

Board of Education Regular Meeting  
Monday, April 12, 2021 7:00 PM  
Northwest Public Schools District Office  
2710 N. North Rd  
Grand Island, NE 68803



1. Welcome and Recognize Open Meetings Act
2. Notice of Meeting
3. Board Meeting Minutes
4. Treasurer's Reports
5. Board Claims
6. Audience with individuals or committees wishing to make requests or reports
  - 6.1. Professional Learning Community Presentation - K-8 Music
7. Report of Committees
  - 7.1. Policy, Americanism, Curriculum and Personnel Committee
8. Discussion Items
  - 8.1. Science Room Improvements Update
  - 8.2. Auditorium Project - JBS Donation
9. Action Items
  - 9.1. Accept staff resignations
  - 9.2. Approve 2021-22 Contracts Offered
  - 9.3. Approve New Hires for 2021-22
  - 9.4. Approve the sale of the construction house located at 4082 Lee St and authorize Superintendent Jeffrey Edwards to act on behalf of the District and sign all necessary documents relating to the sale

- 9.5. Discuss, consider and take any necessary action on 2021-22 salaries for administrators and non-certified staff (executive session)
- 9.6. Approve Classified Staff Handbook for 2021-22
- 9.7. Approve District Calendar for 2022-23
10. Superintendent's Report
  - 10.1. Recognize Emily Schroeder State Speech Championships - 2nd Place Persuasive Speaking
  - 10.2. Recognize 2021 Class B State NSAA Wrestling Championship & State NCA Cheer and Dance Championship medal winners.
  - 10.3. Board & Administrator
  - 10.4. Legislative Update.
  - 10.5. COVID Update
  - 10.6. Graduation - Sunday May 16th at 2:00 PM
  - 10.7. Option/Transfer Enrollment Summary
  - 10.8. Thank You Notes
11. Adjourn
12. Mission Statement

A Culture of Excellence, An Exceptional community of learners committed to continuous growth.

The agenda contains a list of subjects known at the time of its distribution five days prior to the meeting. A copy of the agenda will be available for public inspection during normal business hours in the office of the Superintendent located at Northwest High School, 2710 N. North Road, Grand Island, NE. Except for items of an emergency nature, the agenda will not be enlarged less than 24 hours before the scheduled commencement of the meeting.

**NORTHWEST PUBLIC SCHOOLS**  
**Board of Education Regular Meeting**  
**Monday, March 8, 2021 7:00 PM**  
**Northwest High School Board Room**

Attendance was taken at 7:00 p.m.

Present: Aaron Buhrman, Daniel Leiser, Paul Mader, Zach Mader, Artie Moeller, Becky Rosenlund – Advisory Member, Robin Schutt

Dan Leiser called the meeting to order at 7:00 p.m. and recognized the notice of the meeting and the Open Meeting Act displayed at the meeting.

Approve the consent agenda except for the Treasurer's Report passed with a motion made by Zach Mader and seconded by Artie Moeller.

Accept the treasurer's report as presented passed with a motion, made by Robin Schutt and seconded by Zach Mader.

Members of the High School English Language Arts PLC presented to the Board.

Zach Mader reviewed the Building and Site Committee meeting held last week. Various items were discussed including carpet replacement, gym floor painting and logos, and gym painting.

Policy, Americanism, Curriculum and Personnel committee will meet April 12th at 6:00 p.m.

NRCSA Spring Conference is March 25th and 26th and will be held in person in Kearney.

Accept staff resignations from Michael Lambert, Ryan Rathke and Jeremy Otto effective at the end of the current school year passed with a motion made by Robin Schutt and seconded by Paul Mader.

Approve contracts for 2021-22 for new certified staff: Derek Lindsey, Patrick Schiley, Jaclyn Smith, Bailey Bryant, Jocelyn Brown passed with a motion made by Zach Mader and seconded by Aaron Buhrman.

Renew the swimming cooperating with GIPS, GICC and Doniphan Trumbull passed with a motion made by Aaron Buhrman and seconded by Artie Moeller.

Accept the bid from Abbey Carpets & More to remove and replace carpet for the High School (Library), St. Libory (3rd grade room and front entrance), and Cedar Hollow (Room 202, Library, and main office area) in the amount of \$36,295 passed with a motion made by Zach Mader and seconded by Robin Schutt.

Accept the bid from Sterner Painting to repaint the old and new gym at the High School in the amount of \$7190 passed with a motion made by Paul Mader and seconded by Artie Moeller.

