1 (43 Stud. Days)  
 Oct 18-20: PT Conferences  
 Oct 21- No School (Comp Day)

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 7-10 -No School(Break)  
 Student Days: 18  
 Teacher Days: 18

Student Days: 20  
 Teacher Days: 21

Nov 23-25--No School (Thanksgiving)

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 4 -Track Invite (1:30 Dismiss)  
 May 21 -APS Graduation  
 May 23-26 -Last Day of School  
 (Depending upon snow days)  
 Last Two Days will be 1:30 Dismiss

Student/Teacher Days: 17  
 Quarter 4: 47 Days  
 Semester 2: 92 Student/94 Teacher Days

Student Days: 19  
 Teacher Days: 19

Dec 22-30-- No School (Break)  
 Dec 20-21--7-12 Finals (1:30 Dismiss PK-12)  
 Student Days: 15  
 Teacher Days: 15  
 Quarter 2: 44 Stud. Days  
 Semester 1: 87 Stdt/92 Tchr Days

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Inservice  
 Students Return  
 No School  
 Parent Teacher Conferences  
 1:30 Dismissal  
 Last Day

Jan 2-4--No School Students  
 Jan 5- Teacher Inservice  
 Jan 6--Students Return ☆  
 Jan 16--Teacher Inservice

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6★	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Specific schedules for Parent Teacher Conferences will be released as we approach the dates.

Student Days: 17  
 Teacher Days: 19