

Mitchell Public Schools Board of Education
Meeting
Monday, August 11, 2025 7:30 PM
High School Library
1819 19th Ave
Mitchell, NE 69357

1. Call to Order

2. Roll call

3. Consent agenda

- 3.1. Excuse absent board members

- 3.2. Adopt agenda

- 3.3. Approve board minutes

3.4. Approve Expenditures

3.5. Sale/Disposal of District Property

4. From the community

5. Sharing of Excellence

6. Teacher Representative

7. Old Business

7.1. First Read of Policy #1005.13: Parental Access to Library Materials

7.2. First Read of Changes to Policy #502.09: Alternative School for Expelled Students

7.3. First Read Changes to Policy #611.02: Student Promotion, Retention, or Acceleration

7.4. Discuss and/or Possibly Approve Out of State FFA Nationals

7.5. Update on Summer Projects

8. New Business

8.1. Discussion of Budget

8.2. Approve Staff Handbooks for the 2025-2026 School Year

9. Reports and Proposals

9.1. From the Board

9.2. From Administration

10. Dates to Remember

11. Adjourn

Mitchell Public Schools Board of Education Meeting
High School Library
Monday, July 14th, 2025 7:30 P.M.

1. Call to Order
2. Roll Call
3. Consent Agenda

Motion to approve the consent agenda as presented, passed with a motion by Paul Pieper and a second by Dustan Keener. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

3.1 Excuse Absent Board Member(s)

3.2 Adopt Agenda

3.3 Approve Board Minutes

3.4 Approve Expenditures

1. Payroll: \$616,600.76
2. General Fund Bills Payable: \$168,415.74
3. Special Building Fund Bills Payable: \$96,660.53

3.5 Sale/Disposal of District Property

4. From The Community

5. Sharing of Excellence

6. Teacher Representative

7. Old Business

7.1 Additional Foyer Enhancements

Discussion: Dr. Urbanek and the Board discussed moving trophy cases, adding tables and in the future purchasing an interactive board for electronic displays.

7.2 Final Read for Policy #504.12: Cell Phones and Other Electronic Communication Devices

Motion to approve the final read of Policy #504.12: Cell Phones and Other Electronic Communication Devices, passed with a motion by Doug Keener and a second by Mark Spencer. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

7.3 Final Read for Policy #504.06: Student Dress Code and Grooming

Motion to approve the final read of Policy #504.06: Student Dress Code and Grooming, passed with a motion by Brad Helgerson and a second by Paul Pieper. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

7.4 Final Read for Policy #506.10: Physicals

Motion to approve the final read of Policy #506.10: Physicals, passed with a motion by Doug Keener and a second by Mark Spencer. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

7.5 Final Read for Policy #604.16: Behavioral Intervention and Classroom Management

Motion to approve the final read of Policy #604.16: Behavioral Intervention and Classroom Management, passed with a motion by Paul Pieper and a second by Dustan Keener. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

7.6 Final Read for Policy #1005.03: Parental and Family Involvement

Motion to approve the final read of Policy #1005.03: Parental and Family Involvement, passed with a motion by Mark Spencer and a second by Dustan Keener. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

7.7 Final Read for Policy #506.01: Student Activity Eligibility

Motion to approve the final read of Policy #506.01: Student Activity Eligibility, passed with a motion by Doug Keener and a second by Paul Pieper. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

8. New Business

8.1 Discussion of Collaborative Effort for Trades-Based Programming

Discussion: Mr. Peters stated that Craig Hicks would like to entertain a development of trades based programming for area schools. He also stated that this programming is in the beginning stages.

8.2 Discussion of Budget

Discussion: Dr. Urbanek reported on the 2024-2025 school year budget.

8.3 Approve Additional Base Growth Percentage for the 2025-2026 School Year

Motion to approve the additional Base Growth Percentage up to 6% for the 2025-2026 School Year, passed with a motion by Doug Keener and a second by Brad Helgerson. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

8.4 First Read of Policy #1005.13: Parental Access to Library Materials

Discussion: The Board had the first reading of Policy #1005.13: Parental Access to Library Materials.

8.5 First Read of Changes to Policy #502.09: Alternative School for Expelled Students

Discussion: The Board had the first reading changes to Policy #502.09: Alternative School for Expelled Students.

8.6 First Read of Changes to Policy #611.02: Student Promotion, Retention or Acceleration

Discussion: The Board had the first reading of changes to Policy #611.02: Student Promotion, Retention or Acceleration.

8.7 Set Meal Prices for the 2025-2026 School Year

Motion to approve the meal prices as following the 2025-2026 School Year: Elementary Breakfast- \$2.50; JH/HS Breakfast- \$2.75; Adult Breakfast- \$3.75; Elementary Lunch- \$3.25; JH/HS Lunch- \$3.50 and Adult Lunch \$5.00, passed with a motion by Brad Helgerson and a second by Paul Pieper. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

8.8 Approve Student Handbooks for the 2025-2026 School Year

Motion to approve the Student Handbooks for the 2025-2026 School Year with corrections, passed with a motion by Doug Keener and a second by Mark Spencer. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

8.9 Renew Membership to NE Rural Communities Schools Association for \$850.00

Motion to renew membership to Nebraska Rural Communities Schools Association in the amount of \$850.00, passed with a motion by Doug Keener and a second by Brad Helgerson. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

8.10 Consider Proposal for FFA National Convention

Discussion: The Board discussed Mitchell FFA attending National FFA Convention and stated that more information is needed.

9. Reports and Proposals

9.1 From the Board

9.2 From the Administration

The Board accepted the Administration's written reports.

10. Dates to Remember

August 20th: Are Membership Meeting, Gering

11. Executive Session

12. Adjourn

Motion to adjourn at 8:49 P.M., passed with a motion by Doug Keener and a second by Paul Pieper. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

/s/ Jeff Jenkins
Chairperson

/s/ Katherine Urbanek
Superintendent

08/06/2025 3:05 PM

Unposted; Batch Description August 2025 Payroll-0001; Check Number 14 Records
Selected; Check Type Check

User ID: KLM

Checking Account ID: 1

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>	
53268	08/20/2025				SECFIN	ASSURITY LIFE INSURANCE COMPANY	10.70	
53269	08/20/2025				BCBSNE	BLUE CROSS BLUE SHIELD OF NE	73,449.18	
53270	08/20/2025				EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	105,260.55	
53271	08/20/2025				HOMAIN	HORACE MANN INSURANCE COMPANY	2,576.05	
53272	08/20/2025				HORACEMAN1	Horace Mann Insurance Company	1,177.89	
53273	08/20/2025				HORACEMANN	Horace Mann Life Insurance Company	3,984.00	
53274	08/20/2025				GUARDIAN	Madison National Life	616.00	
53275	08/20/2025				MADNAT	MADISON NATIONAL LIFE	910.39	
53276	08/20/2025				MGTRUST	MATRIX TRUST COMPANY (DEN)	250.00	
53277	08/20/2025				NCSPC	NEBRASKA CHILD SUPPORT PAYMENT CENTER	847.00	
53278	08/20/2025				SITNE	NEBRASKA DEPARTMENT OF REVENUE	15,412.62	
53279	08/20/2025				RET	NEBRASKA SCHOOL RETIREMENT SYS	77,124.20	
53280	08/20/2025				PINNBANK	PINNACLE BANK	5,255.69	
53281	08/20/2025				GUALIF	Vision Service Plan (CT)	799.09	
Check Type Total:		Check			Void Total:	0.00	Total without Voids:	287,673.36
Checking Account Total:		1			Void Total:	0.00	Total without Voids:	287,673.36
		Grand Total:			Void Total:	0.00	Total without Voids:	287,673.36



Summary of Account Activity

Account Ending in	1295
Previous Balance	\$535.50
Payments	\$585.14
Other Credits	\$0.00
Purchases & Debits	\$1,761.51
Purchases	\$1,761.51
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$1,711.87
Statement Closing Date	08/02/2025
Days in Billing Cycle	31
Credit Limit	\$12,500.00
Available Credit	\$10,788.00
Cash Limit	\$12,500.00
Available Cash	\$10,788.00

Questions? View your account information online at www.pinnbank.com or call our Customer Service Center toll free at 1-855-325-0903 or 1-571-526-3513.

Send Billing Inquiries and Correspondence to:
P.O. Box 2087, Omaha, NE 68103-2087

Mail Payments to: P.O. Box 2711, Omaha, NE 68103-2711

REWARD SUMMARY

Beginning Points	292,288
Points Earned	0
Points Redeemed	0
Points Expired	0
New Points Balance	0
Points Expiring First of Next Month	0

Payment Information

New Balance	\$1,711.87
Payment Due Date	08/27/2025
Minimum Payment Due	\$52.00

Late Payment Warning:
If we do not receive your minimum payment by the date listed above, you may have to pay a late fee up to \$0.00.

Minimum Payment Warning:
If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this account and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Only the Minimum Payment	5 years	\$1,712.00
\$48.00	3 years	\$1,712.00 (Savings = \$0.00)

If you would like information about credit counseling services, call 1-855-325-0903

TEAR OFF THIS PAYMENT STUB AND MAIL WITH YOUR CHECK OR MONEY ORDER TO THE ADDRESS BELOW.

Pinnacle Bank
5651 S 59th St.
Lincoln NE 68516-2388



Account Ending In	1295
Payment Due Date	08/27/2025
New Balance	\$1,711.87
Minimum Payment Due	\$52.00

Make Check Payable To: \$

MITCHELL PUBLIC SCHOOLS
1819 19TH AVE
MITCHELL NE 69357-1112

Pinnacle Bank
P.O. Box 2711
Omaha NE 68103-2711



447996212050282300000005200000001711877



Account Summary				
Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge	Promo End Date
Purchases	0.00%	\$0.00	\$0.00	
Cash Advance	0.00%	\$0.00	\$0.00	
Balance Transfer	0.00%	\$0.00	\$0.00	

Important Information				
THANK YOU FOR CHOOSING PINNACLE BANK FOR YOUR CREDIT CARD NEEDS.				
REWARDS SUMMARY REFLECTS POINTS ACTIVITY THROUGH THE END OF THE PREVIOUS MONTH. ALWAYS REFER TO YOUR UCHOOSE REWARDS ONLINE ACCOUNT FOR YOUR CURRENT POINTS BALANCE.				

Payments and Credits				
Post Date	Tran Date		Reference Number	\$ Amount
Payments				
MITCHELL PUBLIC SCHOOLS			XXXX XXXX XXXX 1295	\$585.14-
07/19	07/19	Payment Mail Thank You Lincoln Ne	7447996691XGXEN13	\$585.14-

Purchases and Debits				
Post Date	Tran Date		Reference Number	
MITCHELL PUBLIC SCHOOLS			XXXX XXXX XXXX 1295	Total Activity \$94.50
07/14	07/14	Sq *Hullinger Glass & Loc Scottsbluff Ne	24692166430F3506L	\$25.50
07/24	07/24	Courtyard By Marriott Lincoln Ne	24692166E30E03VQF	\$69.00
MITCHELL PUB SCHL 1			XXXX XXXX XXXX 4772	Total Activity \$454.52
07/10	07/10	Gatorad*Shop 800-433-2652 Il	24116415ZMMAFFX1	\$454.52
MITCHELL PUB SCHL 3			XXXX XXXX XXXX 0533	Total Activity \$668.02
07/10	07/10	Phillips 66 - Timesaver 3 North Platte Ne	24034545201SMVNY5	\$83.09
07/10	07/10	Kwik Stop #4 Oasis Tc North Platte Ne	24941666052BV81X4	\$67.62
07/15	07/15	Whoa & Go West #7 Broken Bow Ne	24941666454B4K9WG	\$64.57
07/16	07/16	Pump & Pantry #17 Ord Ne	242316866BXY6P2D	\$16.48
07/16	07/16	Pump & Pantry #17 Ord Ne	242316866BXY6P2M	\$66.50
07/16	07/16	Pump & Pantry #17 Ord Ne	242316866BXY6P36	\$73.41
07/19	07/19	Western Cooperative Comp Crawford Ne	24943006978BEQAFZ	\$70.31
07/19	07/19	Western Cooperative Comp Crawford Ne	24943006978BEQAGH	\$66.27
07/20	07/20	Black Hills Bagels Cardp Rapid City Sd	248019769Q1LB8GST	\$69.87
07/21	07/21	Essential Fuels Scottsbluff Ne	24941666B57AQEZYK	\$89.90
MITCHELL PUB SCHL 2			XXXX XXXX XXXX 0657	Total Activity \$544.47
07/22	07/22	Dollar General #17426 Crawford Ne	24445006Q00W70XY1	\$13.91
07/22	07/22	Sq *Hughes Dairy Sweet Ll Crawford Ne 6 Ne	24692166B2Y3ZPK11	\$51.07
07/22	07/22	Fort Robinson Sp Crawford Ne	24717056Q3HM3M3Z7	\$180.00
07/22	07/22	Fort Robinson Sp Crawford Ne	24717056Q3HM3M4AB	\$56.00
07/22	07/22	Fort Robinson Inn Restaur Crawford Ne	24717056Q3HM682RB	\$148.12
07/25	07/25	Hobby-Lobby #639 Scottsbluff Ne	24137466F5SGS83YA	\$95.37

2025 Total Year-To-Date	
Total Fees charged in 2025	\$0.00
Total Interest charged in 2025	\$0.00



Corporate Account Name: MITCHELL PUBLIC SCHOOLS
Account Name: MITCHELL SCHOOLS

Corporate Number: 00005587
Account Ending In: 9900

Summary of Account Activity

Previous Account Balance	\$0.00	Statement Closing Date	08/02/2025
Payments and Credits	\$0.00	Days This Period	31
Purchases and Debits	\$105.35	Credit Limit	\$12,500.00
Cash Advances	\$0.00	Available Credit	\$12,394.00
Fees	\$0.00	Cash Limit	\$0.00
Finance Charges	\$0.00	Available Cash	\$0.00
<hr/>			
New Ending Balance	\$105.35	Payment Due Date	08/27/2025
		Payment Amount Due	\$105.35
Total Amount of Disputes	\$0.00		

Questions? View your account information online at www.pinnbank.com or call our Customer Service Center toll free at 1-855-325-0903 or 1-571-526-3513.

Send Billing Inquiries and Correspondence to:
 P.O. Box 2087, Omaha, NE 68103-2087

Mail Payments to: P.O. Box 2711, Omaha, NE 68103-2711

Pinnacle Bank
 5651 S 59th St.
 Lincoln NE 68516-2388



Account Ending In 9900
Payment Due Date 08/27/2025
New Balance \$105.35
Minimum Payment Due \$105.35

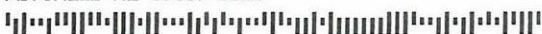
Make Check Payable To:

\$

MITCHELL SCHOOLS
 MITCHELL PUBLIC SCHOOLS
 1819 19TH AVE
 MITCHELL NE 69357-1112

00055403
 A202

Pinnacle Bank
 P.O. Box 2711
 Omaha NE 68103-2711



434012412510546900000010535000000105359



Reward Summary

Beginning Points	49,028
Points Earned	0
Points Redeemed	0
Points Expired	0
New Points Balance	0
Points Expiring First of Next Month	0

Important Information

THANK YOU FOR CHOOSING PINNACLE BANK FOR YOUR CREDIT CARD NEEDS.

REWARDS SUMMARY REFLECTS POINTS ACTIVITY THROUGH THE END OF THE PREVIOUS MONTH.
ALWAYS REFER TO YOUR UCHOOSE REWARDS ONLINE ACCOUNT FOR YOUR CURRENT POINTS BALANCE.

Transactions

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/22	07/22	24427336BLYPM7DZL	MAVERIK #442 SCOTTSBLUFF NE	\$54.45
07/25	07/25	24943006F7Q0HQJ0S	CENEX ZIP TRIP OGALLALA NE	\$50.90
			Total Activity	\$105.35
			Total Fees This Period	\$0.00
08/02	08/02		Interest Charge on Purchases	\$0.00
08/02	08/02		Interest Charge on Cash Advances	\$0.00
			Total Interest This Period	\$0.00

Finance Charges

Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge
Purchases	12.90%	\$0.00	\$0.00
Cash Advance	12.90%	\$0.00	\$0.00
Balance Transfer	12.90%	\$0.00	\$0.00

2025 Total Year-to-Date

Total fees charged in 2025	\$0.00
Total interest charged in 2025	\$0.00

Mitchell Public Schools

Board Report - Detail after checks are printed

08/08/2025 10:43 AM

Unposted; Batch Description August 2025 Bills Payable-0001

User ID: KLM

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
AMAZON CAPITAL SERVICES	IHHL-X1VN-L1F9	53282	347.25
01 2410 610 002 1	Furniture- Kearns		347.25
AMAZON CAPITAL SERVICES	1MTQ-Q7DL-JXXN	53282	639.99
01 1190 610 000 0	Pre-K Storage Shed		639.99
AMAZON CAPITAL SERVICES	1N1R-DNTC-VKCV	53282	105.98
01 1200 610 002 1	SPED Step Stool		105.98
AMAZON CAPITAL SERVICES	1TGH-DTRJ-6Q3N	53282	325.92
01 2490 610 001 2	Furniture- Newland		162.96
01 2190 610 001 2	Furniture- Newland		162.96
AMAZON CAPITAL SERVICES	1VG9-MKDR-XQND	53282	158.97
01 2490 610 001 2	Furniture- Newland		158.97
AMAZON CAPITAL SERVICES	1XJ4-9J9L-MQKD	53282	81.25
01 2320 610 000 0	Staff Books		81.25
AMAZON CAPITAL SERVICES	1YDJ-Q7RJ-NQ1G	53282	419.94
01 2230 610 000 0	TECH SUPPLIES		194.97
01 1200 610 000 0	Monitors- Batterman		149.98
01 2230 610 000 0	TECH SUPPLIES		74.99
Total AMAZON CAPITAL SERVICES			2,079.30
AMSTERDAM	7886904	53283	160.72
01 2410 610 002 1	Refill Academic Planner 7x10		160.72
Total AMSTERDAM			160.72
BIO CORPORATION	1073998	53284	282.55
01 1100 610 001 2	Earthworms 7"-9"		28.40
01 1100 610 001 2	Pig Kidney		77.25
01 1100 610 001 2	Kidney Guide		59.70
01 1100 610 001 2	Scissors		22.50
01 1100 610 001 2	Animal Slides		24.00
01 1100 610 001 2	Insect Slides		24.00
01 1100 610 001 2	Shipping		46.70
Total BIO CORPORATION			282.55
COMPUTER HARDWARE INC.	164741	53285	2,648.00
01 2230 610 002 1	See Quote 164741 for Interactive TV		2,648.00
Total COMPUTER HARDWARE INC.			2,648.00
CONNECTING POINT	32820	53286	524.00
01 1100 610 001 2	Copy Charges		262.00
01 1100 610 002 1	Copy Charges		262.00
Total CONNECTING POINT			524.00
CULLIGAN OF SCOTTSBLUFF	July Stmt. 25a	53287	16.00
01 2620 431 001 2	Rental		16.00
CULLIGAN OF SCOTTSBLUFF	July Stmt. 25b	53287	16.00
01 2620 431 002 1	Rental		16.00
Total CULLIGAN OF SCOTTSBLUFF			32.00
Cutting Edge Curriculum, Inc.	1371	53288	2,100.00

08/08/2025 10:43 AM

Unposted; Batch Description August 2025 Bills Payable-0001

User ID: KLM

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 641 001 2	See Est. 1226 for AG Curriculum		2,100.00
Total Cutting Edge Curriculum, Inc.			2,100.00

DAS State Accounting- Central Finance	1485781	53289	292.87
01 2224 382 000 0	DISTANCE EDUCATION AND TELECOMMUNICATION		292.87
Total DAS State Accounting- Central Finance			292.87

DENNIS SUPPLY COMPANY	SB0002175631-001	53290	689.30
01 2610 610 000 0	SUPPLIES		689.30
Total DENNIS SUPPLY COMPANY			689.30

Docu-Shred	18007	53291	270.00
01 2510 890 000 0	Document Shredding		270.00
Total Docu-Shred			270.00

EDUCATIONAL SERVICE UNIT #13	73125	53292	8,020.60
01 6408 591 002 1	PURCHASED SERVICES- ESU 0-2		1,537.90
01 6408 591 002 2	PURCHASED SERVICES- ESU 3-5		(72.61)
01 1200 591 002 1	PURCHASED SERVICES- ESU		925.54
01 6408 591 002 1	PURCHASED SERVICES- ESU 0-2		1,182.92
01 6408 591 002 2	PURCHASED SERVICES- ESU 3-5		259.52
01 6408 591 002 1	PURCHASED SERVICES- ESU 0-2		521.64
01 6408 591 002 2	PURCHASED SERVICES- ESU 3-5		355.71
01 1200 591 002 1	PURCHASED SERVICES- ESU		745.20
01 1200 591 001 2	PURCHASED SERVICES- ESU		206.55
01 2224 340 000 0	OTHER PROF SERVICES		1,964.33
01 2220 735 002 1	TECHNOLOGY SOFTWARE		196.95
01 2220 735 001 2	TECHNOLOGY SOFTWARE		196.95
Total EDUCATIONAL SERVICE UNIT #13			8,020.60

ESU Coordinating Council	COOP003140	53293	1,900.00
01 2220 642 001 2	Movie Licensing		950.00
01 2220 642 002 1	Movie Licensing		950.00
ESU Coordinating Council	COOP003336	53293	356.50
01 2220 642 001 2	World Book		178.25
01 2220 642 002 1	World Book		178.25
ESU Coordinating Council	NCN0000102	53293	311.61
01 2230 340 000 0	Fortimail		311.61
Total ESU Coordinating Council			2,568.11

FLOYD'S TRUCK CENTER	R101041569:01	53294	1,929.09
01 2730 431 000 0	2017 FL DOT/Maint.		1,929.09
FLOYD'S TRUCK CENTER	R101041588:01	53294	3,120.34
01 2730 431 000 0	2012 Thomas DOT/Maint.		3,120.34
FLOYD'S TRUCK CENTER	R101041756:01	53294	2,453.11
01 2730 431 000 0	2010 Thomas DOT/Maint.		2,453.11
Total FLOYD'S TRUCK CENTER			7,502.54