Accept graphics bid - Option # 3 for the gym floor in the Rosencrants gym at the High School at of cost of \$7,387 passed with a motion made by Zach Mader and seconded by Robin Schutt.

The following items were discussed during the Superintendent's Report:

- Board & Administrator
- Legislative Update.
- Science Room Improvements Study Discussion
- COVID Update
- Administrative Meeting Update
- Option/Transfer Enrollment Summary
- Thank You Notes

Enter executive session at 8:11 p.m. to discuss salary and benefits for 2021-22 for administrators and non-certified staff passed with a motion made by Zach Mader and seconded by Artie Moeller.

Leave executive session at 9:16 p.m. passed with a motion made by Zach Mader and seconded by Robin Schutt.

Leiser adjourned the meeting at 9:31 p.m.

NORTHWEST PUBLIC SCHOOLS  
 APPROVED / PENDING PROJECTS  
 2020-21

Date Approved	Project Description / Location	Vendor	Estimated Completion Date	Cost
<b>BUILDING FUND</b>				
11/9/2020	Roof Repairs - Area 9 High School, Areas 4 and 6 Cedar Hollow	Heartland Roofing	7/2021	299,000
11/9/2020	Ceiling Repairs - Auditorium & surrounding areas	Essink Drywall	7/2021	15,660
2/8/2021	Concrete replacement - St Libory and High Schools	Reimers Construction	7/2021	24,141
Total Costs - Building Fund Projects				\$ 338,801
 <b>DEPRECIATION FUND</b>				
11/9/2020	Replacment Van	GI Farm Supply	Pending	40,000
12/14/2020	Replace bleachers in Rosencrants Gymnasium	Heartland Seating	7/2021	152,375
12/14/2020	Sanding & refinishing Gym Floor - Rosencrants Gymnasium	Egan Supply	7/2021	23,400
2/8/2021	Air conditioning - Cedar Hollow	Island Indoor Climate	7/2021	28,400
3/8/2021	Carpet Replacement - St Libory & High Schools	Abbey Carpets & More	7/2021	36,295
3/8/2021	Painting - Both Gyms - High School	Sterner Painting	7/2021	7,190
3/8/2021	Graphics Painting - Rosencrants Gymnasium	Egan Supply	7/2021	7,387
Total Costs - Depreciation Fund Projects				\$ 295,047

**INVOICES SUBMITTED FOR PAYMENT**

APRIL 2021 BOARD CLAIMS

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
<b>Checking</b>	<b>1</b>	<b>Fund: 01</b>	<b>GENERAL FUND</b>
70198	ADVANCE SERVICES INC	SERVICES	2,681.83
70202	AMAZON	SUPPLIES	8,199.71
134929	AURORA CO-OP	GASOLINE/PROPANE	1,192.00
134930	BORNEMEIER, RENEE	MILEAGE REIMBURSEMENT	222.72
70203	BOYS TOWN PRESS	SUPPLIES	46.91
134931	CAPITAL BUSINESS SYSTEMS, INC	SUPPLIES	5,680.67
70204	CENTRA CHEMICAL SERVICES INC	CHEMICALS	4,796.00
70205	CENTRAL DISTRICT HEALTH DEPARTMENT	INSERVICE	17.00
134933	CENTRAL NEBRASKA REHABILITATION SERVICES	CONTRACTED SERVICES	8,793.37
70206	CENTURYLINK	PHONE ST LIBORY	47.06
70207	CHARTER COMMUNICATIONS	INTERNET	3,168.84
70208	CITY OF GRAND ISLAND	ELECT/WATER/SEWER	13,378.18
70209	COLLABORATIVE SUMMER LIBRARY PROGRAM	SUPPLIES	62.62
134934	COMPUTER CONCEPTS	SUPPLIES/EQUIPMENT	4,177.00
70210	CORNHUSKER C STORES INC.DBA PUMPERS	GAS	256.67
134935	CRESCENT ELECTRIC SUPPLY	SUPPLIES	156.60
70211	CULLIGAN	SALT & RENT	10.80
134936	DAS STATE ACCTG- CENTRAL FINANCE	TELEPHONE SERVICE	1,079.47
134937	DEMKO RENO, CLAUDIA	REIMBURSEMENT	83.63
70212	DEMPSEY, BRIAN	SUPPLIES	366.96
70213	DENNIS SUPPLY COMPANY	REPAIRS/PARTS	204.36
134938	EAKES OFFICE SOLUTIONS	SUPPLIES	210.19
134927	EBERL PLUMBING & DRAIN	REPAIRS	843.75
70214	EDGERTON EXPLORIT CENTER	INSTRUCTIONAL SUPPLIES	511.96
134928	EGAN SUPPLY CO	SUPPLIES	62.41
70215	ENCK, HEATHER	PARENT MILEAGE	218.33
70216	ESU #10	SUPPLIES/REPAIRS/INSERVICE	1,386.68
70217	FASTOOL INC.	EQUIPMENT	1,799.99
134939	G I INDEPENDENT	ADVERTISING	808.27
70218	GFWC UNDERCLASSMEN QUIZ BOWL	QUIZ BOWL REGISRATIONS	200.00
70219	GOVCONNECTION INC	SUPPLIES	224.44
70220	GRAND ISLAND SENIOR HIGH	REIMBURSEMENT	10,000.00
70221	GRONE'S OUTDOOR POWER	SUPPLIES	10.86
70222	HALL COUNTY GIS	SUPPLIES	28.50
70223	HARB'S LANDSCAPING & SUPPLY INC	LANDSCAPING	2,460.00
70224	HASTINGS MUSEUM	ADMISSION	60.00
134940	HERZBERG, MICHAEL	REIMBURSEMENT	51.35

**INVOICES SUBMITTED FOR PAYMENT**

APRIL 2021 BOARD CLAIMS

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
134941	HOLIDAY EXPRESS	TRANSPORTATION	49,181.50
70225	HOME DEPOT PRO, THE	SUPPLIES	5,192.57
70226	HONEYWELL	CONTRACT SERVICES	4,951.99
134942	HORAK, SHEILA	CONTRACTED SERVICES	2,486.25
70227	HOWARD GREELEY RURAL PUBLIC POWER DIST.	ELECTRICITY	1,298.67
70228	INSECT LORE	SUPPLIES	60.92
70229	INTERSTATE ALL BATTERY CENTER	SUPPLIES	245.90
70230	ISLAND SUPPLY & WELDING	SUPPLIES/REPAIRS	728.20
70231	JOHNNY'S LOCK & KEY SHOP	KEYS/LOCKS	76.50
70232	JUNIOR LIBRARY GUILD	BOOKS	2,064.00
134943	JW PEPPER	MUSIC	589.90
134944	KELLY SUPPLY COMPANY	SUPPLIES	221.24
134945	KERR, CINDY	MILEAGE REIMBURSEMENT	218.33
70233	KULLY PIPE & STEEL SUPPLY	SUPPLIES	379.43
70234	LAKESHORE	SUPPLIES	410.78
70235	LAMPE'S CLEAN AIR SPECIALISTS	FILTERS	510.14
70236	MAVERICKLABEL.COM	LABELS	519.80
70237	MENARDS	SUPPLIES/EQUIPMENT	929.80
134946	MEYER, TIMOTHY	REIMBURSEMENT	119.48
134947	MID NEBRASKA DISPOSAL INC	GARBAGE SERVICE	1,362.60
134948	MIDWEST CONNECTLLC	POSTAGE	1,262.56
134949	MOSER, MARTY	REIMBURSEMENT	51.35
70238	NATIONAL ART & SCHOOL SUPPLIES	SUPPLIES	262.94
70239	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS	REGISTRATION	195.00
70240	NEBRASKA FIRE SPRINKLER CORP	INSPECTION/EQUIPMENT	355.00
70241	NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB	WATER TESTING	70.00
134950	NELSON, TAMARA	SUPPLIES REIMBURSEMENT	26.03
70242	NEVILLE, ANGELA	MILEAGE	721.39
70243	NORTHWEST PETTY CASH - CASH ACCT	SUPPLIES/INSERVICE	142.48
70244	NORTHWESTERN ENERGY	GAS SERVICE	3,156.28
70245	NRCSA	DUES/CONSULTANT	210.00
134951	ONE SOURCE	BACKGROUND CHECKS	1,398.00
70246	OTIS ELEVATOR	SERVICE	515.70
134952	PAWLING, STACEY	EXPENSE REIMBURSEMENT	123.85
70247	PEARSON EDUCATION	TEXTBOOKS	277.08
70248	PERRY GUTHERY HAASE & GESSFORD	LEGAL SERVICES	1,599.00
134953	POMPS TIRE SERVICE	VEHICLE MAINTENANCE	97.91