FOLLETT CONTENT SOLUTIONS LLC	589406F	53295	187.36
01 2220 640 002 1	See List for 2025-2026 Elem. Books		187.36
FOLLETT CONTENT SOLUTIONS LLC	589633F	53295	304.30
01 2220 640 001 2	See List for 2025-2026 HS. Books		304.30

Board Report - Detail after checks are printed

Mitchell Public Schools

Unposted; Batch Description August 2025 Bills Payable-0001

08/08/2025 10:43 AM

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Total FOLLETT CONTENT SOLUTIONS LLC			491.66
Harco Athletic Reconditioning, Inc.	31221	53296	2,850.00
01 2190 610 001 2	Football Supplies		2,850.00
Total Harco Athletic Reconditioning, Inc.			2,850.00
HARRIS SCHOOL SOLUTIONS	DATMN0003090	53297	536.61
01 2510 735 000 0	Attendance Enterprise		536.61
Total HARRIS SCHOOL SOLUTIONS			536.61
HOLIDAY INN	072525	53298	1,959.30
01 2190 580 001 2	Admin Days Motel- Newland		279.90
01 2320 580 000 0	Admin Days Motel- Urbanek		419.85
01 2230 580 000 0	Admin Days Motel- Eberspecher		419.85
01 1200 580 000 0	Admin Days Motel- Batterman		419.85
01 2410 580 002 1	Admin Days Motel- Kearns		419.85
Total HOLIDAY INN			1,959.30
HOME DEPOT	59809	53299	102.87
01 2610 610 001 2	FACS Gas Lines		102.87
Total HOME DEPOT			102.87
HOUGHTON MIFFLIN HARCOURT	956328798	53300	9,988.98
01 1100 610 002 1	See Proposal 9282557 for Saxon Math		9,988.98
Total HOUGHTON MIFFLIN HARCOURT			9,988.98
IDEAL LINEN SUPPLY INC	July Stmt. 25a	53301	735.70
01 2620 610 002 1	SUPPLIES		735.70
IDEAL LINEN SUPPLY INC	July Stmt. 25b	53301	946.20
01 2620 610 001 2	SUPPLIES		946.20
Total IDEAL LINEN SUPPLY INC			1,681.90
Independent Plumbing & Heating Inc.	206256	53302	222.10
01 2610 610 002 1	SUPPLIES		222.10
Total Independent Plumbing & Heating Inc.			222.10
Innovative Office Solutions LLC	4893207	53303	6,261.45
01 2230 610 000 0	2025-2026 COOP		719.44
01 1190 610 000 0	2025-2026 COOP		719.35
01 1100 610 002 1	2025-2026 COOP		1,475.81
01 2320 610 000 0	2025-2026 COOP		93.30
01 1200 610 002 1	2025-2026 COOP		256.65
01 1100 610 001 2	2025-2026 COOP		795.35
01 1100 610 001 2	2025-2026 COOP		372.20
01 1100 610 001 2	2025-2026 COOP		12.25
01 1200 610 000 0	2025-2026 COOP		135.60
01 6200 610 002 1	2025-2026 COOP		181.39
01 1100 610 001 2	2025-2026 COOP		355.20
01 2410 610 002 1	2025-2026 COOP		154.20
01 1100 610 001 2	2025-2026 COOP		138.96
01 1100 610 001 2	2025-2026 COOP		25.60
01 1200 610 002 1	2025-2026 COOP		238.99
01 3300 610 002 1	2025-2026 COOP		150.69

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Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 610 001 2	2025-2026 COOP		35.20
01 1100 610 001 2	2025-2026 COOP		75.67
01 1100 610 001 2	2025-2026 COOP		49.20
01 1100 610 001 2	2025-2026 COOP		82.05
01 1100 610 001 2	2025-2026 COOP		2.02
01 1100 610 001 2	2025-2026 COOP		55.34
01 2190 610 001 2	2025-2026 COOP		136.99
Total Innovative Office Solutions LLC			6,261.45

JW Pepper & Son, Inc.	367622929	53304	65.00
01 1100 610 001 2	2025-2026 Sheet Music		65.00
Total JW Pepper & Son, Inc.			65.00

Matheson Tri-Gas Inc.	52546052	53305	113.94
01 1100 610 001 2	Welding Supplies		113.94
Total Matheson Tri-Gas Inc.			113.94

MCGRAW HILL EDUCATION	136869368002	53306	5,360.25
01 6200 610 002 1	Reading Mastery K Wkbk A		441.00
01 6200 610 002 1	Reading Masteyr K Wkbk B		529.20
01 6200 610 002 1	Reading Mastery K Wkbk C		882.00
01 6200 610 002 1	Reading Mastery K Storybook		519.00
01 6200 610 002 1	Reading Mastery Grade 1, Wkbk A		529.20
01 6200 610 002 1	Reading Mastery Grade 1, Wkbk B		352.80
01 6200 610 002 1	Reading Mastery Grade 1, Wkbk C		246.96
01 6200 610 002 1	Reading Mastery Grade 2, Wkbk A		264.60
01 6200 610 002 1	Reading Mastery Grade 2, Wkbk B		211.68
01 6200 610 002 1	Reading Mastery K Teachers Guide		1,023.21
01 6200 610 002 1	Shipping		360.60

MCGRAW HILL EDUCATION	137176262001	53306	1,077.73
01 1200 610 002 1	Language for Writing, Book B		331.65
01 1200 610 002 1	Language for Writing, Student Wkbk		113.85
01 1200 610 002 1	Reading Mastery, Kdg Spelling Book		50.94
01 1200 610 002 1	Reading Mastery, 1st Spelling Book		50.94
01 1200 610 002 1	Reading Mastery, Kdg Wkbk A		88.20
01 1200 610 002 1	Reading Mastery, Kdg Wkbk B		88.20
01 1200 610 002 1	Reading Mastery, Kdg Wkbk C		88.20
01 1200 610 002 1	Reading Mastery, 1st Wkbk A		88.20
01 1200 610 002 1	Reading Mastery, 1st Wkbk B		88.20
01 1200 610 002 1	Shipping		89.35

MCGRAW HILL EDUCATION	137258977001	53306	3,727.30
01 1100 640 001 2	See Quote SDADA-05092025080659-001 for T		3,727.30
Total MCGRAW HILL EDUCATION			10,165.28

MENARDS	28192	53307	18.99
01 2610 610 001 2	SUPPLIES		18.99
MENARDS	28261	53307	43.39
01 2610 610 001 2	SUPPLIES		43.39
MENARDS	28680	53307	8.47
01 2610 610 001 2	SUPPLIES		8.47
MENARDS	28731	53307	39.98
01 2610 610 002 1	SUPPLIES		39.98
MENARDS	29014	53307	396.95

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Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2610 610 001 2	SUPPLIES		396.95
MENARDS	29069	53307	25.98
01 2610 610 002 1	SUPPLIES		25.98
MENARDS	29115	53307	113.45
01 2610 610 002 1	SUPPLIES		113.45
MENARDS	29415	53307	41.88
01 2610 610 002 1	SUPPLIES		41.88
MENARDS	29449	53307	17.91
01 2610 610 001 2	SUPPLIES		17.91
MENARDS	29465	53307	101.77
01 2610 610 002 1	SUPPLIES		101.77
MENARDS	29775	53307	67.12
01 2610 610 001 2	SUPPLIES		67.12
MENARDS	29829	53307	244.74
01 2610 610 001 2	SUPPLIES		244.74
Total MENARDS			1,120.63
MF ATHLETIC	344949	53308	216.90
01 1100 610 001 2	16lb. Soft Toss Elite		102.95
01 1100 610 001 2	20lb. Soft Toss Elite		113.95
Total MF ATHLETIC			216.90
MRG Hauff	172228	53309	2,622.42
01 2190 610 001 2	2025-2026 COOP		1,567.82
01 2610 610 001 2	2025-2026 COOP		415.35
01 2190 610 001 2	2025-2026 COOP		639.25
Total MRG Hauff			2,622.42
NASB-ALICAP	080125	53310	97,108.00
01 2510 520 000 0	2025-2026 Insurance Renewal		21,981.00
01 2620 520 001 2	2025-2026 Insurance Renewal		37,563.50
01 2620 520 002 1	2025-2026 Insurance Renewal		37,563.50
Total NASB-ALICAP			97,108.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	732866	53311	140.00
01 1200 810 000 0	School Law- Batterman		140.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	733179	53311	200.00
01 1200 810 000 0	NASES Conf- Batterman		200.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	87206	53311	308.00
01 2320 810 000 0	Admin Days- Urbanek		308.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	87950	53311	100.00
01 2320 810 000 0	Business Manager Workshop		100.00
Total NE COUNCIL OF SCHOOL ADMINISTRATORS			748.00
PINNACLE BANK-VISA	073125	53312	105.35
01 2320 580 000 0	Admin Days Fuel		54.45
01 2320 580 000 0	Admin Days Fuel		50.90
Total PINNACLE BANK-VISA			105.35
PINNACLE BANK-VISA	073125	53313	692.65
01 2610 610 001 2	HS Keys		25.50
01 2190 580 001 2	Coaches Clinic- Parking		69.00
01 2710 626 000 0	VB Camp Fuel		67.62

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Vendor Name	Invoice Number	Check Number	Amount
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01 2710 626 000 0	VB Camp Fuel		83.09
01 2710 626 000 0	VB Camp Fuel		64.57
01 2710 626 000 0	VB Camp Fuel		16.48
01 2710 626 000 0	VB Camp Fuel		73.41
01 2710 626 000 0	VB Camp Fuel		66.50
01 2710 626 000 0	VB Camp Fuel		70.31
01 2710 626 000 0	VB Camp Fuel		66.27
01 2190 580 001 2	Coaches Clinic Fuel		89.90
Total PINNACLE BANK-VISA			692.65
Platte River Glass	9025	53314	675.00
01 2730 431 000 0	2021 FL Repair		675.00
Platte River Glass	9026	53314	675.00
01 2730 431 000 0	2015 FL Repair		675.00
Platte River Glass	9059	53314	323.00
01 2730 431 000 0	2014 Ford Van Repair		323.00
Platte River Glass	9060	53314	323.00
01 2730 431 000 0	2011 Ford Van Repair		323.00
Total Platte River Glass			1,996.00
PowerSchool Group LLC	10019194	53315	(1,358.21)
01 1100 735 001 2	Credit Memo Acct. #10019194		(1,358.21)
PowerSchool Group LLC	451438	53315	7,657.30
01 1100 735 001 2	Schoology Renewal		7,657.30
Total PowerSchool Group LLC			6,299.09
Pyramid School Products	S1487739.004	53316	22.00
01 1100 610 001 2	2025-2026 COOP		22.00
Total Pyramid School Products			22.00
QUICK CARE MEDICAL SERVICES INC.	4027238	53317	250.00
01 2710 890 000 0	DOT- Hazzard/Rein		250.00
Total QUICK CARE MEDICAL SERVICES INC.			250.00
QUILL CORP.	44882712	53318	786.45
01 2320 610 000 0	SUPPLIES		786.45
QUILL CORP.	44926161	53318	135.49
01 2410 610 001 2	SUPPLIES		135.49
Total QUILL CORP.			921.94
ReadNaturally	273681	53319	1,560.00
01 1200 610 002 1	Read Live Licenses		780.00
01 6200 610 002 1	Read Live Licenses		780.00
Total ReadNaturally			1,560.00
S & S PLUMBING	29697	53320	233.00
01 2610 431 001 2	HS Repairs		233.00
S & S PLUMBING	29728	53320	39.38
01 2610 610 001 2	SUPPLIES		39.38
Total S & S PLUMBING			272.38
SCHOLASTIC INC.	M75956714	53321	1,922.25
01 1100 610 002 1	See Attached Quote for Magazines		1,922.25

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Vendor Name	Invoice Number	Check Number	Amount
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Account Number	Detail Description		Amount
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Total	SCHOLASTIC INC.		1,922.25
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SHERWIN WILLIAMS	0546-1	53322	451.70
01 2610 610 002 1	SUPPLIES		451.70
Total	SHERWIN WILLIAMS		451.70

SPIC & SPAN CLEANERS	7282	53323	239.00
01 2620 610 001 2	SUPPLIES		239.00
Total	SPIC & SPAN CLEANERS		239.00

STAPLES BUSINESS ADVANTAGE	6036563102	53324	46.44
01 1100 610 002 1	2025-2026 COOP		46.44
Total	STAPLES BUSINESS ADVANTAGE		46.44

TEACHER DIRECT	02352	53325	295.84
01 1200 610 002 1	Record Book		7.88
01 1200 610 002 1	2nd Weekly Reader		12.88
01 1200 610 002 1	3rd Weekly Reader		12.88
01 1200 610 002 1	4th Weekly Reader		12.88
01 1200 610 002 1	Magnetic Labels		9.88
01 1200 610 002 1	One Min Timer		16.88
01 1200 610 002 1	Three Min Timer		16.88
01 1200 610 002 1	Five Min Timer		16.88
01 1200 610 002 1	Ten Min Timer		16.88
01 1200 610 002 1	Fifteen Min Timer		16.88
01 1200 610 002 1	Record Book		7.88
01 1200 610 002 1	Magnetic Borders		35.64
01 1200 610 002 1	Plastic Bins		49.76
01 1200 610 002 1	Plastic Bins		61.76

TEACHER DIRECT	02390	53325	297.86
01 1100 610 002 1	20 Color Assortment		54.88
01 1100 610 002 1	Plastic School Rulers		16.88
01 1100 610 002 1	Magnetic Whiteboard Erasers		22.58
01 1100 610 002 1	Sharpie Metallic Markers		10.88
01 1100 610 002 1	Dry Erase Pockets		24.08
01 1100 610 002 1	Polka Dots Magnetic Labels		19.76
01 1100 610 002 1	Sharpie Flip Chart Markers		22.88
01 1100 610 002 1	Magnetic Digital Timer		39.40
01 1100 610 002 1	100 Task Cards		12.88
01 1100 610 002 1	100 Task Cards		12.88
01 1100 610 002 1	Wide Book Bins		47.88
01 1100 610 002 1	Watercolor Paper		12.88
Total	TEACHER DIRECT		593.70

Weiss, Jeff	795909	53326	263.44
01 2730 431 000 0	2019 Chevy Van DOT/Maint.		263.44
Weiss, Jeff	795910	53326	458.69
01 2730 431 000 0	2014 Ford Van DOT/Maint.		458.69
Weiss, Jeff	795911	53326	320.09
01 2730 431 000 0	2012 Ford Van DOT/Maint.		320.09
Weiss, Jeff	795917	53326	259.30
01 2730 431 000 0	2021 Expedition DOT/Maint.		259.30
Weiss, Jeff	795918	53326	234.80
01 2730 431 000 0	2016 Expedition DOT/Maint.		234.80

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User ID: KLM

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Weiss, Jeff	795920	53326	100.00
01 2730 431 000 0	2014 Dodge Van DOT		100.00
Total Weiss, Jeff			<u>1,636.32</u>

WPCI	0071730-IN	53327	65.00
01 2190 810 001 2	July Student Testing		65.00
WPCI	S170361	53327	176.00
01 2710 890 000 0	DOT- Cheek/Bevins		176.00
Total WPCI			<u>241.00</u>

Fund Number 01 180,674.85

Checking Account ID 1 180,674.85

Checking Account ID 8	Fund Number 08	SPEC. BUILDING FUND	
OREGON TRAIL PLUMBING	22372	1883	12,742.00
08 4700 720 002 1	See Attached for Kindergarten HVAC		12,742.00
Total OREGON TRAIL PLUMBING			<u>12,742.00</u>

Platte Valley Bank	071925	1884	3,839.37
08 5000 832 001 2	INTEREST ON LT DEBT		3,839.37
Total Platte Valley Bank			<u>3,839.37</u>

Fund Number 08 16,581.37

Checking Account ID 8 16,581.37

PARENTAL ACCESS TO LIBRARY MATERIALS

The Board directs that parents, guardians and persons designated by a court to make educational decisions for a student shall have access to library materials of their student's school.

The District will:

1. Require the creation of a catalog of all books for each school's library which may be viewed at the request of the parent, guardian or educational decisionmaker; and
2. Provide the opportunity for such persons to be notified by means of a website or other electronic verification when their student checks out a book from the library. Such notification shall include:
 - a. The title of the book checked out by the student;
 - b. The name of the author of the book checked out by the student; and
 - c. The date the book checked out by the student is due to be returned to the school library.

This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.

Cross Reference: 606.05 Media Centers

Approved _____ Reviewed _____ Revised _____

ALTERNATIVE SCHOOL FOR EXPELLED STUDENTS

It is the policy of the district to provide alternative educational courses through Edgenuity or other credited program(s) for those students in grades K through 12 who have been expelled from the regular educational setting (for whatever reason) or unable to attend daily classroom instruction due to medical issues. Such alternative educational placements shall make it possible for the students to continue to make progress towards eventual graduation with Mitchell Public Schools. Such placements shall make explicit the academic and behavioral expectations of the student(s), the schedule of progress, which is to be met and other such provisions as are required by statute and regulation.

The Alternative School Program will meet the following Nebraska Department of Education (NDE) criteria:

1. The school district shall provide an alternative school class or program for students whom have been expelled.
2. The alternative school, class or program for expelled students may be provided by the district through a cooperative agreement of two or more districts or through an arrangement with the service unit.
3. Alternative school, classes, or programs for expelled students may include community based programs, home based programs, specialized tutoring experiences, distance learning or other programs approved by the school board.
4. The school, class, or program for expelled students shall enable the student to continue academic work for full credit and shall also include the standard of behavior and cooperation required of the student to complete the alternative learning program.
5. If the student fails to meet any of the conditions of the learning program, the district may without further obligation terminate the program after a due process hearing, as required in statutory provisions for suspension and expulsion of students unless waived by the parent or legal guardian.

Cross Reference: 502 Student Admissions
 601 Goals and Objectives
 605 Alternative Programs

Approved: _____ Reviewed _____ Revised: ___ Aug 2025 _____

STUDENT PROMOTION, RETENTION, OR ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

When it becomes apparent a secondary student will be unable to meet the minimum credit requirements for the year, both the student and parents will be informed. Students who cannot demonstrate proficiency at their grade levels will also be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion or retention, and hold a conference with parents.

A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in fifth through twelfth grade may be retained due to excessive absenteeism. **Excessive absenteeism means that the student was absent 25% percent or more of the school year** and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included. Illness means that the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

A parent or guardian wishing to request their student repeat a grade shall meet with the superintendent or designee to discuss having the student repeat a grade. The parent or guardian shall provide evidence of academic needs, illness, or excessive absenteeism that would justify the student repeating the grade. At the meeting, the superintendent shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to the student. If the parent or guardian still intends their student repeat a grade, they shall complete and submit the district's required form. If all other requirements of district policy and state statute are met, the district shall have the student repeat the grade for the next school year. The district shall file the form with the Nebraska Department of Education.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Legal Reference: Nebraska Statute 79-526

Approved: _____ Reviewed: _____ Revised: ___ Aug. 2025 ___



The Mitchell FFA Chapter

Premier Leadership ❖ Personal Growth ❖ Career Success

August 5th, 2025

Dear Mitchell School Board and Administration,

The Mitchell FFA Chapter formally requests permission to attend the 98th annual National FFA Convention in Indianapolis, IN. To attend, twelve Mitchell FFA Members will leave for Denver Tuesday, October 28th at approximately 8:30 am. We will be gone from school for the remainder of the week (Tuesday, October 28th – October 31st). We plan to return to Mitchell Sunday afternoon, November 2nd. Mrs. Jacobs and I will attend the convention with twelve members, all of whom will be required to have stable, passing grades in all classes and will have filled out an application to be chosen to attend the National Convention.

The Chapter is excited, as Mitchell FFA members will be representing Mitchell High School for the first time at National Convention. The students will gain insights on what National Convention is all about and will gain a better understanding of what they are working towards at the District and State level competitions. Students will be able to set in on competitions and tours to understand what would be expected of them if they did make the National Competition.

Last year was a cornerstone year in the history of the Mitchell FFA Chapter for other another reason. We had one former member go on to received their American Degree in Mr. Tyler Keener. This would be an awesome experience for members to see and want to further their degree process as this is the highest degree to be bestowed on an FFA member.

The members and advisors will be planning other agricultural tours and events for the trip. We work hard to make sure that our time is spent with enrichment activities that expose our membership to what is new and innovative within the industry.

Once again, we ask that you grant us your approval to attend this year's convention. Please let us know if you have any questions. Thank you for your continued support of agricultural education.

Respectfully submitted,

Mr. Walker Dobry, Advisor

Additional Information:

The Flight from Denver to Indianapolis and return would cost around \$400 per person, however this can possibly be lowered going directly through the airlines.

We would have to rent two vehicles for Mrs. Jacobs and I to transport the students around for the time we are in Indianapolis. This would be roughly, \$350 per vehicle for the week.

Registration for the National Convention would be roughly \$1,260 for the 14 people that would be attending.

The Hotel for the convention would be roughly \$4000-\$5000 for the week depending on if we could book through the school or not. If there would be an option for an Airbnb we may be able to lower this cost as well.

The total for each person would come out to roughly \$907.

The total cost of the trip would be around \$10, 884 plus or minus some fees if we attended the Rodeo or the Concert that is held at convention.

The Mitchell FFA Chapter would be more than happy to come up with the flight cost, the vehicle costs, the hotel or Airbnb if that is a possibility, and the registration for the people attending if the school would possibly cover the travel to and from the airport. Food would be covered by the chapter and the members themselves. Some of the expenses would be paid for by the members or possible sponsorships from outside businesses or donors.

For the first time attending National Convention we would more than likely take the six upper classman officers. We would then have an application process for the other six members we would like to take along. The six members would need to fill out an application that would then be looked over by administration and a possible advisory council. They would then be selected based on grades, chapter involvement, and their genuine intentions to attend National Convention and bring back what they learned to better the chapter.

As for the 6:1 ratio with students to adults, I don't believe that is too high. Most of our kids understand that we will have to stay together as a group. For state this year we had about an 8:1 ratio of students with adults. I understand that Indianapolis is quite a bit larger than Lincoln, but I believe that each of us could handle six students, especially if we are attending sessions and not having to move kids from competition to competition. We also plan on attending on a bi-annual basis, which is what most of the chapters around us do. This will allow the upperclassmen (Juniors and Seniors) to be the first that apply and will be weighed on more heavily for them to get chosen.

The students will be required to complete all of their missing work. As we understand your concern about the amount of time both students and staff will be missing, we will require each student to write a paper about their experiences as well that will be graded in their AG classes. Being a bi-annual event we would think could offset some of the negatives for missing so much school. If we have no National Qualifiers (State Degree, contest, etc.) then this trip serves as a learning experience. Students will have a better understanding of what we are trying to get to when we go to the state competition instead of us just saying we could make it to Nationals, they would get to experience it.

Application for Attending National FFA Convention

Rules:

Before completing this application please be aware of the following rules. I don't expect problems from the members selected and we will discuss conduct for this trip at a later date but please be clear on what is expected of you. If you have any questions, please ask me. There will also be a cost associated with attending Nationals. Total estimated cost for this year, please talk to your parents and me about this if you are worried about the cost. I am willing to work with you on this

1. At all times on this trip, I will conduct myself in a manner to create a positive impression of myself, my advisor, the Mitchell FFA Chapter, the Nebraska FFA Association, and the National FFA Organization.
2. I will accept the authority of the advisors and supervisors in charge of this trip.
(i.e. other advisors, chaperones)
3. I will be in official dress at all times required. (No tennis shoes or black jeans allowed as part of official dress.)
4. I will not wear hats while in official dress.
5. I will not purchase or possess alcohol, tobacco, or drugs during this trip.
6. I will attend all designated sessions, workshops and activities as assigned. I will be in the right place at the right time.
7. I will be in my room and stay there after curfew time (11:00 pm or as designated), and I will be dressed and ready to board the bus or travel vehicles at the designated time each morning.
8. I will not leave the hotel/motel without the advisor's knowledge.
9. I understand the proper and courteous use of the telephone in my room and that I will pay any bills that I charge.
10. I will travel only in areas I should be and only with the group I came to convention with.
11. I understand that any infraction of any of these rules will be sufficient cause for my participation in the National convention trip to be terminated and for me to be sent home at my own expense.

Signatures: _____
FFA Member

Parent/Guardian

Expenditure Summary

Regular; Processing Month 07/2025

Fund Number		Budget	Month to Date	Year to Date	Balance	% Used
9	Expenditure					
01	GENERAL FUND	11,555,969.00	793,185.00	9,515,141.77	2,040,827.23	85.94
02	DEPRECIATION FUND	423,672.00	0.00	45,000.00	378,672.00	22.41
03	EMPLOYEE BENEFITS FUND	109,390.00	3,550.63	68,640.30	40,749.70	62.75
05	ACTIVITY FUND	749,353.00	24,028.09	365,165.97	384,187.03	52.79
06	FOOD SERVICE	444,036.00	9,638.39	369,694.59	74,341.41	84.49
08	SPEC. BUILDING FUND	1,322,507.00	96,660.53	243,440.03	1,079,066.97	20.84
09	QP BUILDING	9,833.00	0.00	9,833.47	(0.47)	100.00
9	Expenditure	<u>14,614,760.00</u>	<u>927,062.64</u>	<u>10,616,916.13</u>	<u>3,997,843.87</u>	<u>76.30</u>

GF LY: 69.1120

Cash Flow Report

08/01/2025 11:09 AM

Regular; Processing Month 07/2025

User ID: KLM

Fund Number		Beginning Cash	Revenues	Expenses	Payables Change	Ending Cash
01	GENERAL FUND	5,488,493.96	55,317.96	(793,185.00)	0.00	4,750,626.92
02	DEPRECIATION FUND	582,161.12	1.22	0.00	0.00	582,162.34
03	EMPLOYEE BENEFITS FUND	35,333.75	5,308.73	(3,550.63)	0.00	37,091.85
05	ACTIVITY FUND	439,364.74	18,841.28	(24,028.09)	0.00	434,177.93
06	FOOD SERVICE	104,107.01	19,725.56	(9,638.39)	0.00	114,194.18
08	SPEC. BUILDING FUND	1,163,726.69	5,744.07	(96,660.53)	0.00	1,072,810.23
09	QP BUILDING	0.00	0.00	0.00	0.00	0.00
Grand Total:		<u>7,813,187.27</u>	<u>104,938.82</u>	<u>(927,062.64)</u>	<u>0.00</u>	<u>6,991,063.45</u>

Mitchell Public Schools



Certificated Staff Handbook 2025-2026 School Year

2025-2026

**MITCHELL PUBLIC SCHOOLS-
CERTIFICATED STAFF HANDBOOK**

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Secondary Staff:

Dr. Katherine Urbanek	Superintendent
Heath Peters	Jr./Sr.High Principal
Jamie Batterman	Special Services Director
Paul Newland	Activities Director/Dean of Students
Michelle Peters	7 th Math & Curriculum/Assessment
Matthew Baker	World History/Government
Kim Thomas	School Nurse/Medical Pathway
Loren Braman	Counselor/Careers
Nikki Bunnell	K-12 Vocal Music
Matt Chrisman	Mathematics/Assistant Tech
Anthony Chancellor	Amer.Hist./Psych/Geography
Sarah Avila	7-8th Reading
Vicki Clark	Biology/Env.Sci/Plant Sci./HAL
Walker Dobry	Industrial Arts/Technology
Colby Folck	Mathematics
Maria Gillen	Business/Computers
Jordan Gonzales	English, Literature
Allison Harder	Media Specialist
Mike Harriger	Mathematics
Paige Herrera	Spanish
Karin Law	English/Journalism
Steven Law	Visual Arts/Graphic Production
Nick Kuxhausen	Physical Education/Leadership
Tanner Long	Computers/Business
Renee Malm	Special Education
Jeremy Powell	7-8th Science
Austin Sailors	6-12 Instrumental Music
Brooke Turek	7-12 Physical Education
Kaiya West	English/Literature
Rob Shoopman	Chem./Physics/Earth Science
Cassandra Wiegel	F.A.C.S./Adult Living
Keeya Zeiler	7-8 th Social Studies/History

Elementary:

Kaci Kearns	Elementary Principal
Michelle Peters	Curriculum/Assessment
Kortni Zeiler	Counselor
Kristin Pankonin	Special Education

Alyxis Littau	Special Education
Ashley Dobry	Title I Teacher
Julie Jacobs	Pre-Kindergarten
Casie Campbell	Pre-Kindergarten
Cortney Bellairs	Kindergarten
Katie Scott	Kindergarten
Kammie Wilson	Transitional Kindergarten
Kylie Soule	Kindergarten
Shawn Helgerson	1st Grade
Miranda King	1st Grade
Becky Osmera	1st Grade
Tina Cheek	2nd Grade
Amie Hessler	2nd Grade
Kaitlin Broussard	2nd Grade
Erin Reisig	3rd Grade
Michelle Engstrom	3rd Grade
Lyndsey Walters	3 rd Grade
Taylor Briggs	4th Grade
Kelli Clarke	4 th Grade
Andrea Feltgen	4th Grade
Emily Walton	5th Grade
Jami Schaffer	5th Grade
Grace Wyatt	5th Grade
Jennifer Bohl	6th Grade
David Becker	6th Grade
Allison Villagrana	Media Specialist
Dillon Broussard	Physical Education
Kim Thomas	School Nurse

PERSONNEL

Kristi Weiss	District Bookkeeper
Rama Debus	High School Secretary
Ashley Robbins.....	High School Secretary
Chris Sisson	Elementary Secretary
Mindy Fillingham.....	Elementary Secretary
Kim Thomas	School Nurse
Jennifer Krahulik.....	After School/Summer Programming Director
Chelsey Zimmerman	Library Para
Michelle Bremer.....	HS Special Education Para
Marissa Peterson.....	Elementary Special Education Para
Cindy Garcia.....	Foster Grandma
Bonnie Hutchinson	Foster Grandma
Karen Hawley	Kindergarten Para
Katherine McCormick	Elementary Special Education Para
Faith Missel.....	Pre-school Para
Miranda Nichols.....	Pre-school Para
Patti Fetters	Pre-school Para
Vanessa Hernandez.....	Special Education Para
Brandi Carndona.....	Kindergarten Para
Lindsey Middledorf.....	Special Education Para
Brenda Morales	Title I para
Laura Hubbard.....	Special Education Para

Christine JohnsonTitle I Para
 Jeanie KeaneTitle I Para
 Afton Mitchell.....Title I Para Educator
 Jackson Mitchell.....Elementary Special Education Para
 Mariah Boulier.....Kindergarten/Special Education Para
 Sam Constello.....Elementary Special Education Para
 Karen Whiting.....Elementary Special Education Para
 Rebecca Parker.....Elementary Special Education Para
 Rebecca Keener.....High School Special Education
 Laura Button.....High School Special Education

John BevinsMaint. Supervisor/Direct. of Trans
 Tom Hernandez.....Custodian/Bus Driver
 Dan KlingspornCustodian/Bus Driver
 Rudy HernandezCustodian/Bus Driver
 Bryan Hazzard.....Custodian/Bus Driver
 Ethan Bellairs.....Custodian
 Rick RienBus Driver

MITCHELL JR/SR HIGH SCHOOL ACTIVITIES AND ATHLETICS

EXTRACURRICULAR ACTIVITIES

Activities Director.....Paul Newland
 Head FootballNick Kuxhausen
 Asst FootballDillon Broussard
 Asst FootballDavid Becker
 Asst FootballMatthew Baker
 Jr. High FootballJeremy Powell
 Asst. JH FootballJoe Yauney
 Asst. JH FootballColby Folck
 Head Volleyball.....Taylor Briggs
 Asst. VolleyballMichelle Hoehn
 9th Grade Volleyball.....Lyndsey Walters
 Jr. High VolleyballMichelle Peters
 Asst. JH VolleyballCourtney Bellairs
 Head Cross Country Mike Harriger
 JH Cross Country Sarah Avila
 Head Boys Basketball Michelle Peters
 Asst. Boys BasketballDavid Becker
 Asst. Boys Basketball.....Roybell Baez
 9th Boys BasketballTanner Long
 Jr. High Boys Basketball Nick Kuxhausen
 Asst. JH Boys Basketball.....Rick Ayala
 Head Girls BasketballBrooke Turek
 Asst. Girls BasketballKenzey Kanno
 9th Grade Girls Basketball.....Jami Schaeffer
 Head Jr. High Girls BasketballMatthew Baker
 Asst. JH Girls BasketballTom Hernandez
 Head Boys WrestlingAnthony Chancellor

Asst. Boys Wrestling	Heath Peters
Head Girls Wrestling.....	John Bevins
Asst. Girls Wrestling.....	Shawn Helgerson
Jr High Boys Wrestling	Anthony Chancellor
Jr High Girls Wrestling.....	Anthony Chancellor/John Bevins
Asst JH Wrestling	Nick Kuxhausen
Head Coach Track	Michelle Peters
Asst. Track	Mike Harriger
PV	Joe Yaune
Asst. Track	David Becker
Asst. Track	Glen Eberspecher
Asst. Track	Dillon Broussard
Head Coach Jr. High Track	Tanner Long
Asst. JH Track	Dillon Broussard
Asst. JH Track	Sarah Avila
Asst. JH Track	Kaitlin Broussard
Asst. JH Track	Jeremy Powell
Boys Golf.....	Nick Kuxhausen
Girls Golf	Kaci Kearns/Miranda King
Annual	Karin Law
National Honor Society	Kaiya West
Cheerleading	Jordan Gonzales/Erica Cole
Scholastic Contest	Loren Braman/Mike Harriger
High School Quiz Bowl	Vicki Clark /Matt Chrisman
Jr. High Quiz Bowl	Keeya Zeiler/Karin Law
Student Council	Mike Harriger
Speech	Matt Chrisman/Nikki Bunnell
FBLA	Maria Gillen/Tanner Long
Marching Band, Pep Band, Jazz Band	Austin Sailors
Musical	Nikki Bunnell
Chorus, Show Choir	Nikki Bunnell
Play Production/One Acts.....	Cassandra Wiegel/Kammie Wilson
Science Bowl	Emily Walton
Stage Lighting.....	Matt Chrisman
Math Counts	Colby Folck
ESports.....	Matt Chrisman/Tom Hernandez

ACTIVITY ASSIGNMENTS

SPONSORS

Grade 7.....	Renee Malm/Robert Shoopman
Grade 8.....	Kaiya West/Tanner Long
Grade 9	Sarah Avila/Paige Harrera
Grade 10.....	Brooke Turek/Steven Law
Grade 11.....	Keeya Zeiler/Colby Folck
Grade 12.....	Matthew Baker/Maria Gillen
Grade 12 Consultants.....	Vicki Clarke/Emily Walton

Grade 12 Consultants are expected to assist with Senior class objectives, Grade 12 Sponsors are expected to assist with Junior class objectives. Grade 10 sponsors will assist with Prom Supervision.

Each class will select a president, vice-president and secretary/treasurer. Fundraisers, etc.

will be collected by the secretary/treasurer under the supervision of a sponsor. It is highly advisable that head coaches/sponsors organize fund raisers for summer camps. Funds must go through private accounts not a school fund/account. School vehicles will not be available for summer camps etc.

ORGANIZATION AND CLASS SPONSORS

Many sponsors' responsibilities are addressed elsewhere in this manual. Those addressed here pertain to the organizational and financial responsibilities. Part of the purpose of extra-curricular groups is to teach skills to students that will remain with them throughout their lives.

Electing or appointing a treasurer for a class or group is one of the organizational duties of a sponsor. Fund-raiser money should be accounted for by the treasurer, receipted to the payer, and submitted to the front office for a receipt as money is received. It is never a good idea to leave collections tucked away, tempting fate. Checks collected and not deposited have a legal lifetime and will be charged back to the group if the bank returns them.

Please note that Activity checks are written only on Thursdays and orders must be in the District Secretary Office by noon that day. A regular vendor check will be mailed, usually on the day it is written. To have a check written and returned to the sponsor, a note stating that request must be submitted with the order for payment.

The District Secretary Office will provide a monthly report, an Activities Report for all groups, as well as a detail printout for each group. The reports are given to the group sponsor and should be shared with the treasurer. Any time there are questions or unexplained items on the report, contact the Business Office. Periodically, an activity newsletter will also be provided. Comments and suggestions are always welcomed for the newsletter content.

MITCHELL PUBLIC SCHOOLS TEACHER HANDBOOK

This handbook has been prepared to serve as a guide for you in your daily schoolwork. It is not meant to be a complete set of rules or regulations. We hope it will serve you as a guideline, and that it will answer questions as to your responsibilities, duties, and general policies of the school. If you have questions that are not answered by this handbook, be sure to go to your administrator for clarification or answers.

It is the policy of the Mitchell Schools not to discriminate in any of its education programs, activities or employment practices on the basis of sex, age, race, color, national origin, religion, or handicap in the education programs or activities which it operates.

It is the intent of the Mitchell Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the Mitchell Schools.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Katherine Urbanek, Superintendent, or Jamie Batterma, Section 504 Coordinator at Mitchell Public Schools.

Sexual harassment of any student or employee by an individual under the jurisdiction of Mitchell Public Schools is expressly prohibited as a violation of law and Board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary actions. (Full explanation may be found in Board policies.)

In compliance with State and Federal Regulations, Mitchell Public Schools are actively seeking handicapped students between the ages of birth to 21 who reside in the Mitchell School District. Parents with handicapped children or persons who know of children who may need services may call the superintendent's office.

The Institute for Environmental Assessment was requested by the Mitchell Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos within district school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures, which the Institute used in commenting on the asbestos, were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene, and engineering. After reviewing the characteristics of District buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the district maintains its operations and maintenance procedures and, if as asbestos is to be removed or abated, then such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The district implemented its management plan as of July 9, 1989, and has conducted a periodic surveillance of all asbestos-containing building materials prior to January 9, 1994 and July 9, 1999. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the district's administration.

1. TRANSCRIPTS, CERTIFICATES, CONTRACTS, PAY INFORMATION

The law requires that an up-to-date transcript be sent to the school office to be kept on file. Up-to-date hours, credits, etc. may be needed for pay hikes on salary schedule, teacher accreditation or endorsement, etc. before September 1 of the current year.

Teaching certificates must be registered with the District Superintendent before you can legally be paid. It is the teacher's responsibility to make sure that this is done.

Each teacher must provide the office with the following information.

- Social security number
- Retirement number
- Number of exemptions for withholding authorization

By contract, you will be paid on the 20th of each month for the previous month. The Board and the local teachers' association will handle contract relations as per the negotiation agreement as ratified.

Any teacher, administrator, or full-time employee of the Mitchell Public School District shall, with reasonable notice, have access to his/her personal file, but may not have access to letters of recommendation solicited by the Mitchell Public School District or to sets of confidential credentials which are a part of his/her file. The Board of Education, in session, may inspect a staff member's personnel file for school related information, but is to place a signed and dated 3x5 inch card in the file at the time of inspection indicating the reasons for such inspection.

2. LOCAL SCHOOL BOARD POLICY (SALARY SCHEDULE ADVANCEMENT)

All contracts and salaries will be based on a specified number, 184 days of teaching and service. This number will appear on each contract and will be used as a basis for the amount of pay per day when it may be necessary to add or subtract from an employee's salary.

To advance horizontally on the salary schedule, hours over and above the degree must meet the following criteria:

- a. Hours must be graduate level or specifically assigned by the administration.
- b. One-half (1/2) of the hours must be in the teaching field.
- c. Short courses (intensive course lasting only a few days) will be limited to three (3) hours credit.
- d. Telecommunication or correspondence courses will be accepted if credited to a record of transcript, and completed successfully from an accredited college.

- e. Graduate hours specifically applicable to administrative certification will be counted at full value toward horizontal movement. Effective for 2004-2005 and thereafter, any teacher who receives a Masters in Administration will sit on the board of education negotiations team for one year.

Graduate hours earned from an accredited institution in the area of extra-curricular activities will be limited to two (2) hours credit per horizontal step on the salary schedule for a maximum total of 12 hours allowable for all horizontal salary schedule movement.

All years of certificated teaching experience will be accepted.

To advance horizontally on the schedule, credits must be earned and presented to the superintendent's office by September 1 of each year. Credits earned after that day will carry over to the following year. If a teacher plans to attend summer school with the intention of moving to a new level on the salary schedule, the teacher must notify the superintendent in writing by June 1. The superintendent can advise you whether a certain class will be accepted for movement on the salary schedule. Proof of successful completion must be turned in to the superintendent's office by the beginning of the current school year.

3. RECORDS, REPORTS AND HOURS

Lesson Plans--Plans are to be made in advance and handed in to the office or digitally sent to the principal each Monday for the following week by 8:00 am. Plans should indicate the goals for the lesson and methods that will be used to meet those goals, and must give definite assignment and general procedure for the class period. Plans must also include state standards being met. Make plans clear enough so a substitute teacher could easily follow them.

Teachers leaving the system must turn their lesson plan books in when checking out. It is the responsibility of all teachers to teach 100% of the standards in the Mitchell Public Schools curriculum for their grade or subject. This is a minimum that should be covered.

Down and Low Lists (Jr./Sr. High) --The school operates on the quarter system. Teachers are responsible for contacting parents either in person, phone or email before sending a down slip home for those students who are failing in the subject or who are extremely low. Notification is mailed out to the parents at each 4 1/2-week interval between grade cards so that parents and students have been duly notified about their standing and can make adjustments if possible.

Up Slips--Our school tries to emphasize the accomplishments of our students. Whenever a teacher feels that a particular student has done something exceptionally well, an up slip should be sent home. Up slips may be sent home at any time during the school year, but will be sent out the same time as the down and low slips.

Mid Quarter Reports--The elementary will issue progress reports at mid quarter for grades 3-6.

Report Cards--Report cards are given out following the end of each nine-week period. Teachers are to fill out grade sheets and submit them to the office as soon as possible following the nine-week period. Junior and senior high teachers will also turn in percentage grades for those students who did not receive a passing grade. Elementary teachers will complete individual report cards for each student in their class. Parent Teacher conference will be held in October and February.

Use the following grading system:

Grades from transfer students will be calculated as follows:

<u>Grade</u>	<u>Percentage</u>
A	94-100
B	86-93
C.....	78-85
D	70-77
F.....	Below 70
I	Incomplete
"A"	Adjustment Grade
TF.....	Technical Failure

A+.....	98	C+.....	84
A	96	C.....	82
A-.....	94	C-.....	78
B+	92	D+.....	76
B	90	D.....	70
B-	86	F.....	Below 70

||

SCHOOL HOURS

Monday thru Thursday	Junior/Senior High students	7:50 a.m. - 3:45 p.m.
	Elementary students (K-3)	8:00 a.m.- 3:30 p.m.
	Elementary students (4-6)	8:00 a.m.- 3.30 p.m.
Friday	Junior/Senior High students	7:50 a.m. - 12:30 p.m.
	Elementary students (K-6)	8:00 a.m. - 12:30 p.m.

Teachers are expected to be present at 7:45 a.m. (high school)/7:30 am (elementary), and ready for work and supervising in their respective classrooms at 7:50 a.m. Teachers should be in their rooms prior to the start of the afternoon classes. Emergency departure during the day shall be reported to the office. It is expected that teachers will remain on duty until 4:15 p.m. (high school)/4:00 pm (elementary) unless otherwise arranged Monday through Thursday. Friday leave time will be a scheduled 1:00 release or 3:00 release unless otherwise arranged. All secondary teachers will have foyer duty during lunch hour throughout the school year as assigned by building principal.

**4. LEAVE POLICIES
REFER TO THE MASTER CONTRACT**

**5. INSURANCE
REFER TO THE MASTER CONTRACT**

6. DRESS

Proper appearance is necessary to differentiate teachers from students and promote professionalism in Mitchell Public Schools. Check with building principals for specific examples of appropriate dress. Shorts, flip-flop type sandals etc. are unacceptable as well as unnecessary since classrooms are air-conditioned. **Building principals will determine professional dress but a general policy of business casual dress appearance is required. Jeans are only to be worn on special identified occasions; jeans worn by staff should be clean and free of major holes despite current fashion trends.**

7. PROFESSIONALISM/PROFESSIONAL ETHICS

Each teacher is expected to conduct him/herself in a professional manner. The NSEA/MEA is your organization. The school has no policy of your attendance or involvement in your professional organization and the District does not pay professional dues for teachers. It is strongly recommended that each of you stress to your committee chairs to keep you up-date on all school factors.