**INVOICES SUBMITTED FOR PAYMENT**

APRIL 2021 BOARD CLAIMS

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
70249	PPG ARCHITECTURAL COATINGS	SUPPLIES	20.60
134954	PRESTO-X COMPANY	CONTRACT SERVICE	1,175.75
134955	PROKESH, JUNE	SUPPLIES	48.72
70250	QUILL CORPORATION	SUPPLIES	17.09
70251	READ TO THEM	INSTRUC:TIONAL	1,131.85
134956	RETZLAFF, TARA	REIMBURSEMENT	99.43
70252	SAMS CLUB MC/SYNCB	SUPPLIES	707.49
70253	SECTORNOW, LLC	VIDEO DISPLAY SIGN	150.00
134957	SMITH, PAUL	REIMBURSEMENT	51.35
134958	SOUTHERN PUBLIC POWER DISTRICT	ELECTRICTY	3,629.66
70254	SPORT SAFE TESTING SERVICE INC,	SUBSTANCE ABUSE TESTING	2,465.00
70255	STATE GLASS	GLASS	18.60
70256	STUHR MUSEUM	SUPPLIES	93.50
70257	SUPER SAVER	SUPPLIES	270.75
70258	T-C CEILINGS INC	CEILING TILE	710.40
70259	T-SHIRT ENGINEERS	T-SHIRTS/SWEATSHIRTS	548.10
70260	US BANK VISA	SUPPLIES/REIMBURSEMENT	761.00
70261	US BANK VISA	SUPPLIES/REIMBURSEMENT/TRAVEL	333.35
70262	US BANK VISA	SUPPLIES/INERVICE	24.40
70263	VERIZON WIRELESS	CELLULAR PHONE	580.81
70264	VISA	SUPPLIES	37.69
70265	VISA	INSERVICE/SUPPLIES	389.58
70266	VISA	INSERVICE / SUPPLIES	29.99
134959	VODEHNAL, KELLEE	MILEAGE	138.33
70267	WAL-MART	SUPPLIES/EQUIPMENT	169.76
70268	WINSUPPLY GRAND ISLAND NE CO	SUPPLIES	177.66
134960	YOUNT, SARA	REIMBURSEMENT	66.48
<b>Fund Total:</b>			<b>169,359.04</b>

INVOICES SUBMITTED FOR PAYMENT

ADDL BOARD CLAIMS APRIL 2021

<u>Check #</u>	<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Check Total</u>
<b>Checking</b>	<b>8</b>	<b>Fund: 08</b>	<b>BUILDING FUND</b>	
1339	WILKINS ARCHITECTURE DESIGN PLANNING LLC		CONTRACTED SERVICES	22,085.14
			<b>Fund Total:</b>	<b>22,085.14</b>

**Northwest Public Schools  
Grand Island, Nebraska**

**Classified Employee  
Handbook**

**April 2021**

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## INTRODUCTION

The Northwest Public Schools Board of Education believes that a capable, well trained, and student-oriented staff is the prime ingredient in maintaining a quality learning environment for Northwest Public Schools students. Therefore, this Classified Staff Handbook is intended to be an informative guide to Northwest Public Schools classified staff policies, procedures, and benefits. Northwest Public Schools is proud of the policies and procedures that it has developed and improved over the years. The Board of Education believes you will find that they reflect the Board's commitment to treating our employees fairly.

Northwest Public Schools hopes that you will find this handbook useful and informative. If you have any questions about any of these policies or procedures, please do not hesitate to ask your supervisor. Whether you are just joining Northwest Public Schools or are a current employee, Northwest Public Schools looks forward to having you as a part of the Northwest Public team.

The Board of Education and Administration welcome employee comments and suggestions for improving all aspects of our operation. One of the contributing factors to the District's success is the maintenance of an open, responsive, and on-going two-way system of communications. We encourage all employees to exchange ideas and information to help themselves and, in turn, Northwest Public Schools. You will find this philosophy reflected throughout the policies and procedures contained in this handbook.

This handbook shall apply to all classified staff employees filling positions at Northwest Public Schools. Classified staff employees include custodians, maintenance workers, groundskeeper, building secretaries, district office secretaries, para-educators, food service workers, school nurse, or others who might be recommended by the superintendent of schools for employment.

**This handbook is not a contract of employment. Nothing contained in this handbook or in any other statement of Northwest Public Schools philosophy, including oral statements, should be considered a promise of continuing employment. Rather, both Northwest Public Schools and the employee are free to terminate the employment relationship at any time for any or no reason.**

Circumstances may arise in which the Board of Education determines that changes are required in this handbook. For this reason, the Board of Education reserves the right, at any time, to modify, rescind or supplement any or all policies, procedures, or beliefs explained in this handbook. You will receive notice of these changes as soon as possible. No such modification, however, shall change the at-will nature of employment at Northwest Public Schools.