Membership and active work in civic and/or church organizations is encouraged. Socializing and fraternizing with school students should be kept within reasonable limits. **Use good judgment in behavior and dress. Business casual dress is required to distinguish staff from student population.** Work to promote good moral standards and conduct among students. Teachers must cooperate with one another. Use proper language and avoid the use of profanity around students. Teachers are ambassadors of good will and should refrain from airing malicious gossip, etc. It is highly unprofessional to talk about school employees, students or school procedures in the classroom or in the community. Be sure that what is said is factual. Teachers need to remember and stress the importance of: **Communications, Language, Morale, and Discipline.**

We have many positive teachers. These teachers view the world optimistically even in the worst situations. They tend to be innovators, because they want to make things better and believe they can succeed. To positive people, change is exciting. Even when an idea fails, they look on the bright side. Positive people usually do not need much encouragement from others to maintain this cheery outlook; their positive views come from within.

No teacher shall have any visitors during the hours of duty in the school without special permission of the administration. Any teacher approached by such an individual should refer him/her at once to the school office. **To model appropriate personal device usage, cell phone and other device use should be limited to times of the day in which the teacher is not in contact, working with or actively supervising students. Devices should remain turned off/silent while instructing and supervising students. If special circumstances arise for necessary use, please notify the building principal or supervisor.**

The teacher is expected to attend workshops or seminars when requested to do so by the administration. Expenses shall be paid by the school district when such a request is made. Teachers may at other times attend meetings of their choosing without reimbursement as fulfillment of their professional leave. All teachers are expected to be on time for all meetings unless approved by the building principal.

8. SCHOOL BUILDINGS

School begins at 7:50 a.m. in the Junior/Senior High and 8:00 a.m. at the elementary school. The school day ends at 4:15 p.m. (high school)/4:00 pm (elementary) for teaching staff. Teachers are to maintain supervision in halls, restrooms, and classrooms. Between classes, teachers will step out of their classrooms and supervise the area around their classroom. Students are not to remain in the school building after 4:00 p.m. in the Junior/Senior High and 3:40 p.m. at the elementary unless requested by a teacher or the student is engaged in a supervised activity.

Teachers will remain in their classrooms during regularly scheduled classes unless an emergency arises concerning student safety.

When school property is damaged or lost, report it to the office immediately. School equipment that is lost, mutilated, or destroyed by students shall be the liability of those students. This also pertains to the building and materials. The Mitchell School Board has resolved to prosecute any and all incidents involving the malicious destruction of school property, regardless of how minor. If it is proven via prosecution that the student is guilty of such an offense, the student will be expelled until restitution is complete.

Each teacher must keep his/her room in an orderly organized fashion. Professional educators should not have to be instructed over this manner. Failure to do so will result in verbal/written disciplinary action.

9. FACULTY MEETINGS/I.E.P/M.D.T./S.A.T.

Faculty meetings will be held on a regular basis and as needed as set by building principal(s) or the superintendent. **Attendance is mandatory at these meetings.** If a teacher is going to be late to a staff meeting, the building principal must be notified. Continued tardiness to staff meetings will result in disciplinary action.

10. SECURITY

Each teacher is responsible for the security of his/her own classroom. Maximum security is gained by locking the door at night. The teacher must lock windows on the first floor at night. Rooms with outside entrances need to be double-checked at night. Rooms must be clean & organized!

When using the buildings after the custodian has locked them or on weekends, you are responsible for all lights, windows, doors, and locks that you or pupils under your supervision may have used. Head coaches/sponsors must check doors or assign an assistant for this duty.

Administration and custodians will retain keys for all locks. It is the expectation that staff will use the entrances with card swipes.

Pupils are not allowed in the building after school hours without faculty supervision. Key Cards are not to be loaned to students under any circumstances. If you have lost or indefinitely misplaced your key card, contact administration ASAP for deactivation. There will be a charge of \$15 for a replacement Key Card.

Do not prop open doors for easier access. This is particularly important during school hours as it defeats the purpose of keeping the doors locked while classes are in session.

When you keep students after school, at noon, or in the morning, they are your responsibility. Be sure they have proper work to do and that the work is done before they leave and before you leave. Do not leave them for someone else to watch; they are your responsibility. Be sure the students are out of the building before you go home.

Teachers, and substitute teachers receiving any money from students (lab fees, fines, etc.) must keep a record of the amount received. The receiver will issue receipts whenever the amount is \$1.00 or more. A record shall be kept of the amount received, student's name, and purpose of the payment. This information and money will be handed to the building Principal or designee at the close of the day. Teachers are not to leave money in their classroom overnight.

11. SUPPLIES AND EQUIPMENT - PURCHASING POWER

The purpose of a Purchase Order is to authorize the bearer to commit funds of the district to pay for the materials needed. A Purchase Order also assures the seller that the invoice for goods received will be paid by the business office, and allows the business office to maintain a flow of purchase authorizations, goods and payments in an orderly fashion.

It is the goal of the business office to maintain good vendor/buyer relationships by preventing a backlog of unpaid purchases. A Purchase Order allows tracking of an order from the first request for goods to the final payment. It is not our intent to restrict the purchasing of any of the department heads or any staff. When materials are needed and have not been part of the mass ordering process through the previous summer season for whatever reason, there is a preferred method of procurement, an acceptable method, and an unacceptable method as well.

Method of a Purchase Order

This method follows the spring requisition pattern from which Purchase Orders are written. Packing slips provide information on backorders or substitutions, if any. These preliminary parts of this purchasing method are matched to invoices received, and are then prepared for payment. If there are any problems within any of these steps, enough information exists to attempt a solution. There is a record of the transaction from beginning to end.

Acceptable Method

It is often advisable and necessary to make local purchases. These are categorized by cost: over and under \$100. For local purchases under \$100, a Purchase Order from a generic purchase order pad may be used. The original copy is given to the vendor or source, and the copy is returned to the business office with the signed sales slip. PLEASE NOTE: It is not necessary to itemize everything that is purchased. It is sufficient to enter a general term for the purchase (i.e., miscellaneous supplies) as long as the department for which it was purchased is identified. Normal sales slips will have enough detail to allow expensing of the items purchased. A book purchase order, however, should be filled out as completely as possible.

For purchases over \$100, an accounting system Purchase Order should be requested from the business office. These can normally be completed and returned to you the same day. The materials being purchased and along with the vendor must be identified to generate a system Purchase Orders (and the accompanying PO number). An approximate cost will also be needed. PLEASE NOTE: It is not our intention to force the dollar amount on the purchase order to match the billing. The only time the actual cost equals the Purchase Order cost is when a book purchase order is issued, since it is being written at the time of the physical purchase. On the system-issued purchase orders, there is often a variance and that is acceptable. A shipping/handling charge may apply to the order, or there may be a small difference in the final cost. The Purchase Order is still an important part of the process.

Unacceptable Method

While there are exceptions to every rule, the staff member who goes somewhere, buys materials, and does so without a Purchase Order should expect to pay for that purchase out of his/her pocket. Those dollars being spent are not your dollars, but the school district's dollars, and they came from our district patrons and taxpayers. They have the right to expect a full accounting for every dollar we spend.

Credit Cards

Some area vendors have structured their charge sales in such a manner that a business credit card is required to complete the transaction. Staples and Wal-Mart are two of these, and others may follow. The required cards may be checked out from the business office or the building secretary's office. Any card checked out is your responsibility and should be returned with the signed charge slip and the school copy of the purchase order the next school day. Always turn in any charge slip. School bills are paid from invoices from single purchases and not statements.

Reimbursements

A staff/faculty member is never asked to make an authorized purchase with their personal funds, to be reimbursed by the school district later. If a purchase is made with personal funds, it should be a personal purchase. On rare occasions, acceptable purchasing practices may not be an option, and personal funds might be the only method available for completion of the purchase. Plan ahead and be prepared, because reimbursement should be the last resort.

Before the end of the year, teachers will be asked to complete a requisition indicating the supplies and materials they need for the coming year. If you see something during the year that you wish to requisition, it would be a good idea to write it down and keep a file of these items so you will have the information needed for spring

requisition. Supplies and materials are ordered for the entire year against the amount set by the school budget. Therefore, most supplies for the year are delivered at the beginning of the school year, and should be used wisely because when they are exhausted, no budget money is left for additional purchases.

Computer Software and Repairs

- A. Purchase of software – fill out a school requisition form (be sure to fill out the back of the requisition indicating system requirements)
- B. Computer Repairs – contact Glen Eberspecher or Matt Chrisman using one of the following methods:
 - 1) Repair Form
 - 2) Email message
 - 3) Win pop-up message
 - 4) Phone Ext. 227
- C. Replacement of faulty computer components – contact Glen Eberspecher or Matt Chrisman.

12. SCHOOL ACTIVITIES

Every employee is part of the school system. Therefore, each teacher should attend as many school functions as possible. You and your family (children in grades K-12) will be admitted free to all athletic activities that take place in Mitchell.

Wednesday night is church night in Mitchell. No school activities or practices will be scheduled on Wednesdays later than 6:00 p.m. The only exception will be activities not under the control of Mitchell Public Schools or those cleared by the Ministerial Association.

Some activities besides athletics, dramatics, and music will be scheduled outside regular school hours. **Any activity, whether it involves one student or one hundred students, must have approval of the principal prior to the activity. This includes all fund raising activities.** Funds raised by students in fund raising activities must be handled through the activity account. They are considered property of the school and fall under the supervision of the proper school officials. Exceptions are fund raisers that are intended for summer camps by students.

Approval for school organizations to appear in public must first be obtained from the principal.

Sponsors of activities are responsible for maintaining student control. They should work in cooperation with the bus drivers.

13. SCHOOL CALENDAR PROCEDURES

The official school calendar is maintained in the office of the principal. All activities and events must be scheduled and approved through his office. In order to avoid conflicts, sponsors should not call extra meetings of any activity until the schedule has been checked and the meeting has been approved through the office. Sponsors must approve all meetings and be present at all activity or organizational meetings.

14. DISCIPLINE

Ineffective discipline causes the failure of teachers more than any other single reason. Discipline must be constructive, positive, and democratic. Require good discipline at all times while at school or if you are sponsoring a group away from school. When a student needs to be corrected, do so immediately. All teachers must enforce school rules and procedures uniformly. Willful disrespect, profanity, or disobedience while students are at school or away should be reported at once. **Discipline is the responsibility of all faculty members anywhere on school grounds.**

In some cases, it may be necessary to send a pupil out of class as a disciplinary measure. If this is done, take the student directly to the office. Remember, however, that no one can do your disciplining for you. It is part of your job, and to call on someone else may weaken your position.

Students rarely create problems for teachers whom they respect. The principal's office is the next step if classroom discipline has not been successful. If you feel you have a problem warranting his help, please contact him. A written record is made of all discipline cases. The student will be detained and a conference between the principal, the teacher, and the student will follow when you have free time. This is an effort to improve discipline. Any teacher may request to see written discipline records. Let's all work together to improve discipline and prevent issues from becoming too complicated. Be confident of yourself in the classroom and

you will have good order.

Discipline problems are classified into three categories:

1. Major offenses
2. Minor offenses
3. Petty offenses

Major offenses are addressed in the Board Discipline code. Minor offenses are not classified as major but need to be dealt with in a serious manner. Private conferences, parental conferences and alternative school suspension programs deal with minor offenses. Petty offenses are handled between the student and the teacher. Petty offenses may be considered a minor offense at the teacher's discretion. A written discipline report must be submitted to the Principal for major and minor offenses.

PROCEDURES FOR MINOR DISCIPLINE OFFENSES:

A positive discipline procedure has been outlined to establish a fair and consistent manner of handling minor offenses.

FIRST OFFENSE: The teacher will be required to have a **PRIVATE CONFERENCE** with the student. This may occur before or after class, during noon hour, after school or during regular class time if necessary. It is important to inform the student of the problem and to listen to the student's viewpoint. A disciplinary form must be submitted to the office.

SECOND OFFENSE: The teacher will be required to **contact the parent or guardian**. The contact can be by phone, a personal conference, a home visit, at a ballgame, etc. A disciplinary form must be submitted to the office.

THIRD OFFENSE: The student will be referred to the Principal. A disciplinary form must be submitted to the office. In an effort to improve the student's total school behavior, the student will be suspended from that class for 3 days and make up the time after school with the teacher.

FOURTH OFFENSE: The student will/could be suspended from that class for three days, making up the time with the teachers after school.

Any additional offenses, the student will/could receive in school suspension or out of school suspension.

“WIPING THE SLATE CLEAN” - AFTER THIRD OFFENSE: At the third offense, students will be informed of a way to reverse the disciplinary procedure as described:

1. Improving disciplinary behavior for 4 weeks will place the student back on the second step.
2. Improving disciplinary behavior for 8 weeks will place the student back on the first step.
3. Improving disciplinary behavior for 12 weeks will result in wiping the slate clean for the student.

Is this system perfect? By no means!! This is simply a step to handle minor offenses in your classroom management procedures. Try it for the first semester and see what happens. This process will keep parents more informed and leave the major disciplinary procedures for the principal's office.

15. GENERAL SUPERVISION

We are legally liable for our students whenever they are on school property or at a school activity. At no time should students be in the school building without direct supervision of a faculty member. Consistent and comprehensive supervision keeps a school running smoothly. Even though you may not "be on duty", you are expected to assist with incidents near you. Between-class hallway supervision, before or after school, or to and from the lunchroom are examples of times we all need to assist with general supervision. Cell phone or electronic devices may be carried on person during supervision, but use should be limited to emergency calls. Failure to supervise due to unfocused attention is not acceptable.

“We think good teachers control their classrooms and their students understand the boundaries.”

It is the duty of all staff members to maintain discipline at all times anywhere on school grounds. Staff

members should make a conscious effort to make sure that students are passing to and from classes in an orderly manner. Step out in the halls between classes and supervise your area. This might not always be possible, but it can be done most of the time. This is everyone's duty!

16. ABSENCES

Any student who is absent from classes because of participation in an approved extracurricular activity will not be counted absent from school during the time of participation.

However, each teacher should mark the student absent from his/her class. Be sure your attendance is correct, as absences will be checked with a phone call to the student's home. An absenteeism count must be taken each period at the junior and senior high school.

Sponsors of an activity should hand out advance make-up slips and collect them from the students after they are signed by the teachers to indicate the work has been made up in advance. The sponsor should turn them in to the office, after confirming that each student's slip has been signed by all of his/her teachers before he/she leaves for the activity. Advanced make-up slips should not be withheld as a form of discipline or to "get even." Be fair and consistent. (There are times that the sponsor/event is the reason for short notice of an advance make-up.) An absence from school that is not prearranged is justifiable only for illness, illness in the family or other emergency such as a death in the family. After this type of absence, the student is expected to make up his work without delay. All work must be satisfactorily completed before credit is given.

Students may have to be absent from school for reasons other than those which have already been stated. If it is necessary and important for a student to be absent for any other reason, the principal must grant permission in advance. In such a situation, if previous arrangements have been made, the student will be granted the privilege of making the work up. It must be previously arranged and work must be done in advance or at the convenience of the teachers. Otherwise, students are expected to be in school every day that classes are in session.

A student who has been absent for any reason should report to the office upon his/her return to school before he/she goes to any classes. After a phone call to his/her parents or guardian, he/she will be given an absentee slip indicating days or periods the student was absent and the reason for the absence. This absentee slip must be presented to each teacher when returning to class. The teacher is to deny the student entrance to class without this slip. Make up slips are to be turned in to the office when fully completed.

The student is expected to consult the teacher concerning make-up work and to ascertain what assignments need to be done. No credit will be given until the work is made up. Make-up work is the student's responsibility. If make-up work is not turned in, teachers are to give zeros for work not turned in. Refer to Assignment Policy in Student Handbook!

17. TARDINESS

Students arriving at school after the tardy bell has sounded shall be required to present a tardy slip to their teacher that has been signed by the principal or secretary before they can enter the classroom. Students who are tardy to class at other times during the day, at the discretion of the teacher, are required to obtain a tardy pass from the previous classroom teacher. Teachers causing a student to be late for their next class should notify the next teacher either orally or in writing about the delay. Teachers will be scheduled for detention duty throughout the school year as needed.

18. STUDENT ILLNESS

In the event of student illness or injury, notify the office immediately. Never send a student home without notifying school officials and checking to see if his/her parents are home. If they are not available, do not let the student leave the building. If there is an injury, make sure that an accident form is filled out for your own safety. Consult administration and/or qualified personnel as needed to make sure the student has received appropriate medical attention.

19. FIRE AND TORNADO DRILLS

Fire and tornado drills will be held periodically under the supervision of the superintendent or principal. Be sure you know the exit process and discuss drill procedures with your students in every class you teach. All classrooms should post procedures. Additional drills will be conducted by administration. (See the student handbook).

20. BAD WEATHER

If school is called off because of bad weather or for any other reason, it will be announced over the Alert Now System plus KNEB and our official social media page. It will be posted on the school website. Please do not call the superintendent or principal in regard to school cancellations or postponements. Wait for the announcement via radio, TV, or telephone.

21. MAINTENANCE

Teachers/Sponsors/Coaches should work cooperatively with the custodial staff by keeping your area in order, cleaning up after activities, and closing up after an activity that you have sponsored.

Each teacher/sponsor/coach is responsible for an inventory of books and equipment under his/her care.

22. TEACHER INFORMATION

The school encourages routine visitation by parents. It is recommended that teachers invite parents to discuss concerns about students whenever possible. Your principal should be informed of serious difficulties requiring parental involvement and should always be involved when parents come to school with a serious school problem.

Teachers are welcome to eat in the school hot lunch program. The cost is \$5.00 per day and \$3.75 for breakfast.

You are expected to attend a representative number of school activities, including conference activities. Season passes will be issued to faculty members for all home activities. The pass will include your spouse. Passes to other conference activities are available. These passes may have to be passed around so that every staff member will have an opportunity to use them.

There are parking lots provided for faculty use. Please use them.

23. ASSIGNMENTS AND PREPARATION OF PUPILS

Assignments are important. Explain the next day's assignment, how to study for it, and highlight particular points of interest. Be sure each student receives the assignment. It is a good idea to write it on the board so no excuses can be offered. Remember that students are taking five or six other subjects in addition to the subject you are teaching. Each class is as important as the other classes. Therefore, the length of assignments must be considered in relation to a student's total daily assignments in order for all of them to be completed each day.

24. GRADING AND GRADE BOOKS

Keep grade books/electronic grade books up-to-date. Collect a sufficient number of grades during a nine-week period to verify a nine-week grade. All classes must have a minimum of 2 grades per week. Grade books are to be turned in at the end of the year with yearly grade sheets. Grade books and grade sheets are the property of the school.

If a student's grades are down, he/she should be informed frequently of their average and unsatisfactory status. Tell him/her why they are down in the subject and what can be done to bring it up to passing. Secondary teachers and Grade 4-6 teachers must follow assignment policy as adopted.

25. USE OF VIDEOS

All videos that are used in the classroom setting shall have an educational purpose that is specific to the subject area being taught. The use of videos to fill a time slot or keep the students occupied is prohibited. Any videos that are not subject area based shall be cleared through the building principal and specifically noted by title in the weekly lesson plan. Educational Service Unit #13 and the building libraries have ample supplies of educationally based videos that can be used for these purposes.

26. END OF YEAR PROCEDURES

Teachers are expected to make proper use of classroom sessions until the school year is over. The patrons of this district have a right to expect that students participate in educationally based activities while school is in session. Having students clean, organize; watch movies, etc. is not considered to be an educationally based activity. Textbooks shall be turned in no sooner than 2 class meetings before the last day of school.

27. TRAVELING TEACHERS

Teachers that work in both buildings are responsible to both building principals. This includes mandatory attendance at all staff meetings, I.E.P., M.D.T, S.A.T. These teachers are also responsible for checking out with

both building principals at the end of the school year.

28. BOARD OF EDUCATION

Jeff Jenkins -----	President	Brad Helgerson.....	V. President
Dustin Keener-----	Member	Doug Keener.....	Secretary
Mark Spencer -----	Member	Paul Pieper.....	Member

The Board of Education holds its regular meeting on the second Monday of each month. All meetings of the Board are open to the public. The Board is interested in the success and progress of the faculty. Its view of the school is a broad, all-inclusive view. They are very much concerned with having the best school possible. The line of communication between the Board and all its employees is always open. However, remember the Board can act only as a group, not as individuals. The proper channel for questions and concerns with the Board is through the superintendent of schools.

Budget requests are turned in to the superintendent in the spring. These will be carefully reviewed in regard to the school's needs pending the future approval from the Board of Education.

29. TEACHER RETIREMENT

At any age the Board may require physicians' examinations to determine the physical and mental ability of a teacher to perform his/her job responsibilities. Also, classroom observations may be required to ascertain competencies.

30. EXTENDED CONTRACT

Teachers who are on extended contract will submit a plan in writing at the beginning of the summer outlining how they expect to comply with their obligations.

31. GENERAL INFORMATION

Telephone procedure--The telephone in the classroom is for your professional use. Teachers should be making contact with parents about grade and discipline concerns. Long distance calls must be charged to your home number or written down on the phone sheet. Please ask callers to contact you during your free time to avoid interruptions during class.

News releases--All communication to the news media, community at large, special interest groups or individuals must be cleared through the office. Always type a final draft of the news release and submit it for approval to the principal and/or superintendent.

Bulletin boards--Bulletin boards are maintained for the posting of general information, school announcements and student work. The office must approve outside school information placed on bulletin boards.

Posting on special use bulletin boards must be with the approval of the teacher in charge. Notices should be removed as soon as the purpose of the notice is served. Read the bulletin board notices on a regular basis. They may concern you.

32. TERMS OF EMPLOYMENT

184 contract days. Salary and work year will be according to the current schedule.

"Everything you do teaches a lesson, even away from the classroom. We watch your actions and we hear your words and we are influenced positively or negatively. Guard your integrity like your most prized possession because it is."

33. EVALUATION

Performance of this job will be evaluated periodically during the year in accordance with the provision of the Board's Policy on Evaluation of Professional Personnel. There is a copy of the Teacher Evaluation Form at the back of the teacher handbook. All tenured teachers will be formally evaluated every other year. Additional evaluations will be at administration discretion. Non tenured teachers will be evaluated once per semester for the first three years of employment.

34. PROCEDURES FOR IMPROVING TEACHER PERFORMANCE

Principal Visitation—For tenured teachers there will be at least one principal visitation every year, followed by a written report (walk-through). For non-tenured teachers there will be at least one principal's visitation per semester. The visitations will deal specifically with teacher-pupil rapport, classroom atmosphere and control, as well as the techniques of teaching. Written reports will be signed by both the principal and the instructor at a conference to be held as soon after the visits as possible. All probationary teachers will be visited at least once during the first semester and at least once during the second semester.

35. GRIEVANCE PROCEDURE

Definition of Terms--"Grievance" shall mean a claim based upon an event or condition that affects the welfare and/or terms and conditions of employment of an employee, and/or policies, rules, regulations, or professional negotiation contracts of the school districts.

Grievance Procedure--Any school employee that wishes to claim a grievance shall notify the superintendent in writing of such grievance and shall request a time within five calendar days in which to discuss the grievance.

The superintendent shall, within five calendar days of the discussion, submit his decision in writing to the employee. If the employee is not satisfied with the disposition of the problem, he/she may, within ten days, request in writing a hearing before the Board, which the Board may schedule at its next regular meeting.

At said meeting, the evidence shall be presented by the employee, the superintendent, and by any other party requested by the Board. The Board may render its decision at that time, or it may take said matter under advisement and render its decision at the next regular meeting of the Board.

36. REDUCTION IN FORCE POLICY OF MITCHELL SCHOOL DISTRICT #31

For complete details, see Board Policy Reduction in Force (408.05)

37. OPENING DAY

The first day is an important one. The first impressions you give your students may be permanent ones. It is much easier to make a good beginning than to attempt to overcome errors that may be made on the opening day. Three important things to do the first day:

1. Arrange your room attractively. Pictures on the bulletin boards will help. Be on hand early.
2. Take control of your room or class. Have a definite plan in mind for seating pupils and distribution of books and materials. Be sure to document book numbers and conditions of the books issued.
3. Start pupils on their regular schoolwork as soon as possible.

CHECKLIST

1. Establish procedures for controlling the room. Set rules and enforce them as soon as possible. However, harsh punishment the first day is usually out of order.
2. Take roll of pupils in attendance. Complete information will be needed on all new students. Contact the Principal or counselor to inform them of any new students.
3. Be sure to check textbook numbers and condition of books as they are issued. Make a list and retain for the end of year check-in. Chromebooks will be checked out to students at the beginning of the year.
4. Advise the students of your class content and what your expectations are for the class. Make an effort to let your students know who you are and also make an effort to get to know your students.

NOTE: Additional regulations may be developed as the year goes on. Teachers will receive copies of these as they are approved.

38. PROFESSIONAL GROWTH ACTIVITIES

Local School Board Policy 409.01

"Every six years permanent certification employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or in the alternative, such other activities as are approved by the school board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees."

Effective September 1, 1982, all permanent certified instructional personnel in the Mitchell Public Schools are required to provide evidence of professional growth within six years, and in succeeding six-year periods

thereafter. Each professional growth period begins on September 1 and ends on August 31.

Six semester hours of college credit shall be accepted as evidence of professional growth or, as an alternative, such other activities, as are approved by the Mitchell Board of Education. Combinations of college and approved alternative activities will be accepted.

Each staff member is responsible for providing the School Administration and the Mitchell Schools Professional Growth Committee with evidence of their professional growth. Requests for professional growth hours must be submitted on the appropriate form for activities completed during each six-year period.

The School Administration and Professional Growth Committee will be responsible for determining what will be allowed for professional growth and will maintain a record of professional growth for each staff member.

Personnel who do not meet the professional growth requirements by the end of the sixth year (September 1) will not advance further on the salary schedule until the work is completed; the individual could have his/her contract terminated because he/she could not show evidence of professional growth by State statutes (as above).

Evidence of progress toward the completion of professional growth requirements will be addressed in the evaluation report of permanent certificated employees.

39. ALTERNATIVE ACTIVITIES

1. Chairmanship or Co-chairmanship of North Central Committee (Up to two hours during one professional growth period.)
2. Any work assignment on educational committees of Mitchell schools requiring fifteen (15) hours or more of work. (Up to one hour during one professional growth period).
3. Student teacher supervision (No more than two hours per professional growth period).
4. Participation in an official school-sponsored mentoring program. (No more than one hour per professional growth period).
5. Non-credit college workshops, conferences, and special classes. (One-half (1/2) hour for each seven (7) hours of attendance, no more than two hours per professional growth period).
6. A professional publication of a significant nature. (One hour per professional growth period).

**(Legal reference 79-830)
(Legal reference 79-824- paragraph #4)**

40. HEALTH AND SAFETY COMMITTEE

Health and Safety Committee--**Legal Reference, NE, Statutes 48-443 to 48-446.**

On-the-job safety of every district employee is of great concern to Mitchell Public Schools. In addition, a recent change in law requires more review in the area of safety and demands the creation of a safety committee. Any improvements in safety are helpful because:

1. Injuries often bring about human suffering to district employees and their families.
2. The district cost of insurance premiums and indirect costs of disrupted work schedules and damaged equipment might better be spent in improving employee benefits and wages.

It is the policy of the School District, therefore, to provide and maintain safe working conditions and to follow operating practices directed by a safety committee that will safeguard all employees and result in safe, efficient operations.

Contact person (s):

ELEMENTARY	-----	HIGH SCHOOL
Kirk Kuxhausen	-----	Heath Peters
Kathy Urbanek	-----	Kathy Urbanek
Kim Thomas	-----	John Bevins
Jamie Batterman	-----	Kaci Kearns
Glen Eberspecher	-----	Glen Eberspecher

41. Acceptable Use Policy Computer/Internet Network System

The access to the computer/Internet network and resources within the Mitchell Public School System is a privilege, not a right. All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the rights to prioritize use and access to the system. School owned computers, files, and etc. are subject to review without notification. This includes all files stored on a server or computer. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district system.

- Commercial solicitation is prohibited.
- School administration or the site administrator must approve use of network for charitable purposes in advance.
- The network may not be used to support or oppose political candidates or ballot measures.
- Users may not disrupt the computer/Internet network system in any way.
- System components including hardware or software shall not be destroyed, modified or abused in any way.
- The network may not be used to harass other users.
- Users may not gain unauthorized access to any computer or computing system.
- Users are responsible for the appropriateness and content of material they transmit or publish on the system.
- Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- Subscriptions to mailing lists, bulletin boards, chat groups, commercial on-line services and other information services must be pre-approved by the classroom instructor or site administrator.
- There must be a faculty member in the room anytime the Internet is used.

Employees of the district may use the district's computer system for personal use, in accordance with rules and regulations found in Board Policy, Educational Service Unit approved rules and regulations and Mitchell's Technology-Use Handbook. The computer system includes the district's email system, Internet access, and any other computer service or equipment supported with school district funds.

Mitchell Public Schools Teacher Position Job Description

*** This Job Description is in addition to and supplements
the Master Certificated Job Description***

- A. Job Title:** Teacher
- B. Department:** Instruction
- C. Education Level and Certification:** Bachelor's degree required. Must at all times during employment possess a Nebraska Teaching Certificate with such endorsements as required by NDE Rule 10 and all other certification and training as required or assigned.
- D. Reports to:** Principal or Principal's Designee
- E. Required Job Tasks**
 1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
 2. Observe and evaluate students' performance, behavior, social development, and physical health.
 3. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.

4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
6. Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
7. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
8. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
9. Prepare materials and classrooms for class activities.
10. Assign lessons and correct homework.
11. Enforce all administration policies and rules governing students.
12. Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
13. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of the State and the school district.
15. Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
16. Guide and counsel students with adjustment or academic problems, or special academic interests.
17. Meet with other professionals to discuss individual students' needs and progress.
18. Prepare and implement remedial programs for students requiring extra help.
19. Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
20. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
21. Prepare reports on students and activities as required by administration.
22. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
23. Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
24. Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.
25. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
26. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
27. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

F. Working Conditions

1. Inside offices and classrooms.
2. Outside for activities with students and student supervision.

G. FLSA Status: Exempt.

Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of

specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.

- H. Essential Functions:** The essential functions of the Teacher position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and (3) the ability to perform the following identified physical requirements:

Physical Teacher	Requirements	Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
		NE	NE	E	E	E
amina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing			X		
4.	Sprinting/Running		X			
ibility						
5.	Bending or twisting at the neck more than the average person				X	
6.	Bending or twisting at the trunk more than the average person				X	
7.	Squatting/Stooping/Kneeling				X	
8.	Reaching above the head				X	
9.	Reaching forward				X	
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
ivities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength			X		
13.	Driving on the job			X		
14.	Typing non-stop				X	
of Arms and Hands						
15.	Manual dexterity (screwing a lid on a jar)			X		
16.	Finger dexterity (typing)			X		
ting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
waist				X		
shoulder				X		
to overhead			X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
waist				X		
shoulder				X		
to overhead		X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
waist			X			
shoulder			X			
to overhead		X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
waist		X				
shoulder		X				
to overhead		X				
21.	Lifting 76 plus pounds (Mark all that apply)					
waist		X				

shoulder	X				
to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds		X			
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Lifting					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				

MITCHELL PUBLIC SCHOOLS TEACHER EVALUATION POLICY

The Board of Education of School District #31, Scottsbluff County, Nebraska, recognizes the importance of teacher evaluation for the purpose of improving instruction and for meeting the instructional goals of the district. Teacher evaluation promotes focused professional activity and professional growth which, in turn, improves teaching competency leading to improved student performance. Therefore, teachers will be appraised using the written evaluation plan and procedure approved by this Board.

PROCEDURES FOR TEACHER EVALUATION

1. Each teacher shall be evaluated on criteria which include:
 - a. Instructional Performance, this includes the use of technology
 - b. Classroom Organization and Management
 - c. Personal Conduct
 - d. Identified Strengths
 - e. Suggestions for improvement

All such evaluative criteria will be tied to and related to the achievement of the district's instructional goals.
2. The following criteria apply to the number of evaluations and the current status of a teacher (probation and tenured):
 - a. Certificated teachers on probation shall be evaluated at least once each semester during the school year.
 - b. Certificated teachers on permanent status (tenured) shall be evaluated at least once every school year.
 - c. The duration of each classroom observation to be used for formal evaluation shall be one complete instructional period or complete learning activity (or one hour).
3. The evaluator, who is the building principal or superintendent or superintendent designee will prepare the evaluation report. It shall contain a statement which clearly describes all noted deficiencies, which specifies acceptable means for correcting the noted deficiencies, and which provides an adequate timeline for the teacher to implement the specific suggestions for improvement.
4. A conference shall be scheduled with the teacher as soon as reasonably possible following the observation visit to present and explain the written evaluation report.
5. The evaluator and the teacher being evaluated shall both sign the evaluation report to document that the evaluation has been conducted. The evaluation report form shall provide a space for the teacher's written responses to the evaluation.
6. Evaluators shall possess a valid Nebraska Administrative Certificate appropriate for the level of the teacher being evaluated.
7. Evaluators shall be prepared to use the district's evaluation system. Any training necessary shall be provided by the district and or these sources which include: Educational Service Unit #13, the

Nebraska Council of School Administrators, the National Association of Secondary Principals, the National Association of Elementary Principals, the Nebraska Department of Education, and the Nebraska School Board Association. Evaluators will meet with the district superintendent to discuss evaluation procedures on a monthly basis. Evaluators will log workshops and trainings concerning evaluation procedures and skills. The superintendent of schools is responsible for training new evaluators. The superintendent will also establish or make available on-going training for existing evaluators.

8. At the beginning of each school year, teachers shall be provided a written explanation of the district's evaluation system and the procedures to be followed. This will be done prior to school starting. Evaluators and /or the superintendent of the district will communicate the evaluation process both written and verbal to all teachers in the district.

Date adopted by the Board of Education: February 14, 2005

**MITCHELL PUBLIC SCHOOLS
ANNUAL FORMAL TEACHER EVALUATION**

CERTIFIED STAFF

Teacher's Name: _____

Grade: _____

Subject: _____

Date: _____

Time: _____

Evaluating Administrator: _____

Key: E=Exemplary
 S=Satisfactory
 NI=Needs Improvement
 NO=Not Observed

Key – District Standards
 X=Observed/Strong Area

I. INSTRUCTIONAL PERFORMANCE

	E	S	NI	NO
1. Planning: The lesson is well planned with clear, concise and appropriate student objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Designs lessons consistent with board approved curriculum.	<input type="checkbox"/>
➤ Develops clear, concise lesson plans with learning objectives stated.	<input type="checkbox"/>
➤ Selects and uses appropriate activities and materials.	<input type="checkbox"/>
➤ Plans appropriate goals and objectives.	<input type="checkbox"/>
➤ Monitors student performance during study time to determine if assistance is needed.	<input type="checkbox"/>
➤ Uses class time effectively.	<input type="checkbox"/>

	E	S	NI	NO
2. Variety of Teaching Techniques: The teacher uses a variety of teaching activities and materials to promote instructional goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Maintains daily curriculum continuity.	<input type="checkbox"/>
➤ Uses appropriate instructional methods.	<input type="checkbox"/>

➤ Adapts methods and materials to students' learning levels.	<input type="checkbox"/>
➤ Promotes active student involvement in instructional activities.	<input type="checkbox"/>
➤ Experiments with new ideas and methods.	<input type="checkbox"/>
➤ Demonstrates ability to change objectives/activities to suit individual student needs.	<input type="checkbox"/>

	E	S	NI	NO
3. Communicates Ideas Effectively: The teacher provides instruction in a clear, concise manner to give each student a successful, learning experience at an appropriate level of difficulty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Makes expectations known to the student.	<input type="checkbox"/>
➤ States objectives of the lesson (set).	<input type="checkbox"/>
➤ Informs students as to their progress	<input type="checkbox"/>
➤ Provides immediate feedback to students and returns graded work promptly.	<input type="checkbox"/>
➤ Conveys subject matter effectively.	<input type="checkbox"/>
➤ Defines new vocabulary.	<input type="checkbox"/>
➤ Uses grammatically correct oral and written communication.	<input type="checkbox"/>
➤ Summarizes the lesson (closure).	<input type="checkbox"/>

	E	S	NI	NO
4. Student Participation: The teacher allows time for students to participate in their own education, encouraging them to express opinions and to build their self-concepts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Allows students to help plan learning activities.	<input type="checkbox"/>
➤ Acknowledges student contributions.	<input type="checkbox"/>
➤ Encourage class discussion, via appropriate-level questioning.	<input type="checkbox"/>
➤ Listens and responds to students when they speak.	<input type="checkbox"/>
➤ Displays enthusiasm, initiative, and imagination.	<input type="checkbox"/>

	E	S	NI	NO
5. Knowledge About Students: The teacher is positive and supportive of students and maintains personal relationships that generate acceptance between student and teacher and contribute to a cooperative classroom environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Stimulates students' intellectual creativity.	<input type="checkbox"/>
➤ Utilizes appropriately information provided by staff and counselor.	<input type="checkbox"/>
➤ Identifies and seeks out students who need assistance or support.	<input type="checkbox"/>
➤ Maintains positive contacts with parents.	<input type="checkbox"/>

6. Technology Integration: The teacher utilizes technology to enhance instruction. MDE
District Standards
➤ Uses a variety of technology tools.
➤ Integrates technology into lesson presentation.
➤ Utilizes technology to increase student engagement.

II. CLASSROOM ORGANIZATION & MANAGEMENT

	E	S	NI	NO
1. Learning Environment: The teacher provides a physical and affective environment conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards				
➤ Encourages students to take part and be active learners.	<input type="checkbox"/>			
➤ Displays a sense of humor.	<input type="checkbox"/>			
➤ Provides positive verbal and non-verbal reinforcement for proper student contribution.	<input type="checkbox"/>			
➤ Helps students appreciate each other's individual differences.	<input type="checkbox"/>			
➤ Designs and maintains an attractive classroom.	<input type="checkbox"/>			

	E	S	NI	NO
2. Classroom Control: The teacher maintains a controlled classroom that enhances student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards				
➤ Establishes and applies classroom rules and routines effectively.	<input type="checkbox"/>			
➤ Has clear classroom rules stated in a positive manner and on display in the classroom.	<input type="checkbox"/>			
➤ Deals calmly with interruptions.	<input type="checkbox"/>			
➤ Keeps students on task.	<input type="checkbox"/>			
➤ Changes procedures to maintain a productive environment.	<input type="checkbox"/>			
➤ Monitors students engaged in independent study.	<input type="checkbox"/>			
➤ Handles negative student behavior in a professional and appropriate manner.	<input type="checkbox"/>			

	E	S	NI	NO
3. Use of Classroom, Materials, and Equipment: The teacher uses the classroom, materials, and equipment to maximize learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards				
➤ Arranges classroom furniture to enhance learning.	<input type="checkbox"/>			
➤ Has materials and supplies on hand for the lesson being presented.	<input type="checkbox"/>			
➤ Arranges visuals (transparencies, maps, charts, etc.) for maximum viewing by students.	<input type="checkbox"/>			

III. PROFESSIONAL CONDUCT

	E	S	NI	NO
1. Commitment to the Profession: The teacher, in accord with professional standards, demonstrates a commitment to the profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards				
➤ Makes efforts to maintain a positive working relationship with colleagues, administrators, and board.	<input type="checkbox"/>			
➤ Strives to improve the profession by membership and active participation in professional organizations and by serving willingly on professional committees.	<input type="checkbox"/>			
➤ Respects and maintains confidentiality.	<input type="checkbox"/>			
➤ Uses appropriate channels of communication in a timely manner.	<input type="checkbox"/>			
➤ Collaborates effectively with other resource personnel.	<input type="checkbox"/>			

	E	S	NI	NO
2. Commitment to Students: The teacher practices the profession with genuine interest, concern, and consideration for the student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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District Standards

➤ Accords just and equitable treatment to every student regardless of race, color, creed, sex, marital status, national origin or ethnic background.	<input type="checkbox"/>
➤ Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.	<input type="checkbox"/>
➤ Maintains current, complete, and accurate student records.	<input type="checkbox"/>
➤ Initiates contact with parents regarding student progress.	<input type="checkbox"/>

	E	S	NI	NO
3. Commitment to the General Public: Teachers, by their conduct, convey to the general public personal integrity and respect for the education profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Uphold respect for the rules of law and democratic processes.	<input type="checkbox"/>
➤ Uphold and support district policies.	<input type="checkbox"/>

IV. PERSONAL CONDUCT

	E	S	NI	NO
1. Rapport with Students: The teacher is student oriented and gains respect of students by establishing a positive and caring classroom atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Is fair and impartial.	<input type="checkbox"/>
➤ Respects students and their opinions.	<input type="checkbox"/>
➤ Displays empathy toward students.	<input type="checkbox"/>
➤ Accepts student “as is” regarding individual differences and unique needs.	<input type="checkbox"/>

	E	S	NI	NO
2. Rapport with Professional Peers: The teacher shares professional knowledge and techniques with other faculty, works cooperatively with all school staff, and recognizes and appreciates the work of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Cooperates with other colleagues in carrying out school-related responsibilities.	<input type="checkbox"/>
➤ Provides input willingly on school-related decisions.	<input type="checkbox"/>
➤ Expresses differences of opinion openly and tactfully.	<input type="checkbox"/>
➤ Receives constructive criticism in a positive manner.	<input type="checkbox"/>

	E	S	NI	NO
3. Judgment: The teacher uses good judgment regarding the safety of students and the care of the facility and furnishings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Standards

➤ Takes reasonable precautions to insure student safety.	<input type="checkbox"/>
➤ Cares for the facility, materials, and equipment.	<input type="checkbox"/>
➤ Considers the emotional well-being of students when making decisions.	<input type="checkbox"/>
➤ Dresses appropriately for assigned tasks.	<input type="checkbox"/>
➤ Uses language that does not profane, belittle, or intimidate.	<input type="checkbox"/>

	E	S	NI	NO
4. Enthusiastic Attitude: The teacher views the school positively and exhibits an excitement for teaching that inspires students in their studies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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District Standards

➤ Stresses the positive aspects of school and students.	<input type="checkbox"/>
➤ Displays a caring attitude about the profession.	<input type="checkbox"/>
➤ Is punctual regarding meetings and assignments.	<input type="checkbox"/>
➤ Exhibits and excitement for their own learning.	<input type="checkbox"/>

Narrative/Comments/Summary: _____

Observation Summary

IDENTIFIED STRENGTHS:

SUGGESTIONS FOR IMPROVEMENT:

Staff

Signature _____ **Date** _____

Evaluator's

Signature _____ **Date** _____

—

Any area identified as “Needs Improvement” shall require a plan of improvement. Depending on the specific item and evaluator, the plan of improvement shall be either written or verbal. Follow-up conferences shall be conducted.

Signature of the staff member does not indicate agreement with statements made within this evaluation. Signature does indicate that the staff member has been observed, informed of the observation, and received a copy of any information placed in his or her file regarding this observation. It is the responsibility of the teacher to submit a written statement indicating his/her disagreement with statements made within this summary.