## MISSION STATEMENT AND BELIEFS

A Culture of Excellence: An exceptional community of learners committed to continuous growth.

We will ...

- Keep student growth as the priority focus of all school-based decisions
- Meet the needs of diverse learners in a safe, supportive environment
- Hold our community of learners to high expectations
- Model and teach the qualities of good character
- Help students become problem solvers
- Engage, challenge and respect

### Members of the Board of Education

Name	Contact Information
Dan Leiser, President	dan.leiser@ginorthwest.org
Zach Mader, Vice President	zach.mader@ginorthwest.org
Robin Schutt, Secretary	robin.schutt@ginorthwest.org
Artie Moeller, Treasurer	artie.moeller@ginorthwest.org
Paul Mader, Member	paul.mader@ginorthwest.org
Aaron Buhrman, Member	aaron.buhrman@ginorthwest.org
Becky Rosenlund, Advisory Member	becky.rosenlund@ginorthwest.org

### Administrative Staff

Name	Position	School	Contact Information
Jeff Edwards	Superintendent	Northwest Public Schools	308-385-6389 Ext 5112
Tim Krupicka	Principal	Northwest High School	308-385-6389 Ext 5119
PJ Smith	Assistant Principal	Northwest High School	308-385-6389 Ext 5121
Marty Moser	Assistant Principal	Northwest High School	308-385-6389 Ext 5123
Scott Mazour	Principal	Cedar Hollow Elementary	308-385-6306
Steve Retzlaff	Principal	1-R Elementary	308-385-6352
Mike Herzberg	Principal	St. Libory Elementary	308-687-6475
Matt Fritsche	Activities Director	Northwest High School	308-385-6389 Ext 5120
Jeanette Ramsey	Director of Teaching and Learning	Northwest Public Schools	308-385-6389 Ext 5146
Brian Gibson	Technology Coordinator	Northwest Public Schools	308-385-6389 Ext 5142
Heather Callihan	Technology Integrationist	Northwest Public Schools	308-384-6389 Ext 5171
Natalie Nielsen	Business Manager	Northwest Public Schools	308-385-6389 Ext 5111
Mike Fitzgerald	Maintenance Director	Northwest Public Schools	308-385-6389 Ext 5124

## **EQUAL EMPLOYMENT OPPORTUNITY**

Equal employment opportunity has been and continues to be both policy and practice at Northwest Public Schools. Northwest Public Schools is committed to providing a work environment that is free from unlawful discrimination, harassment and intimidation because of an individual's race, color, religion, sex, age, national origin, disability, marital status, or any other basis prohibited by applicable state or federal law.

Employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should (1) discuss the grievance with a building principal or supervisor within 10 school days of the alleged situation being known. If the matter is not resolved to the satisfaction of the complainant, the complainant should (2) contact the superintendent of schools and submit the nature of the grievance in writing to the superintendent within 10 school days of receiving an oral response from the principal or supervisor. The superintendent will, within 10 school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution. If not satisfied with the superintendent's response, the complainant should (3) submit a written request for a board hearing on the grievance to the board president within 10 school days of receiving the superintendent's response. The board of education will convene a hearing on the grievance within 20 school days of receiving a written request for said hearing and reserve the right to solicit evidence and testimony from pertinent sources. The board will submit a written resolution of the grievance to the complainant within 20 school days of conducting the hearing, and the board's decision will conclude the grievance procedure.

If school is dismissed for the summer, "days" will refer to weekdays, Monday through Friday, excluding holidays. If a principal, supervisor, or the superintendent is the focus of the initial grievance, the procedure should be initiated at the next step. If a board policy is the focus of the grievance, the procedure should be initiated with the superintendent.

Advocates or legal counsel may represent employees at any and all steps of the grievance procedure. They may have access to school records or documents that are not otherwise protected by privacy statutes.

Northwest Public Schools will take every reasonable measure to address the matter and promise that the employee will not be subjected to retaliation for bringing such matters to the attention of Northwest Public Schools. However, the District will not be precluded from addressing job performance related issues with the employee. Northwest Public Schools will treat all such concerns with the utmost confidence consistent with a fair resolution of the problem.

## **ZERO TOLERANCE FOR HARASSMENT**

Northwest Public Schools is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by

supervisors or co-workers will not be tolerated. In addition, Northwest Public Schools will protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

In general, ethnic, or racial slurs, jokes or other verbal or physical conduct relating to a person's race, color, age, sex, national origin, religion, marital status, or disability constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not satisfied with his/her supervisor's handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the Business Manager.