SUMMARY SHEET FOR PERSONNEL FILE

Teacher's Name: _____

Grade: _____

Subject: _____

Date: _____

Time: _____

Evaluating Administrator: _____

- I. Instructional Performance**
 - A. Planning: Choose One**
 - B. Variety of Teaching Techniques: Choose One**
 - C. Communicates Ideas Effectively: Choose One**
 - D. Student Participation: Choose One**
 - E. Knowledge About Students: Choose One**

- II. Classroom Organization & Management**
 - A. Learning Environment: Choose One**
 - B. Classroom Control: Choose One**
 - C. Use of Classroom, Materials, and Equipment: Choose One**

- III. Professional Conduct**
 - A. Commitment to the Profession: Choose One**
 - B. Commitment to Students: Choose One**
 - C. Commitment to the General Public: Choose One**

- IV. Personal Conduct**
 - A. Rapport with Students: Choose One**
 - B. Rapport with Professional Peers: Choose One**
 - C. Judgment: Choose One**
 - D. Enthusiastic Attitude: Choose One**

Additional Comments: _____

PRE-OBSERVATION CONFERENCE FORM

Name: ____

Date of Pre-Observation Conference: ____

Date/Time/Subject for Formal Observation: ____

-
1. Is this a new, review, or extension lesson? ____
 2. What objective will be met today? ____
 3. How are you going to teach the objectives? (Please describe methods & activities) ____
 4. How do you plan to involve students? ____
 5. How do you plan to assess the success of the lesson? ____
 6. Is there a specific area you want the evaluator to address? ____

PROFESSIONAL GOALS FORM

Goals should be measurable and attainable.

Teacher: ___

Position: ___

Date: ___

Professional Goal:

Target Date for Accomplishment:

Plan for Accomplishment:

Evidence of Accomplishment: ___

MITCHELL PUBLIC SCHOOLS
MASTER CONTRACT
NEGOTIATIONS AGREEMENT 2025-2026 and 2026-2027

1.
 - a) The Mitchell School Board of Education recognizes the MEA as the “sole and exclusive” bargaining agent for the certified staff.
 - b) The District will pay a salary based on \$40,000 for the 2025-2026 and \$41,200 for 2026-2027 year as shown on the salary schedule.
 - c) The District will pay a flat salary of \$19,000 in the 2025-2026 year (\$19,300 for 2026-2027) on each step of salary schedule.
 - d) District will pay one half (1/2) of an employee BC/BS with a \$650 deductible and employee Dental Coverage with PPO - 100% A, 75% B, 50% C Coverage - Option 2

2. All Contracts and salaries will be based on a specific number, 184 days of teaching and service. This number will appear on each contract, and will be used as a basis for the amount of pay per day when it may be necessary to add or subtract from an employee's salary.

3. To advance horizontally on the salary schedule, hours over and above the degree must meet the following criteria:
 - a) Hours must be graduate level or specifically assigned by the administration.
 - b) One-half (1/2) of the hours must be in the teaching field.
 - c) Short courses (those crammed into a few days) will be limited to three hours credit.
 - d) Telecommunications or correspondence or online courses will be accepted if credited to a record of transcript, and completed successfully from an accredited college.
 - e) Graduate hours specifically applicable to administrative certification will be counted toward horizontal movement. Teachers who receive Masters in Administration may be invited or may request to sit on the Board of Education negotiations team.

4. Horizontal and Vertical movement will be allowed for each step earned.

5. Teachers will be expected to accept three assignments such as ticket selling or taking. An attempt will be made to limit these assignments up to three. Any assignment after three will be paid at the rate determined by administration.

6. All years of certificated teaching experience will be accepted.

7. To advance horizontally on the schedule, credits must be earned and presented to the superintendent's office by September 1st of each year. Credits earned or presented after that day will carry over to the following year.

8. The District will pay \$2.00 per month toward long-term disability insurance, per teacher, or the appropriate share for other than a full-time teacher, based on the percentage of time of employment. The LTD policy may be the individual teacher's choice. Rates may change at the vendor's discretion.

9. The district will pay \$5.50 per month toward a term life insurance policy of \$25,000 per teacher with the option to add an additional \$25,000 at the teacher's expense. Rates may change at the vendor's discretion.
10. Leaves:
- a) At the beginning of each year, all staff members will be granted ten (10) Flex Days to be used as sick leave, personal leave, or bereavement leave.
 - i. Ten (10) flex days.
 - ii. Flex days do not include professional days.
 - iii. Flex days may not be used the last week of the school year.
 - iv. Remaining flex days at the end of any contract year will be added to the staff member's accumulated sick leave to a maximum of 66 days to begin the next contract year or the staff member may use the Flex Days Buy Back. Each teacher will have the opportunity to select up to ten flex days for a reimbursement of 75% of 1/184 of the staff member's base salary.
 - v. When all flex days are used in any given year, a staff member may use accumulated days for sick days.
 - vi. Accumulated days are sick days, not flex days.
 - vii. Sick days may be used for illness for self or illness and/or bereavement of immediate family; immediate family is defined as the teacher's mother, father, sisters, brothers, sons, daughters, grandparents, spouse, mother, father sisters, brothers, and grandparents of the spouse. Flex days must be used prior to using sick leave days.
 - viii. Any leave days other than sick days after the expiration of all flex days in any given contract year will result in 1/184 loss of pay.
 - ix. Considerations when accumulated sick days expire: sick bank, family leave act, or loss of pay.
 - x. Nothing in paragraph 10 shall be deemed to change any teacher obligation, duty, or term of the signed teacher's contract.
 - b) Retiring teachers with accrued sick leave may apply to have the district buy back unused sick leave subject to the following criteria: Certified staff members who retire after meeting the rule of 85, but not accepting any other early retirement incentives offered by the district, may have any unused sick leave purchased back by the district at the rate of one-half (1/2) current substitute pay per day up to sixty-six (66) days.
 - c) Professional leave will be considered a paid absence when it is used to fulfill professional responsibilities or when, by attending a particular meeting, there will be a benefit to the school or to the students. This judgment will be at the discretion of the superintendent and/or the Board. Professional leave shall be two or more days per year and will not accumulate.
 - d) **New Parent Leave** A teacher who seeks leave from employment to either (1) give birth to a newborn baby, (2) be with the teacher's spouse or partner who gives birth to a newborn baby, or (3) who adopts a child under the age of six years old at the time of the adoption, shall be

entitled to paid leave for the school days that occur over the 42-calendar days immediately following the date of birth of the child or the date on which the child is legally adopted. In the event that a holiday or break falls within said 42-day period, the teacher shall not be entitled to additional days beyond the 42-day time period. Leave taken under this provision shall run concurrently with leave under the Family Medical and Leave Act and any other protected leave laws. In all other respects, new parent leave and sick leave shall be treated as separate and distinct entitlements. A new parent may not use New Parent leave under this provision intermittently, unless the employee and district agree otherwise. A teacher must obtain prior approval from the Superintendent to use personal leave in conjunction with leave under this provision (such as a teacher who desires to take personal leave immediately after leave under this provision).

11. A Section 125 Plan is provided by the District for the voluntary participation of district personnel. The plan will be selected by a committee of representatives of the MEA, administration, and non-certified employees.
12. Employees of the district may use the district's computer system for personal use, in accordance with rules and regulations found in Board Policy, Educational Service Unit approved rules and regulations and Mitchell's Technology-Use Handbook. The computer system includes the district's email system, Internet access, and any other computer service or equipment supported with school district funds.
13. The Superintendent may appoint certificated staff members to serve on the Safety Committee in accordance with Nebraska State Statute 48-443.
14. 403 (b) is offered through, *403b Consultants LLC*.
15. This agreement shall be effective as of August 2023 and shall be binding upon the Board and all certified teaching staff. If a new and substitute contract has not been dully entered into prior to August 31, 2025, the terms of this contract continue in full force and effect.
16. Definition of Terms--"Grievance" shall mean a claim based upon an event or condition that affects the welfare and/or terms and conditions of employment of an employee, and/or policies, rules, regulations, or professional negotiation contracts of the school districts.

Grievance Procedure--Any school employee that wishes to claim a grievance shall notify the superintendent in writing of such grievance and shall request a time within fifteen calendar days in which to discuss the grievance. The superintendent shall, within five business days of the discussion, submit his/her decision in writing to the employee. If the employee is not satisfied with the disposition of the problem, he/she may, within ten days, request in writing a hearing before the Board, which the Board may schedule at its next regular meeting.

At said meeting, the evidence shall be presented by the employee, the superintendent, and by any other party requested by the Board. The Board may render its decision at that time, or it may take said matter under advisement and render its decision at the next

regular meeting of the Board.

Mitchell Public Schools Salary Schedule 2024-2025

		A -BA	B- BA+9	C - BA+18	D - BA+27	E - BA+36/MA	F- MA+9	G - MA+18	H - MA+27	I - MA+36
Vertical Index 0.0450	Step 1	1.0000	1.0450	1.0900	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600
		38,700	40,442	42,183	43,925	45,666	47,408	49,149	50,891	52,632
Horizontal Index 0.0450	Step 2	1.0450	1.0900	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050
		40,442	42,183	43,925	45,666	47,408	49,149	50,891	52,632	54,374
Base Salary 38,700	Step 3	1.0900	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500
		42,183	43,925	45,666	47,408	49,149	50,891	52,632	54,374	56,115
Flat Salary 18400	Step 4	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500	1.4950
		43,925	45,666	47,408	49,149	50,891	52,632	54,374	56,115	57,857
	Step 5	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500	1.4950	1.5400
		45,666	47,408	49,149	50,891	52,632	54,374	56,115	57,857	59,598
	Step 6	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500	1.4950	1.5400	1.5850
		47,408	49,149	50,891	52,632	54,374	56,115	57,857	59,598	61,340
	Step 7		1.3150	1.3600	1.4050	1.4500	1.4950	1.5400	1.5850	1.6300
			50,891	52,632	54,374	56,115	57,857	59,598	61,340	63,081
	Step 8			1.4050	1.4500	1.4950	1.5400	1.5850	1.6300	1.6750
				54,374	56,115	57,857	59,598	61,340	63,081	64,823
	Step 9				1.4950	1.5400	1.5850	1.6300	1.6750	1.7200
					57,857	59,598	61,340	63,081	64,823	66,564
	Step 10				1.5400	1.5850	1.6300	1.6750	1.7200	1.7650
					59,598	61,340	63,081	64,823	66,564	68,306
	Step 11					1.6300	1.6750	1.7200	1.7650	1.8100
						63,081	64,823	66,564	68,306	70,047
	Step 12					1.6750	1.7200	1.7650	1.8100	1.8550
						64,823	66,564	68,306	70,047	71,788
	Step 13						1.7650	1.8100	1.8550	1.9000
							68,306	70,047	71,788	73,530
	Step 14							1.8550	1.9000	1.9450
								71,788	73,530	75,271
	Step 15								1.9450	1.9900
									75,271	77,013
	Step 16									2.0350
										78,754

EXTRA-DUTY PLACEMENT

1. Extra-Duty pay will be figured on a percentage of the base entry level salary (\$38,700)
2. Individuals changing from one assignment to an assignment in a different activity will start at step one of the new categories.
3. All years of experience will be accepted in a specific activity, unless a higher category is being moved to in that specific activity. In the case of moving up in category in a specific activity, years of experience will be accepted so that the coach/sponsor will receive no less than 130% of his/her previous compensation. At the discretion of the administration team, a coach or sponsor may be given all years of experience in a specific activity when moving to a higher category in that specific activity.
4. The Administrative team retains the prerogative to add or delete positions and to change sponsors or coaches before the assignment begins.
5. The Board of Education and/or the superintendent must approve coaching positions before the assignment begins.
6. The salary for extra-duty assignment is determined on a percentage basis, per category as listed.
7. Applicable sponsorship categories are not frozen at an upper limit and will continue indefinitely on a year-to-year basis.

2024-25 Extra Duty						
BASE	\$38,700					
Category 1: Varsity Head Athletic Coaches, Head Cheer, Head Speech, Head ESports, FFA Sponsor						
Step 1:	11%	\$4,257	Step 8:	14.50%	\$5,612	
Step 2:	11.50%	\$4,451	Step 9:	15%	\$5,805	
Step 3:	12%	\$4,644	Step 10:	15.50%	\$5,999	
Step 4:	12.50%	\$4,838	Step 11:	16%	\$6,192	
Step 5:	13%	\$5,031	Step 12:	16.50%	\$6,386	
Step 6:	13.50%	\$5,225	Step 13:	17%	\$6,579	
Step 7:	14%	\$5,418	Additional: Add .5 %			
Category 2: HS Asst. Athletic Coaches, Summer Band/Pep Band, Asst. Esports, Asst. Speech, STRIV Sponsor						
Step 1:	6.600%	\$2,554	Step 8:	8.70%	\$3,367	
Step 2:	6.90%	\$2,670	Step 9:	9.000%	\$3,483	
Step 3:	7.20%	\$2,786	Step 10:	9.300%	\$3,599	
Step 4:	7.50%	\$2,903	Step 11:	9.600%	\$3,715	
Step 5:	7.80%	\$3,019	Step 12:	9.900%	\$3,831	
Step 6:	8.10%	\$3,135	Step 13:	10.200%	\$3,947	
Step 7:	8.40%	\$3,251	Additional: Add .3 %			
Category 3: Freshman Athletic Coaches, Asst. Cheer, Head One-Acts						
Step 1:	5.500%	\$2,129	Step 8:	7.25%	\$2,806	
Step 2:	5.75%	\$2,225	Step 9:	7.500%	\$2,903	
Step 3:	6.00%	\$2,322	Step 10:	7.750%	\$2,999	
Step 4:	6.25%	\$2,419	Step 11:	8.000%	\$3,096	
Step 5:	6.50%	\$2,516	Step 12:	8.250%	\$3,193	
Step 6:	6.75%	\$2,612	Step 13:	8.500%	\$3,290	
Step 7:	7.00%	\$2,709	Additional: Add .25 %			
Category 4: Junior High Head Coaches, Stage Crew All School Musical(3 Max), FBLA*, National Honor Society, Student Council*, Stage Lighting(2), Concession Stand*, Asst. One-Acts, Striv TV						
Step 1:	4.400%	\$1,703	Step 8:	5.80%	\$2,245	
Step 2:	4.60%	\$1,780	Step 9:	6.000%	\$2,322	

Step 3:	4.80%	\$1,858	Step 10:	6.200%	\$2,399		
Step 4:	5.00%	\$1,935	Step 11:	6.400%	\$2,477		
Step 5:	5.20%	\$2,012	Step 12:	6.600%	\$2,554		
Step 6:	5.40%	\$2,090	Step 13:	6.800%	\$2,632		
Step 7:	5.60%	\$2,167	Additional: Add .20 %				
Category 5: Annual, Asst. Junior High Coaches							
Step 1:	3.850%	\$1,490	Step 8:	5.040%	\$1,950		
Step 2:	4.020%	\$1,556	Step 9:	5.2100%	\$2,016		
Step 3:	4.190%	\$1,622	Step 10:	5.3800%	\$2,082		
Step 4:	4.360%	\$1,687	Step 11:	5.5500%	\$2,148		
Step 5:	4.530%	\$1,753	Step 12:	5.7200%	\$2,214		
Step 6:	4.700%	\$1,819	Step 13:	5.8900%	\$2,279		
Step 7:	4.870%	\$1,885	Additional: Add .17 %				
Category 6: Junior/Senior Class Sponsor, School Musical Accompanist							
Step 1:	2.750%	\$1,064	Step 8:	3.590%	\$1,389		
Step 2:	2.8700%	\$1,111	Step 9:	3.7100%	\$1,436		
Step 3:	2.9900%	\$1,157	Step 10:	3.8300%	\$1,482		
Step 4:	3.1100%	\$1,204	Step 11:	3.9500%	\$1,529		
Step 5:	3.2300%	\$1,250	Step 12:	4.0700%	\$1,575		
Step 6:	3.3500%	\$1,296	Step 13:	4.1900%	\$1,622		
Step 7:	3.4700%	\$1,343	Additional: Add .12 %				
Category 7: Boys' Grade School Basketball*, Girls' Grade School Basketball*, Quiz Bowl*, Math Counts*, Elementary Student Council (2)*, Grade School Volleyball, Science Bowl							
Step 1:	1.100%	\$426	Step 8:	1.450%	\$561		
Step 2:	1.1500%	\$445	Step 9:	1.5000%	\$581		
Step 3:	1.2000%	\$464	Step 10:	1.5500%	\$600		
Step 4:	1.2500%	\$484	Step 11:	1.6000%	\$619		
Step 5:	1.3000%	\$503	Step 12:	1.6500%	\$639		
Step 6:	1.3500%	\$522	Step 13:	1.7000%	\$658		
Step 7:	1.4000%	\$542	Additional: Add .05 %				
Category 8: Class Sponsors 7-10 Each, Honor Society							
Step 1:	0.800%	\$310					
*Split Between Sponsors							

**Mitchell Public Schools
Notice of Health Information Privacy Practices**

This Notice of Health Information Privacy Practices explains how the Mitchell Public School District 31 will

use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms "protected health information" (PHI).

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual's spouse or other family members, without the written authority of the individual. The provisions of the act become effective on April 14, 2003.

Mitchell Public School provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary from time to time, for the Mitchell Public Schools to obtain health information related to the employment policies of the Mitchell Public Schools and to comply with state and federal law.

For the Mitchell Public Schools to obtain employment related health information about you from a third party, you must provide written authorization for the Mitchell Public Schools to do so. The appropriate authorization forms are available from the District's bookkeeper.

Under what circumstances would the Mitchell Public School District need health information?

1. Enrollment of employees in the BCBS health plan, vision care, dental and other insurance plans.
2. Accounting for sick leave under the Mitchell Public School District's sick leave policy.
3. Filing worker's compensation claims for employees injured on the job.
4. Seeking medical certification for eligibility for short-term or long-term disability insurance.
5. Medical information necessary for the Mitchell Public School District to comply with the Americans with Disability Act.
6. Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
7. Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
8. Medical information necessitated by compliance with OSHA.
9. On other occasions to allow the employer to be assured that the employee is medically capable of performing all the necessary duties required by the Mitchell Public Schools.
10. For costing out negotiations proposals affecting coverage and single or marital status.
11. To comply with state and federal law.
12. Other employment related matters.

In order for the employee to be assured of the benefits to which he or she is entitled under the provisions of state or federal law and the policies and negotiated agreement of the Mitchell Public School District, it will be necessary for the employee to comply with the request for information related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Mitchell Public School District will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Mitchell Public School District will not provide or share this information with any other party, except for legitimate employment related matter and then only on a need-to-know basis or unless you provide written authorization to release the information to a third party.

All employment related health information will be maintained.

Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Mitchell Public School District in violation of federal law or the Mitchell Public School District's employment policies jeopardizes the financial interest of the Association and may result in job sanctions, including termination of employment.

Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctor appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Mitchell Public School District.

Employment Forms

The Mitchell Public School District will request personal information regarding insurance coverage, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing from single to married status.

Notification of Injury Under Workman's Compensation

A staff member injured on the job shall notify the Mitchell Public School District verbally of any injury as soon as practicable, but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Mitchell Public School District to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Mitchell Public School District may require you to complete a written document relating the nature of the accident and injuries.

Specific Requests for PHI

Specific request by you or by the Mitchell Public School District for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form-requesting PHI. The Mitchell Public School District will maintain a copy as part of the employee's employment record.

All information acquired under the provision of this policy will be maintained by the Mitchell Public School District as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Mitchell Public School District.

Your Rights Provided by HIPAA

You have the following rights regarding medical information the Mitchell Public School District may obtain from you or about you.

- ❖ Right to Inspect and Copy

You have the right to inspect and copy medical information the Mitchell Public School District maintains in the course of your employment and related activities, except any information compiled in anticipation of or for use in any civil, criminal, or administrative action or proceeding.

- ❖ Right to Amend

If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request to amend the information must be in writing. The request must identify the specific information you wish to amend and include information setting forth the reasons you believe the information is inaccurate.

- ❖ Restriction or Confidential Communications

You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions may not be in conflict with the necessary business practices or provisions of law.

❖ Right to Accounting of Disclose

The Mitchell Public School District has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with the law. The Mitchell Public School District will not disclose any PHI that is part of your employment record under any other circumstances, including disclosure to other family members, unless the Mitchell Public School District receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Mitchell Public School District is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure request prior to April 14, 2003.

❖ Right to Revocation of Disclosure

If you authorize disclosure of any information, either to the Mitchell Public School District and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Mitchell Public School District and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.

❖ Complaint Alleging Violation

If you feel that your PHI has been used inappropriately or in violation of this policy, you may file a written complaint with the Mitchell Public School District or with the US Department of Health and Human Services.

❖ Change of Notice of Health Information Privacy Practices

The Mitchell Public School District has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made the Mitchell Public School District will abide by the terms of this notice.

Confirmation of Receipt

You are required to sign and return this copy to the Mitchell Public School District to confirm that you have received a copy of this Notice. You will be provided with a copy for your records as well. The Notice with your signature will be maintained as a part of your employment record.

I _____ acknowledge receipt of this Privacy Notice.

Date _____

Mitchell Public Schools Student Fees Policy

The Board of Education of Mitchell Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational programs provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1" which provides further specifics of student fees and materials required of students for the 2003-2004 school year. Parents, guardians, and student are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire require for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items and miscellaneous

(a) Extracurricular Activities

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials

Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Music Course Materials

Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(iv) Parking

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities – Specialized equipment or attire

Extracurricular activities include students' activities or organizations which are supervised or administered by the District which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally uses exclusively, such as dance squad, cheerleading, and music/dance activity (i.e. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs and softball gloves, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (i.e. braces, mouth pieces) are the responsibility of the student participant. The student has the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost of such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost of such.

(4) Post-secondary education costs

Students are responsible for post-secondary education cost. The phrase "post-secondary education cost" means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(5) Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the

extent permitted by federal and state laws and regulations.

(6) Copies of student files or records

The Superintendent of the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicated copies to be provided without charge to the extent required by federal or state laws and regulations.

(7) Participation in before and after school or pre-kindergarten services

Students are responsible for fees required for participation in before and after school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(8) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(9) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parents group sale, a book order club, etc. Students may be required to bring money or food for field trips, lunches and similar activities.

(10) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under the United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced priced lunch program is not required to qualify for free or reduced price lunches for the purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(11) Distribution Policy

The Superintendent or the Superintendent designee shall publish the District's student fee policy in the Student Handbook or the equivalent (i.e. publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the district or to every household in which at least one student resides, at no cost.

(12) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from the students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school.

**Mitchell Public Schools
No Child Left Behind Act of 2001**

Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Mitchell Public Schools will give parents the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Mitchell Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the act.

(Board Policy 300C.7a)

No Child Left Behind Act of 2001

Notice Concerning Disclosure of Student Recruiting Information:

The No Child Left Behind Act of 2001 requires Mitchell Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses and telephone listings. Parents and secondary students have the right to request that Mitchell Public Schools not provide this information (i.e., not provide the students name, address and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Mitchell Public Schools will comply with any such request.

(Board Policy 500A.)

Administrative Regulation: Sexual Harassment

Sexual harassment is a form of sexual discrimination, which is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Mitchell School District disapproves and does not condone sexual harassment. Violations of this policy or procedures will be cause for disciplinary action.

Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature constitutes sexual harassment when:

- A. Submission to or rejection of that conduct or communication by an individual is used as a factor, either explicitly or implicitly, in decisions affecting that individual's employment or education; or
- B. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

ADOPTION DATE:

August 2002

LEGAL REFERENCE(S)

Title VII of the 1964 Civil Rights Act

SUBSTANCE-FREE WORKPLACE

The district is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs, alcohol and prescription drugs.

It is unlawful, and, therefore, absolutely prohibited for any employee of the district to engage in the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or as a part of any of the school's activities.

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The unlawful possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

The term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the district.

The phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the district.

The district will biennially review its entire program pertaining to the prevention of the use of illicit drugs, abuse of alcohol and prescription drugs by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The superintendent shall undertake such study as is deemed appropriate to determine whether this program is accomplishing its intended goals. If the superintendent determines that changes are necessary or desirable in the program, the superintendent shall, on or before the regular July meeting of the Board of Education,

present to the Board of Education such changes as are proposed by the administration in the program of the district.

The superintendent will keep a statistical report of all violations of the district's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students and employees on the school district's property or as a part of any of the district's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

Approved _____ Reviewed _____ Revised _____

1. The date and nature of any incidents of non-compliance with the district's policies pertaining to the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act
Amendments of 1989,
41 U.S.C. §§ 701-707 (1994).
42 U.S.C. §§ 12101 et seq. (1994).
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS, ALCOHOL AND PRESCRIPTION DRUGS ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

I, the undersigned, by affixing my signature here, acknowledge that I understand the absolute prohibition of the district against any employee of the district engaging in unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol and prescription drugs on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature here that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated this day _____ of _____, 20__.

Signature of Employee

EMPLOYEE PAYROLL PROCEDURES

Salary payments are made to all certified employees in twelve installments. The first payment will be made to the employee on the twentieth day of the month following the commencement of employment, in accordance with the terms of the contract. All succeeding payments will be made on the 20th day of the month thereafter while the contract is in force. Upon termination of the contract for any reason, the employee may be paid in one lump sum all salary yet due him upon fulfillment of the contract. This final payment is dependent on the availability of funds in the district or county treasury. Beginning September 1, 2009, all payroll checks will be direct deposited to employee's account.

**MITCHELL PUBLIC SCHOOLS
CLASSIFIED EMPLOYEE HANDBOOK
2025-2026**

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WELCOME!

Welcome to Mitchell Public Schools. The school district looks forward to you becoming a valuable asset and contributor to our students' education. We hope that you will enjoy the challenge of being part of a team that keeps our schools functioning smoothly and effectively.

Questions are sure to arise regarding your position and specific role in the school district. Your supervisor will spend time with you to explain some of the specifics about your job and exactly what is expected of you. This handbook has been prepared for you in order to answer some of the most common questions of concern to both new and long-term employees.

This handbook will answer questions about what we do, how we do it, and what is expected from all of our employees. Please take time now to read through this handbook. If you have any specific questions, please ask your supervisor/building principal. We also suggest that you keep this handbook at your work place, so you can refer to it any time you have a question or problem.

Mitchell Public Schools spends a great deal of time and effort finding and hiring people who are self-confident and have the skills and abilities to adequately perform a specific job. It is the district's intent for a match between an individual's capabilities and the tasks needed.

However, it should be noted that all employees are hired with the understanding that the period of employment is for an indefinite length of time, and that employment may be terminated at the will of the employee or the employer for any or no reason, at any time. The information in this employee handbook is not to be considered in any way a contract of employment.

We hope you enjoy the interesting and challenging work you will be doing along with our other Mitchell Public School employees. We wish you great success in your future here!

WHAT THE SCHOOL DISTRICT DOES: Education is the only business of the Mitchell Public Schools. Our schools exist and people are hired for the sole purpose of serving students. Therefore, you must realize that the education process is both a service and an obligation to our students, their parents, and the community. This educational process encompasses the efforts of all of our employees.

We listen carefully to our patrons to make sure that we deliver what they need and have come to expect from us. If a student or parent has a problem, we respond quickly and make sure the problem is resolved. Our goal is to deliver a top quality education to students, to help our students use their education to their best advantage, and ultimately, to make sure that the student is prepared to face the challenges of the future. The entire staff both classified and certified together form a team whose goal and responsibility must be to educate students. The environment for learning must be positive, safe, and conducive to the educational process.

SCHOOL DISTRICT PHILOSOPHY: From the moment we began educating the youth of Mitchell School District #31, we have thought of the Mitchell Public Schools as a team of people working together to provide the best quality education for our students. Our success is due to hiring bright talented people who work well together toward a common goal.

When our educational services do not meet our own or our community's standards, we look to our entire educational team to find out what went wrong. We may make changes in the way things are done, or even in who is on a team, to make sure we all stay motivated and continue to develop creative ideas important to the future of our students and the community. Unsatisfactory results are rarely viewed as the entire responsibility of one individual. And when we are proud of our work, we congratulate all the members, not just one person for his or her excellent work.

As you can see, everything we do here is a team effort. Every person is expected to do his or her job well. With the support we give each other and the excitement and enthusiasm we generate together, excellence never seems far from our collective reach.

Please join us in this TEAM philosophy. It has worked well for us since the school district began. We would like each person who works for the Mitchell Public Schools to realize his or her importance to the overall educational effort of our students.

We are a school district that has been successful in the past, is now successful, and we intend to be successful in the future. We are constantly moving on to new and different challenges in the world of education. However, we can't do it without YOU!

CERTIFIED (CERTIFICATED) STAFF: The largest number of employees within the Mitchell Public Schools is the certificated staff. The classroom teachers and other licensed professionals have the responsibility for delivering the best instruction to our students, and to be responsible to the building Principal(s).

CLASSIFIED STAFF: The second largest number of employees within the Mitchell Public Schools is the classified staff. These employees perform a variety of educational support functions within the school district. They are responsible to an assigned supervisor. The following seven (7) job classifications have been created for the classified staff employees within the Mitchell Public Schools:

District Bookkeeping Secretarial Staff	Classroom Aides Cafeteria/Food Service	Maintenance/Grounds Transportation	Custodians
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All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district. Along with other efforts to recruit the best possible candidates, the superintendent will/may advertise publicly when a vacancy exists.

APPOINTMENT & CONDITIONS of EMPLOYMENT AT WILL EMPLOYMENT AGEEMENTS: All support staff employees are considered "at will" employees who may end their employment with the district at their will or whose employment with the district can be ended at the will of the district. All support staff employees will be required to sign an "at will" employment agreement indicating their awareness and acceptance of the "at will" status of their employment.

EQUAL OPPORTUNITY EMPLOYER: The Mitchell Public School System will not discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act. Any person who believes he or she has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation may use the grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VI, may be directed to:

Mitchell Public Schools, Superintendent of Schools
1819 19th Avenue
Mitchell, NE 69357

In specific cases of Title IX compliance, please refer complaints to the Mitchell Public Schools IX Coordinator, Jamie Batterman.

In the case of Title IX and the Rehabilitation Act to:

Director of the Region VII Office for Civil Rights
10220 North Executive Hills Boulevard 8th Floor
Kansas City, MO 64153

GRIEVANCE PROCEDURE - Non-Certificated Employees: A grievance is defined as a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a non-certificated employee or group of non-certificated employees, or the interpretation or application of the policies, rules, and regulations of the Mitchell Public Schools.

Should such grievances arise between the Mitchell School District and any employee or group of employees, such grievances shall be taken up for settlement under the following procedure:

Step I - The employee shall present the grievance orally to the building principal or the employee's immediate supervisor. The principal or supervisor will, upon request, within five days thereafter, present a decision thereon, in writing to the grievant.

Step II - If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented, in writing, to the building principal or immediate supervisor of the grievant who will, within five school days thereafter, present a decision thereon, in writing, to the grievant.

Step III - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented, in writing, to the Superintendent of Schools or designee, who will, within five school days thereafter, present a decision thereon, in writing, to the grievant. If a satisfactory adjustment is not thereby reached it may be presented, in writing, to the Board of Education, who will hear the grievance within thirty days and who will present a written decision to the grievant within ten days following the hearing.

RULES, REGULATIONS, and EXPECTATIONS

CODE OF CONDUCT: We pride ourselves on the clean, orderly, safe, professional, and healthy educational environment that we have created in the Mitchell Public Schools. To maintain this environment, we need everyone's cooperation. We have established the following rules of conduct, which apply to all employees. We do not allow employees to post notices anywhere on school district premises without permission from the Superintendent of Schools. We ask that employees do not conduct personal business on school premises, on school time, or using school equipment or resources. Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent or Building Principal.

ALCOHOL AND DRUGS: The use of alcohol and/or drugs on school premises at any time is strictly forbidden. You may not be under the influence of alcohol or distilled spirits, or illicit drugs (some examples are: marijuana, cocaine, heroin, barbiturates, amphetamines, or methamphetamine) when in our employment or while on school premises.

Drug and Alcohol Testing: All new bus drivers must submit to a drug and alcohol test as a condition of employment. Existing drivers will be tested on a random basis as determined by an unbiased method. A driver will be required to submit to drug or alcohol testing whenever the driver is involved in an "on the job" accident or the driver's behavior raises a reasonable suspicion that the employee is involved in drug use. If an initial screen is positive for drugs, a confirmatory test will be required. Drivers who refuse to submit a specimen for testing will be treated as though the test were positive. Employees who test positive are subject to discipline and possible discharge from employment.

The use, possession, transportation or sale of drugs or alcohol by anyone while on district business or on district premises is prohibited. Further, employees are prohibited from being at work under the influence of alcohol or other illicit drugs. Violation of these rules by an employee will be grounds for discipline up to and including discharge from employment. The district reserves the right to carry out reasonable searches of district lockers, desks, and offices. The district also reserves the right to search lunch boxes, brief cases, lockers, purses, and private vehicles if parked on district property. Such searches will be conducted if administration determines in its sole discretion that the searches are appropriate and no advance warning is necessary

SUBSTANCE-FREE WORKPLACE

The district is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs, alcohol and prescription drugs.

It is unlawful, and, therefore, absolutely prohibited for any employee of the district to engage in the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or are a part of any of the school's activities.

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The unlawful possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

The term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the district.

The phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the district.

The district will biennially review its entire program pertaining to the prevention of the use of illicit drugs, the abuse of alcohol and prescription drugs by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The superintendent shall undertake such study as is deemed appropriate to determine whether this program is accomplishing its intended goals. If the superintendent determines that changes are necessary or desirable in the program, the superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the district.

The superintendent will keep a statistical report of all violations of the district's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students and employees on the school district's property or as a part of any of the district's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the district's policies pertaining to the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act
Amendments of 1989,
41 U.S.C. §§ 701-707 (1994).
42 U.S.C. §§ 12101 et seq. (1994).
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S S ACTIVITIES.

I, the undersigned, by affixing my signature here, acknowledge that I understand the absolute prohibition of the district against any employee of the district engaging in unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol and prescription drugs on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature here those disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated this day _____ of _____, 20__.

Signature of Employee

DISORDERLY CONDUCT: Illegal, immoral, or indecent actions are not allowed.

FALSIFIED RECORDS: No employee may falsify any school records. These records include employment applications, time records, expense accounts, supply requisitions, and student records.

GAMBLING: Wagering or betting of any kind is not allowed on school premises.

LOITERING: Employees are not encouraged to remain on school premises after normal work hours. Visitors (including friends or relatives) are not allowed on school premises for purposes other than those related to school business, athletic or recreational activities.

PARKING: Parking is provided for all employees. Since parking is limited, employees may not leave a vehicle on school premises during non-working hours without prior permission. Employees are not allowed to park in restricted areas, including those reserved for visitors, handicapped individuals, or other reserved areas.

TOBACCO USAGE: The Mitchell Public Schools are Tobacco-Free school buildings. The use of any tobacco related product is strictly prohibited in school buildings and in school vehicles. Displaying tobacco related products, such as carrying tobacco visible on person, is also prohibited in school buildings and vehicles.

THEFT OR DAMAGE TO PROPERTY: Theft or damage to school district or personal property belonging to others is strictly prohibited and may result in immediate dismissal.

VISITORS: All visitors are required to check in with the building secretary. Visitors are allowed on school district premises only for work related reasons, unless prior permission has been obtained. The hosting employee is responsible for the visitor. The employee should make sure the visitor follows all school district rules and procedures.

UNAUTHORIZED USE OF SCHOOL DISTRICT RESOURCES: Use of school district time, equipment, or any other resources for any non-work related reason is not allowed. This includes use of school district time to conduct non-work related activities.

UNIFORMS OR DRESS CODE: Our dress code varies from job to job, from building to building, and in some cases, from day to day. We ask that you always report to work dressed neatly and appropriately. Para's will follow teacher's dress code. This is semi-professional with blue jeans limited to special occasions only. Your supervisor will advise you as to the exact dress requirements for your position. Employees who work in the cafeteria wear uniforms. These uniforms are purchased and supplied by funds generated from the food service program within the school district. Food service employees and custodial staff are the only ones required to wear uniforms by the Mitchell Public Schools.

CELL PHONE USAGE: Cell phone use or distraction from work using an electronic device is prohibited during student supervision and/or times considered "on duty with students." This time includes recess duty, crossing guard duty, or any other time the need to supervise children for safety purposes is involved. Cell phones may be carried on person during recess duty and other supervisions for emergency purposes if approved or recommended by a supervisor (administration or designated staff member). Cell phones may be kept in a secured area for personal belongings.

SAFETY PROCEDURES: The school district expects that all employees will follow the basic rules of safety appropriate to all work areas within the school district. Mitchell Public Schools is interested in and concerned for the health and safety of all employees. The district's safety committee is utilized in order to advise and guide the school district on matters dealing with a safe work environment. All employees are responsible for following safe work practices and for reporting to their supervisor any conditions or circumstances that may be dangerous. The following are general district wide safety practices and policies:

- Do not try to move, lift, or carry anything heavy by yourself. If you need assistance, call the building custodian. If the object(s) require the assistance of the maintenance personnel, you

should make your request ahead of time to give the building principal adequate time to request a work order and the maintenance personnel time to schedule the work to be done.

- Report any injury, no matter how minor, to your supervisor or building secretary and to the building principal.
- If you are injured on the job, it is required that a formal accident/injury report be completed by you and your supervisor no matter how minor the injury. The formal injury report should be forwarded to the District Bookkeeper who is responsible for sending a report to our Worker's Compensation insurance carrier within five (5) days.
- **Key Card for Entry:** Classified staff members may be used building-access key cards if necessary for the position. These cards may be limited to time and location. If the card is lost, please report immediately to your supervisor so that it can be deactivated. Replacement cards will be at a cost to the employee of \$15.00.

EMPLOYEE PAYROLL PROCEDURES: Salary payments are made to all full time employees in twelve installments. The first payment will be made to the employee on the twentieth day of the month following the commencement of employment, in accordance with the terms of the contract. All succeeding payments will be made on the 20th day of the month thereafter while the contract is in force. Upon termination of the contract for any reason, the employee may be paid in one lump sum all salary yet due him upon fulfillment of the contract. This final payment is dependent on the availability of funds in the district or county treasury. Beginning September 1, 2009, all payroll checks will be direct deposited to employee's account.

HOURS OF WORK: All classified employees' hours of work, work schedules, and tasks are dependent on the district's needs as well as the specific building or assignment. Classified employees will work from 10 hours per week to no more than 40 hours per week unless authorized by school administration. Supervisors will determine assignment and number of hours per day/week.

Classified employees are scheduled for three to five days of work each week. The school district's work week is identified as Sunday through Saturday. All classified employees are required to complete a weekly time record. These must be completed by the first day of each week. **In order for the district to maintain accurate records, please use time clocks or computerized time program and separate time cards or computerized time program for each building or department. If time clocks or computerized time program are not used, the employee will not be paid for the hours worked.**

HOURS OF WORK - EXCEPTIONS: There are some exceptions to the standard working hours. They are as follows:

MAINTENANCE/CUSTODIANS: Maintenance personnel are employed on a twelve (12) month basis. The normal workday for maintenance personnel shall be eight (8) hours. The Director of Maintenance Services coordinates the exact start time. School bus drivers' start time and end time will vary upon the particular route. The Director of Transportation will determine route schedules in conjunction with other supervisors if necessary. Summer hours may be different if approved by Superintendent.

BUILDING SECRETARIES: All building secretaries work during the normal school day. Secretaries are allowed a period for lunch with the exact time and specific arrangements varying according to duties assigned by the building principal. Summer hours maybe different if approved by Superintendent.

PARA EDUCATORS: The exact number of days and hours worked per week will be determined by Special Services Director or your building principal.

COOKS: All cooks/cafeteria workers will be on duty only when classes are in session or summer if applicable. The Cafeteria Supervisor, however, will work under an extended contract. All working hours will be established by the Food Service Director and approved by the District Bookkeeper.

BREAKS: All employees are given a non-paid meal period each day which must be taken about midway through the school day. Every employee is also given two (2) paid 15 minute breaks each day, one before the meal period and one after it. Your supervisor will advise you as to when you may take these breaks. **Employees must take a 30-minute lunch away from their desk, office etc. and punch out their time cards.**

OVERTIME: In order to provide support for the employees and to avoid the need for overtime, the district strives to schedule work and tasks as efficiently as possible. There are times, however, that it is necessary to work hours beyond those identified for each position. **The administrative supervisor for the classified position must approve such times in advance.** Except for bus drivers, cash payment for overtime will not be made. In all other cases, compensatory time will be allowed for overtime worked.

COMPENSATORY TIME: Compensatory time accumulates on an hourly basis for those employees whose work schedule is less than 40 hours per week and at a rate of 1.5 times for those who work more than 40 hours per week. Compensatory time earned must be identified on the weekly time record form and coordinated with the appropriate supervisor. The school district prefers the accumulated compensatory time be taken within the same pay period in which the overtime was earned.

Time away from work due to illness or for other reasons is not subject to compensatory time rates. However, if you are paid for a day out due to earned sick time or compensatory time, and later in that week you work additional hours bringing your total time worked to more than forty in one week, those hours are eligible for compensatory time treatment.

Certain employees are not eligible for overtime pay, since their jobs are professional, technical, managerial, administrative or executive. Such employees are legally defined as "exempt," which means their job is not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. You will be told at the time of your initial employment whether or not your job is eligible under appropriate federal or state regulations.

LEAVE TIME:

HOLIDAY: Only twelve-month employees who work eight hours per day are eligible for paid holidays. These employees are considered full-time. Paid Holidays include: Thanksgiving (2), Christmas (4), New Years (2), Easter (2), Memorial Day, Fourth of July, and Labor Day.

VACATION: Only employees who are employed on a twelve (12) month basis and work eight (8) hours a day are eligible for vacations. Each eligible employee will receive ten (10) days of paid vacation time per year and fifteen (15) days after 4 successful years. Vacation schedules must be arranged in advance and submitted and approved by your supervisor, then forwarded to the Superintendent's office.

SICK/PERSONAL—Part time employees receive 6 days of flex leave per year, allocated as 3 days of flex per semester. Three (3) paid flex days will be awarded to begin on the first day of the contracted school year, three (3) additional paid flex days on the first day of the 2nd semester. Flex leave may be applied to a day during the school year that would otherwise be considered unpaid (Winter break, day of no school, etc.) Unused flex days will be reimbursed at the hourly rate of each employee. Non-certified staff that are gone for more than one hour, must use given flex time and/or sick days. Once their days are gone, if they need additional time, they can go unpaid for time taken off from work. If more than the allocated six (6) flex days are used, a meeting with the supervisor, administration and the employee will occur to discuss a plan to ensure attendance at work. If an classified part-time employee has more than (10) days of absence from work, another meeting will be held with the consideration of termination. Consideration of medical reasons will be made.

Full time employees receive 10 days of flex leave per year and may accumulate up to 40 days. Unused flex days will be reimbursed at the hourly rate of each employee. Full time employees must contribute one day of flex leave each year to the sick bank in order to be eligible to petition the bank.

DUAL JOB EMPLOYEES: The employee will receive 5 days of personal/sick leave. Days are not doubled.

BENEFITS:

HEALTH INSURANCE: Full time salaried employees are eligible for coverage through Blue Cross/Blue Shield of Nebraska. With the change in Federal Law, Affordable Care Act (Obama Care) non full time employees can be eligible for coverage through Blue Cross/Blue Shield of Nebraska based on wage and hourly determination.

RETIREMENT: All employees working 15 or more hours per week are required to contribute to the retirement plan.

FLEX PLAN: All employees are eligible to participate in the Flex Plan.

VISION PLAN: All employees are eligible to participate in the Vision Plan.

JOB PERFORMANCE EVALUATION: You should constantly critique your own work and ask yourself, "What could I do to improve my own performance in my work?" Additionally, you should ask your supervisor to help you in your self-evaluation of your work. Your supervisor's responsibility is to help you do a better job and provide critical analysis in order to make improvements. In order to provide for this evaluation, your supervisor will occasionally meet with you to discuss your strengths and weaknesses. A job evaluation form will be furnished to your supervisor by the superintendent's office and must be completed no less than once a year.

UNSATISFACTORY PERFORMANCE AND DISCIPLINE: An employee whose performance does not meet the standards as described in the official job description and/or performance goals and objectives agreed to at the beginning of the year are subject to specific disciplinary actions.

It is the Mitchell Public Schools basic personnel policy to allow all of our employees as few restraints on personal conduct as possible. However, we must also protect the school district, our students and our other employees against unreasonable actions that could be problematic or even harmful to other employees, or school district property, or students. For these reasons, we have established the following guidelines on disciplinary actions.

Employees whose work is below acceptable standards or who are in violation of any of the rules, policies, or procedures outlined here and/or described in the school district's personnel policies are subject to the disciplinary procedures listed below. These disciplinary procedures are listed in order of increasing severity. A record of all actions taken will be placed in your personnel employment file. Any one of these procedures may be used at any time and not necessarily in the order presented in this handbook.