If the employee is still not satisfied with the handling or outcome of the complaint, or if he/she feels more comfortable bypassing the other steps, the matter should be taken to the Superintendent. Northwest Public Schools will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

## **“AT WILL” EMPLOYEE STATUS**

The Board of Education employs all classified staff members to meet the personnel needs of the District, as determined by the budget and the instructional and non-instructional needs of the District. Classified staff members are regarded as “at will” employees, meaning that they are hired for an indefinite period of time and may be terminated at any time with or without cause. Employment may be terminated at any time for any reason when such termination is determined to be in the best interest of the District.

## **CLASSIFICATION**

Northwest Public Schools classified personnel are grouped by job classification. There are three types of classified staff employed by the district; (1) nine month/school year including food service, transportation, para-educators, health assistants, and nursing personnel; (2) eleven month including building secretaries and (3) twelve month including custodians, maintenance,

groundskeeper, and district office secretaries. Consideration will be given to relative experience and previous employment with the district if applicable when determining a beginning hourly rate.

## **ASSIGNMENTS, TRANSFERS, POSTING VACANCIES**

The superintendent and superintendent's designees are authorized to assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified. Unless emergency situations prevail, all staff vacancies will be posted on the District website. Current employees may apply for existing vacancies by completing an internal application located on the employment tab of the school website.

Ordinarily, unless time and the number of in-house applicants mitigates against such, current employees will be granted an interview for other positions for which they are qualified. However, the District does not regard it an obligation to guarantee current employees priority consideration over candidates from outside the district.

## **TERMINATION PROCEDURES**

The employee/employer relationship is for the mutual benefit of both parties and either party may sever the relationship at any time. All support staff are "at will" employees, meaning there is no contract of employment.

Subject to the state law and District budget considerations, employment of support staff may be terminated by the Superintendent or designee at any time for just cause or for other reasons deemed necessary by the Superintendent or designee to be in the best interest of the District.

Employees terminating employment should give written notice of resignation to their immediate supervisor at least two weeks prior to the effective date.

If the employee is terminated, all salary/wages and other benefits to which the employee was entitled shall cease with the date of official dismissal and be paid in full on the next regularly scheduled pay day.

An employee may apply to the Nebraska School Employees Retirement System, 301 Centennial Mall South, Lincoln, Nebraska 68509, for return of contributions upon termination of employment.

## **SALARY SCHEDULE/ PAYDAY**

Annually the Superintendent will review and recommend to the Board of Education salary increases and benefits for all classified staff job categories. If new salary rates are established or increases approved by the Board of Education, they will become effective with the initial pay period of the new school year. The superintendent's office shall be responsible for maintaining research on comparable pay levels for similarly sized districts in the immediate area and for designing procedures to collect staff input on salary and benefit issues.

Pay date is the 15<sup>th</sup> of the month. Should the 15<sup>th</sup> fall on a weekend or holiday, the pay date shall be the last business day prior to the weekend or holiday. Payroll is subject to federal and state mandated deductions. Other deductions may be designated and authorized by the employee, subject to the approval of the superintendent.

## **TIME RECORDS**

Classified employees shall use the TMS – Time Management System for recording hours worked. The employee is responsible for the accuracy of information on the TMS system. All information for a payroll must be finalized the day after the pay period closes. No overtime will be paid unless authorized in advance by the supervisor and the Business Manager.

## **WORKDAY**

The normal workday will be 8-1/2 hours unless otherwise assigned. Within the 8-1/2 hours, one-half hour is allowed for lunch. Two other break times, not to exceed 15-minutes may be arranged by the immediate supervisor. Approved overtime, in excess of 40 hours per week, will be paid at time and a half of the employee's regular hourly rate.

## **WORK ON INCLEMENT WEATHER DAYS**

When school is canceled for student instruction because of inclement weather, the superintendent of schools will direct the work schedule for the day. If school is canceled during the day because of inclement weather, personnel may be released after students have been excused and accounted for.

## **ANNUAL EVALUATION**

Classified employees will receive an annual evaluation of their work performance from an administrator designated by the superintendent of schools. The evaluation forms will be designed and supplied by the superintendent's office. One copy will be provided to the employee and one copy will be kept in the personnel file at the superintendent's office. Employees may attach materials to the file copy of the evaluation if they choose.

## **PERSONNEL FILES AND INFORMATION**

Individual employee files will be maintained at the superintendent's office. Principals and supervisors may maintain employee files with duplicate information to the extent necessary.

Employee files shall contain only information pertinent to payroll processing; job performance; initial employment application; any legally required health information; and employee-initiated response to performance evaluations. Employees are responsible for the accuracy of information on the initial job application as well as relaying any necessary updated payroll-related information to the district office. Further, it is expected that employees will provide current information regarding addresses and phone numbers on SID.

The superintendent, other administrators designated by the superintendent, the employee's immediate supervisor, payroll and personnel clerical staff, and the employee or the employee's designated representative will have access to personnel files. Employees may place materials in their personal file relating to job performance or evaluations thereof. No materials may be removed from an employee's file without the mutual consent of the employee and the superintendent of schools.

All material in employee files will be considered confidential, except that information which is legally subpoenaed or is subject to federal and state open records statutes. Employees will not have access to written recommendations that were submitted on their behalf with an understanding of confidentiality. Anyone having access to personnel files and divulges confidential information about another employee will be subject to disciplinary action.

## **ALCOHOL AND ILLICIT DRUG USE PROHIBITED**

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment.

## **TOBACCO USE PROHIBITED**

To promulgate a healthy environment for students and staff and to encourage healthy behavior in students, there will be no tobacco use on school district property, including, but not limited to any school buildings, outdoor athletic complex and practice areas, or school vehicles. The regulation applies to all students, staff, patrons, and visitors.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look a likes, and products intended to replicate tobacco products either by appearance or effect.

School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators.

## **USE AND CARE OF SCHOOL EQUIPMENT AND FACILITIES**

All employees are responsible for overseeing the care, inventorying, and security of equipment, materials, and facilities associated with their job assignment. Any damaged or non-functioning items vital to job performance should be reported immediately to a principal or supervisor so that repairs or replacements can be made. Further, if valuable items of equipment or material are not able to be secured, the situation should be reported to a principal or supervisor for corrective action. Moreover, any incident of theft or vandalism involving school property should be reported immediately to the appropriate administrator, and that administrator should contact the business manager as soon as possible.

No school-owned property is to be used at any time for personal use or private entrepreneurial activity. Principals and supervisors may exercise their discretion to allow the personal use of some equipment, such as computers, if said use might enhance the skill of the employee or if said use is being done on behalf of the school. No major equipment items are to be removed from the buildings or campuses without specific permission from a principal or supervisor.

## **PERSONAL PROPERTY**

Northwest Public Schools is not responsible for damaged, lost, or stolen articles which are the personal property of employees.

## **SCHOOL PERSONNEL AND THE PUBLIC**

All school employees are obligated to promote a positive image of the school district, its programs, and students. All employees are encouraged to use tact, patience, and courtesy in their relationships with students, parents and community patrons. The board regards school-community organizations as a valuable dimension of the educational environment and encourages all employees and employee groups to actively support their existence and programs.

## **STAFF DEVELOPMENT**

Administrators who are designated by the superintendent to supervise classified staff will be responsible for providing routine orientation and training pertinent to the employee's job assignment.

To the extent schedules and budgeting will allow, administrators also will organize staff development activities designed to maintain and enhance employee effectiveness. If employee attendance is mandated at workshops or seminars convened outside the district, the district will attempt to pay at least a portion of expenses incurred by the employee. Employees may request to attend staff development activities outside the district, but administrative discretion will be used in determining whether time off and reimbursement is allowed.

## **USE OF PERSONAL CAR**

Mileage reimbursement will be paid to employees who are required to provide their own vehicles during regularly scheduled working hours. Claims for reimbursement will be honored only if the supervisor authorized the travel. Reimbursement per mile will be determined annually. Mileage reimbursement forms must be submitted during the proper fiscal year for reimbursement.

## **STAFF ATTIRE**

The Board of Education expects that all staff will be appropriately attired and groomed in accord with the nature of their job assignment. Should an interpretation of "appropriate" be needed, administrators will attempt to assess commonly accepted community standards and what might be expected of similarly placed employees in the private sector.

## **POLITICAL ACTIVITIES OF STAFF**

The Board of Education recognizes the rights of its employees, as citizens, to engage in political activity, except that no employee of the school district shall solicit support of any political candidate, partisan or non-partisan, or support of any issue on any referendum matter, during regular work hours on school district property.

## **SCHOOL MAILBOXES AND INTRA-DISTRICT COMMUNICATION**

Most employees have a designated work area where they may receive school-related memos, bulletins, and other communications. If personal mail is received at school, it will be distributed also, unmonitored, via this system. Employees may have free access to this system to communicate with one another, except for the distribution of commercial and politically oriented materials, and with the further exception that building wide, or district wide distribution of materials must first be approved by a principal or the superintendent.