- **Oral warning**
- **Written warning**
- **Performance probation**
- **Temporary suspension**
- **Termination**

Under most circumstances, if performance or the situation does not sufficiently improve in a reasonable period of time, a supervisor may apply the next level of discipline. Under some circumstances, employees may be subject to immediate discharge and termination of employment.

RIGHT TO TERMINATE AT WILL: Just as a classified employee may decide to quit his/her employment, the district reserves the right to terminate employment with or without cause, and with or without notice, at any time at its sole discretion. Any promise that limits management's right to terminate with or without cause needs to be made in writing by the Superintendent of Schools.

TERMINATION FOR CAUSE: The district may discipline or discharge an employee for cause without notice and/or pay in lieu of notice for any act or pattern of behavior it considers to be detrimental to its interest or those of its employees. The following non-exhaustive list of offenses constitutes reasonable cause for discipline or discharge:

- Discrimination against employees or applicants because of reasons prohibited by law including sexual harassment as defined by district policy and by law
- Violation of company policy concerning ethics or business practice, unauthorized disclosure of confidential information, or proprietary information
- Refusal to perform work assigned by a supervisor
- Deliberately delaying or restricting work output
- Fighting or creating a disturbance
- Falsifying or forging records
- Theft or abuse of district property
- Use or possession of illegal drugs at work
- Being under the influence of drugs or alcohol at work
- Sleeping or being grossly inattentive to duties at work
- Conviction of a crime that is directly related to or may adversely impact an employee's ability to perform the duties of his/her position

**AN EMPLOYEE WHO IS TERMINATED FOR ANY REASON IS NEITHER
ENTITLED TO NOR GIVEN SEVERANCE PAY!**

NON-CERTIFICATED EMPLOYMENT AGREEMENT FOR A DEFINITE TERM

This employment agreement is made by and between _____ Public Schools, (_____ County School District ____), referred to herein as the "District," and _____, referred to herein as the "Employee."

WITNESSETH: The District agrees to employ the Employee and the Employee agrees to accept such employment subject to the following terms and conditions:

1. Term of Employment. This contract shall commence on the ____ day of _____, 20____. This contract shall terminate on the ____ day of _____, 20____, or may be terminated pursuant to Section 7 of the contract, whichever occurs first.

2. At-Will Nature of Employment; Duties of Employee. The Employee is hired as an "at will" employee and accepts employment on that basis. The Employee's duties and extent of employment are subject to assignment by the Superintendent of Schools or the Employee's supervisor. The Employee's compensation is dependent upon the extent of his or her employment and duties. The Employee agrees at all times to perform all of his or her duties faithfully, industriously, and to the best of his or her ability, experience and talents.

3. Days and Hours of Employment. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

4. Compensation. The Employee's wage shall be the hourly rate for the work performed as specified for the position and approved by the board of education.

5. Fringe Benefits. The fringe benefits for the Employee shall be those specified for the position and approved by the board of education.

6. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District, and the directives of supervisors. The Employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

7. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause and without a hearing, upon giving written notice. The Superintendent of Schools may, acting upon his or her own initiative, terminate the Employee's employment; and such termination will be effective upon the date of the issuance of the notice.

8. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee and may be withheld by the District from any payments to the Employee. Vacation days and/or holidays do not carry forward from one year to another and, upon termination; the district shall not be obligated to pay the employee for any unused sick leave, vacation days, and/or holidays.

9. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or the value of property or money entrusted to the Employee or owed by the Employee to the District during the course of the Employee's employment, if such property or money have not properly been returned to the District.

10. Compensatory Time. The Employee agrees to the use of compensatory time in lieu of overtime pay, at the District's discretion. The Employee agrees to accept compensatory time off in lieu of overtime compensation at a rate equal to one and one-half hours of time off for each hour of employment for which overtime compensation would otherwise be required.

11. Two or More Types of Work. The Employee agrees that if he/she performs two or more different kinds of work for which different hourly rates are paid, payment for overtime hours will be at a rate of one and one-half times the hourly non-overtime rate for the type of work he/she is performing during the overtime hours.

12. Occasional or Sporadic Employment. If the Employee, solely at his/her option, works occasionally or sporadically on a part-time basis for the District in a different capacity from his/her regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability under the Fair Labor Standards Act.

13. Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions, and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

14. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Employee _____

Superintendent/Authorized Designee _____

Executed on _____, 20 ____.

Executed on _____, 20 ____.

MITCHELL PUBLIC SCHOOLS
CLASSIFIED EMPLOYEES
HANDBOOK
ACKNOWLEDGEMENT
OF
RECEIPT AND COMPLIANCE

This is to acknowledge that I have received a copy of the Mitchell Public Schools 2019-20120 CLASSIFIED EMPLOYEE HANDBOOK. I will familiarize myself with the material in the handbook and my personal conduct will be governed by its contents. I further understand that the Mitchell Public Schools may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

Anything not included within this classified handbook is board policy, administrative regulation, or management prerogative.

***PLEASE RETURN THIS PAGE TO THE OFFICE
OF SUPERINTENDENT WITHIN FIVE DAYS***

Employee's Signature _____ Date ____/____/____

MITCHELL PUBLIC SCHOOLS
MASTER CONTRACT
NEGOTIATIONS AGREEMENT 2025-2026 and 2026-2027

1.
 - a) The Mitchell School Board of Education recognizes the MEA as the “sole and exclusive” bargaining agent for the certified staff.
 - b) The District will pay a salary based on \$40,000 for the 2025-2026 and \$41,200 for 2026-2027 year as shown on the salary schedule.
 - c) The District will pay a flat salary of \$19,000 in the 2025-2026 year (\$19,300 for 2026-2027) on each step of salary schedule.
 - d) District will pay one half (1/2) of an employee BC/BS with a \$650 deductible and employee Dental Coverage with PPO - 100% A, 75% B, 50% C Coverage - Option 2
2. All Contracts and salaries will be based on a specific number, 184 days of teaching and service. This number will appear on each contract, and will be used as a basis for the amount of pay per day when it may be necessary to add or subtract from an employee's salary.
3. To advance horizontally on the salary schedule, hours over and above the degree must meet the following criteria:
 - a) Hours must be graduate level or specifically assigned by the administration.
 - b) One-half (1/2) of the hours must be in the teaching field.
 - c) Short courses (those crammed into a few days) will be limited to three hours credit.
 - d) Telecommunications or correspondence or online courses will be accepted if credited to a record of transcript, and completed successfully from an accredited college.
 - e) Graduate hours specifically applicable to administrative certification will be counted toward horizontal movement. Teachers who receive Masters in Administration may be invited or may request to sit on the Board of Education negotiations team.
4. Horizontal and Vertical movement will be allowed for each step earned.
5. Teachers will be expected to accept three assignments such as ticket selling or taking. An attempt will be made to limit these assignments up to three. Any assignment after three will be paid at the rate determined by administration.
6. All years of certificated teaching experience will be accepted.
7. To advance horizontally on the schedule, credits must be earned and presented to the superintendent's office by September 1st of each year. Credits earned or presented after that day will carry over to the following year.
8. The District will pay \$2.00 per month toward long-term disability insurance, per teacher, or the appropriate share for other than a full-time teacher, based on the percentage of time of employment. The LTD policy may be the individual teacher's choice. Rates may change at the vendor's discretion.

9. The district will pay \$5.50 per month toward a term life insurance policy of \$25,000 per teacher with the option to add an additional \$25,000 at the teacher's expense. Rates may change at the vendor's discretion.
10. Leaves:
- a) At the beginning of each year, all staff members will be granted ten (10) Flex Days to be used as sick leave, personal leave, or bereavement leave.
 - i. Ten (10) flex days.
 - ii. Flex days do not include professional days.
 - iii. Flex days may not be used the last week of the school year.
 - iv. Remaining flex days at the end of any contract year will be added to the staff member's accumulated sick leave to a maximum of 66 days to begin the next contract year or the staff member may use the Flex Days Buy Back. Each teacher will have the opportunity to select up to ten flex days for a reimbursement of 75% of 1/184 of the staff member's base salary.
 - v. When all flex days are used in any given year, a staff member may use accumulated days for sick days.
 - vi. Accumulated days are sick days, not flex days.
 - vii. Sick days may be used for illness for self or illness and/or bereavement of immediate family; immediate family is defined as the teacher's mother, father, sisters, brothers, sons, daughters, grandparents, spouse, mother, father sisters, brothers, and grandparents of the spouse. Flex days must be used prior to using sick leave days.
 - viii. Any leave days other than sick days after the expiration of all flex days in any given contract year will result in 1/184 loss of pay.
 - ix. Considerations when accumulated sick days expire: sick bank, family leave act, or loss of pay.
 - x. Nothing in paragraph 10 shall be deemed to change any teacher obligation, duty, or term of the signed teacher's contract.
 - b) Retiring teachers with accrued sick leave may apply to have the district buy back unused sick leave subject to the following criteria: Certified staff members who retire after meeting the rule of 85, but not accepting any other early retirement incentives offered by the district, may have any unused sick leave purchased back by the district at the rate of one-half (1/2) current substitute pay per day up to sixty-six (66) days.
 - c) Professional leave will be considered a paid absence when it is used to fulfill professional responsibilities or when, by attending a particular meeting, there will be a benefit to the school or to the students. This judgment will be at the discretion of the superintendent and/or the Board. Professional leave shall be two or more days per year and will not accumulate.
 - d) **New Parent Leave** A teacher who seeks leave from employment to either (1) give birth to a newborn baby, (2) be with the teacher's spouse or partner who gives birth to a newborn baby, or (3) who adopts a child under the age of six years old at the time of the adoption, shall be entitled to paid leave for the school days that occur over the 42-calendar days

immediately following the date of birth of the child or the date on which the child is legally adopted. In the event that a holiday or break falls within said 42-day period, the teacher shall not be entitled to additional days beyond the 42-day time period. Leave taken under this provision shall run concurrently with leave under the Family Medical and Leave Act and any other protected leave laws. In all other respects, new parent leave and sick leave shall be treated as separate and distinct entitlements. A new parent may not use New Parent leave under this provision intermittently, unless the employee and district agree otherwise. A teacher must obtain prior approval from the Superintendent to use personal leave in conjunction with leave under this provision (such as a teacher who desires to take personal leave immediately after leave under this provision).

11. A Section 125 Plan is provided by the District for the voluntary participation of district personnel. The plan will be selected by a committee of representatives of the MEA, administration, and non-certified employees.
12. Employees of the district may use the district's computer system for personal use, in accordance with rules and regulations found in Board Policy, Educational Service Unit approved rules and regulations and Mitchell's Technology-Use Handbook. The computer system includes the district's email system, Internet access, and any other computer service or equipment supported with school district funds.
13. The Superintendent may appoint certificated staff members to serve on the Safety Committee in accordance with Nebraska State Statute 48-443.
14. 403 (b) is offered through, *403b Consultants LLC*.
15. This agreement shall be effective as of August 2025 and shall be binding upon the Board and all certified teaching staff. If a new and substitute contract has not been dully entered into prior to August 31, 2027, the terms of this contract continue in full force and effect.
16. Definition of Terms--"Grievance" shall mean a claim based upon an event or condition that affects the welfare and/or terms and conditions of employment of an employee, and/or policies, rules, regulations, or professional negotiation contracts of the school districts.

Grievance Procedure--Any school employee that wishes to claim a grievance shall notify the superintendent in writing of such grievance and shall request a time within fifteen calendar days in which to discuss the grievance. The superintendent shall, within five business days of the discussion, submit his/her decision in writing to the employee. If the employee is not satisfied with the disposition of the problem, he/she may, within ten days, request in writing a hearing before the Board, which the Board may schedule at its next regular meeting.

At said meeting, the evidence shall be presented by the employee, the superintendent, and by any other party requested by the Board. The Board may render its decision at that time, or it may take said matter under advisement and render its decision at the next regular meeting of the Board.

Mitchell Public Schools Salary Schedule 2025-2026

		A -BA	B - BA+9	C - BA+18	D - BA+27	E - BA+36/MA	F - MA+9	G - MA+18	H - MA+27	I - MA+36
Vertical Index 0.0450	Step 1	1.0000 40,000	1.0450 41,800	1.0900 43,600	1.1350 45,400	1.1800 47,200	1.2250 49,000	1.2700 50,800	1.3150 52,600	1.3600 54,400
	Horizontal Index 0.0450	1.0450 41,800	1.0900 43,600	1.1350 45,400	1.1800 47,200	1.2250 49,000	1.2700 50,800	1.3150 52,600	1.3600 54,400	1.4050 56,200
Base Salary 40,000	Step 3	1.0900 43,600	1.1350 45,400	1.1800 47,200	1.2250 49,000	1.2700 50,800	1.3150 52,600	1.3600 54,400	1.4050 56,200	1.4500 58,000
Flat Salary 19000	Step 4	1.1350 45,400	1.1800 47,200	1.2250 49,000	1.2700 50,800	1.3150 52,600	1.3600 54,400	1.4050 56,200	1.4500 58,000	1.4950 59,800
	Step 5	1.1800 47,200	1.2250 49,000	1.2700 50,800	1.3150 52,600	1.3600 54,400	1.4050 56,200	1.4500 58,000	1.4950 59,800	1.5400 61,600
	Step 6	1.2250 49,000	1.2700 50,800	1.3150 52,600	1.3600 54,400	1.4050 56,200	1.4500 58,000	1.4950 59,800	1.5400 61,600	1.5850 63,400
	Step 7		1.3150 52,600	1.3600 54,400	1.4050 56,200	1.4500 58,000	1.4950 59,800	1.5400 61,600	1.5850 63,400	1.6300 65,200
	Step 8			1.4050 56,200	1.4500 58,000	1.4950 59,800	1.5400 61,600	1.5850 63,400	1.6300 65,200	1.6750 67,000
	Step 9				1.4950 59,800	1.5400 61,600	1.5850 63,400	1.6300 65,200	1.6750 67,000	1.7200 68,800
	Step 10				1.5400 61,600	1.5850 63,400	1.6300 65,200	1.6750 67,000	1.7200 68,800	1.7650 70,600
	Step 11					1.6300 65,200	1.6750 67,000	1.7200 68,800	1.7650 70,600	1.8100 72,400
	Step 12					1.6750 67,000	1.7200 68,800	1.7650 70,600	1.8100 72,400	1.8550 74,200
	Step 13						1.7650 70,600	1.8100 72,400	1.8550 74,200	1.9000 76,000
	Step 14							1.8550 74,200	1.9000 76,000	1.9450 77,800
	Step 15								1.9450 77,800	1.9900 79,600
	Step 16									2.0350 81,400

EXTRA-DUTY PLACEMENT

1. Extra-Duty pay will be figured on a percentage of the base entry level salary (\$40,000)
2. Individuals changing from one assignment to an assignment in a different activity will start at step one of the new categories.
3. All years of experience will be accepted in a specific activity, unless a higher category is being moved to in that specific activity. In the case of moving up in category in a specific activity, years of experience will be accepted so that the coach/sponsor will receive no less than 130% of his/her previous compensation. At the discretion of the administration team, a coach or sponsor may be given all years of experience in a specific activity when moving to a higher category in that specific activity.
4. The Administrative team retains the prerogative to add or delete positions and to change sponsors or coaches before the assignment begins.
5. The Board of Education and/or the superintendent must approve coaching positions before the assignment begins.
6. The salary for extra-duty assignment is determined on a percentage basis, per category as listed.
7. Applicable sponsorship categories are not frozen at an upper limit and will continue indefinitely on a year-to-year basis.

2025-26 Extra Duty						
BASE	\$40,000					
Category 1: Varsity Head Athletic Coaches, Head Cheer, Head Speech, Head ESports, FFA Sponsor						
Step 1:	11%	\$4,400	Step 8:	14.50%	\$5,800	
Step 2:	11.50%	\$4,600	Step 9:	15%	\$6,000	
Step 3:	12%	\$4,800	Step 10:	15.50%	\$6,200	
Step 4:	12.50%	\$5,000	Step 11:	16%	\$6,400	
Step 5:	13%	\$5,200	Step 12:	16.50%	\$6,600	
Step 6:	13.50%	\$5,400	Step 13:	17%	\$6,800	
Step 7:	14%	\$5,600	Additional: Add .5 %			
Category 2: HS Asst. Athletic Coaches, Summer Band/Pep Band, Asst. Esports, Asst. Speech, STRIV Sponsor						
Step 1:	6.600%	\$2,640	Step 8:	8.70%	\$3,480	
Step 2:	6.90%	\$2,760	Step 9:	9.000%	\$3,600	
Step 3:	7.20%	\$2,880	Step 10:	9.300%	\$3,720	
Step 4:	7.50%	\$3,000	Step 11:	9.600%	\$3,840	
Step 5:	7.80%	\$3,120	Step 12:	9.900%	\$3,960	
Step 6:	8.10%	\$3,240	Step 13:	10.200%	\$4,080	
Step 7:	8.40%	\$3,360	Additional: Add .3 %			
Category 3: Freshman Athletic Coaches, Asst. Cheer, Head One-Acts						
Step 1:	5.500%	\$2,200	Step 8:	7.25%	\$2,900	
Step 2:	5.75%	\$2,300	Step 9:	7.500%	\$3,000	
Step 3:	6.00%	\$2,400	Step 10:	7.750%	\$3,100	
Step 4:	6.25%	\$2,500	Step 11:	8.000%	\$3,200	
Step 5:	6.50%	\$2,600	Step 12:	8.250%	\$3,300	
Step 6:	6.75%	\$2,700	Step 13:	8.500%	\$3,400	
Step 7:	7.00%	\$2,800	Additional: Add .25 %			
Category 4: Junior High Head Coaches, Stage Crew All School Musical(3 Max), FBLA*, National Honor Society, Student Council*, Stage Lighting(2), Concession Stand*, Asst. One-Acts, Striv TV						
Step 1:	4.400%	\$1,760	Step 8:	5.80%	\$2,320	
Step 2:	4.60%	\$1,840	Step 9:	6.000%	\$2,400	
Step 3:	4.80%	\$1,920	Step 10:	6.200%	\$2,480	
Step 4:	5.00%	\$2,000	Step 11:	6.400%	\$2,560	

Step 5:	5.20%	\$2,080	Step 12:	6.600%	\$2,640	
Step 6:	5.40%	\$2,160	Step 13:	6.800%	\$2,720	
Step 7:	5.60%	\$2,240	Additional: Add .20 %			
Category 5: Annual, Asst. Junior High Coaches						
Step 1:	3.850%	\$1,540	Step 8:	5.040%	\$2,016	
Step 2:	4.020%	\$1,608	Step 9:	5.2100%	\$2,084	
Step 3:	4.190%	\$1,676	Step 10:	5.3800%	\$2,152	
Step 4:	4.360%	\$1,744	Step 11:	5.5500%	\$2,220	
Step 5:	4.530%	\$1,812	Step 12:	5.7200%	\$2,288	
Step 6:	4.700%	\$1,880	Step 13:	5.8900%	\$2,356	
Step 7:	4.870%	\$1,948	Additional: Add .17 %			
Category 6: Junior/Senior Class Sponsor, School Musical Accompanist						
Step 1:	2.750%	\$1,100	Step 8:	3.590%	\$1,436	
Step 2:	2.8700%	\$1,148	Step 9:	3.7100%	\$1,484	
		\$1,196			\$1,532	
Step 3:	2.9900%		Step 10:	3.8300%		
Step 4:	3.1100%	\$1,244	Step 11:	3.9500%	\$1,580	
Step 5:	3.2300%	\$1,292	Step 12:	4.0700%	\$1,628	
Step 6:	3.3500%	\$1,340	Step 13:	4.1900%	\$1,676	
Step 7:	3.4700%	\$1,388	Additional: Add .12 %			
Category 7: Boys' Grade School Basketball*, Girls' Grade School Basketball*, Quiz Bowl*, Math Counts*, Elementary Student Council (2)*, Grade School Volleyball, Science Bowl						
Step 1:	1.100%	\$440	Step 8:	1.450%	\$580	
Step 2:	1.1500%	\$460	Step 9:	1.5000%	\$600	
Step 3:	1.2000%	\$480	Step 10:	1.5500%	\$620	
Step 4:	1.2500%	\$500	Step 11:	1.6000%	\$640	
Step 5:	1.3000%	\$520	Step 12:	1.6500%	\$660	
Step 6:	1.3500%	\$540	Step 13:	1.7000%	\$680	
Step 7:	1.4000%	\$560	Additional: Add .05 %			
Category 8: Class Sponsors 7-10 Each, Honor Society						
Step 1:	0.800%	\$320				
*Split Between Sponsors						

MEA Head Negotiator

Date

MEA President

Date

Mitchell Board of Education Head Negotiator

Date

Mitchell Board of Education President

Date

Mitchell Public Schools
Board of Education
Monday, August 11, 2025

Mitchell Elementary Report/Preschool Report
Submitted by: Mrs. Kaci Kearns, Principal

Tasks:

Back to School Bash - Thurs., Aug. 21, 2025

Troy Petersen - Pinnacle Bank 300 hamburgers & 100 Hotdogs

Bringing his Grill, the School Board will help him cook

The School Board provides the rest

Sisco: Salads, Buns, water? Pop?, chips, plates, silverware, condiments

Planning for the New School Year 25-26

Organizing office space

Reviewing 25-26 Elementary Handbook

Creating an Elementary Teacher Google Site

Elementary Meeting on Wednesday

Walking around to see what still needs to be done

Working with Pinnacle Bank for the Back to School Bash

Preschool: All day - FULL (21)

AM - FULL (17)

PM - 5 open slots (17)

Orientation Dates Set: August 19th & August 22nd

Elementary: K-6 - 332

August Dates:

Friday, August 8

New Teacher Orientation

Wednesday, August 13

Teachers' First Day Back

Thursday, August 14

Elementary Open House 5-6:30 pm

Friday, August 15

1st Day Students

Tuesday, August 19

6:30 pm Preschool Orientation

Thursday, August 21

Back to School Bash VB 5:00 pm FB 7 PM

Friday, August 22

8:00 am Preschool Orientation