## **PERSONAL GIFTS**

Employees are advised to not accept personal gifts from students or patrons other than token items or cards. The board may at its discretion choose to honor retiring employees with plaques and/or receptions. This policy is not intended to exclude the receipt of scholarships, grants, or other honoraria earned because of job performance or academic endeavor.

## **LEAVE PROVISIONS**

**PAID VACATION** - On the date of hire, twelve-month employees will receive five vacation days. Annually, with the pay period that begins in August, twelve-month employees will receive paid vacation days as follows: ten days annually for 6 months through five years of service; for 5 through 15 years of service – ten days plus one day per year for each year 5 through 10; twenty days after fifteen years of service. Vacation days must be scheduled with the approval of the employee's supervisor. All vacation days must be used by the first Saturday of August. Accrued but unused vacation days will not be carried forward from year to year.

**PAID HOLIDAYS** - Twelve-month employees will receive seven paid holidays: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, and July 4th. Those employed during the school year will receive four paid holidays.

**NONPAID LEAVE** - At the superintendent's discretion, limited non-paid leave will be available to classified staff for emergencies and other family-related events.

**SICK LEAVE** – Eleven and Twelve-month employees will receive ten sick days annually accumulative to fifty days; those employed during the school year will receive seven sick days annually accumulative to thirty-five days. Sick days in excess of the maximum accumulation total will be paid for annually in June at the rate of \$50.00 per day.

Sick leave may be used for personal illness or illness of a family member.

Doctor and dental appointments will be charged against an employee's accumulated sick leave.

**BEREAVEMENT LEAVE** – Paid days are provided for bereavement leave for family members. The number of days allowed will be determined based on the individual situation, at the discretion of the administration.

## **HEALTH RELATED ABSENCES**

Any employee who is unable to report to work because of a health-related condition shall contact his or her supervisor or designate at the earliest opportunity. If any employee experiences a prolonged health-related absence or demonstrates a pattern of frequent health-related absences, the district reserves the right to require a physician's statement for documenting either (1) the need to remain absent from work or (2) fitness to return to work. The

district further reserves the right to require a second opinion on such medical circumstances from a physician chosen and reimbursed by the district.

The district reserves the right to terminate employment should an employee have a prolonged health-related absence beyond provisions of district policy or refuse to cooperate in securing physicians' statements as described above.

In the event an employee contracts a communicable disease, continued employment decisions will be based on guidelines established by the Nebraska State Department of Health.

## **WORK AREA SAFETY AND ACCIDENT REPORTING**

All employees share in the responsibility of maintaining a safe and healthy school environment. Any unsafe or unhealthy conditions in the immediate work area, building, or on campus should be reported immediately to an administrator. In the event of an accident to an employee, student, or visitor, the injured individual should be referred to building health staff and a report of the incident made to the appropriate administrator as soon as possible. Upon learning of such accidents, said administrator should contact the business manager immediately.

## **WORKER'S COMPENSATION**

All school employees and volunteers come under the provisions of the Worker's Compensation Law. Accident reports involving injuries arising out of and in the course of employment with Northwest Public Schools shall be filed in the district office within twenty-four hours of the incident. Accident reports should be filled out for all injuries, no matter how minor. Failure to make a prompt and complete report of injury may jeopardize an employee's rights. When an injury occurs while on duty, an employee may choose the physician of their choice for medical services. When reporting for medical services, the injured employee should clearly inform the physician they are a Northwest Public Schools employee, and that the treatment for the injury may be covered under the Worker's Compensation Law.

## **INSURANCE**

The district will provide single health and single dental insurance to classified staff employees who work a minimum of 25 hours per week. All classified staff meeting the qualifications of the district's health insurance provider may purchase, via payroll deduction, any of the other three tiers of health and dental insurance. In accord with federal statute, the district will provide health insurance to classified staff employees as specified by the Patient Protection Affordable Care Act. In accord with state and federal statute, all classified staff employees are insured against work-related injury and consequent disability by worker's compensation insurance. Currently, Blue Cross Blue Shield is the district's health insurance provider.

The district will provide a \$25,000 term life insurance policy for classified staff employees who work a minimum of 25 hours per week. Employees can purchase additional life insurance.

The district will provide long-term disability insurance for classified staff employees who work a minimum of 20 hours per week. The disability insurance will be effective upon the use of an employee's sick leave days.

Vision insurance is available for classified staff employees to purchase.

### **TEMPORARY/ SUBSTITUTE STAFF**

The superintendent is authorized to approve the employment of temporary or substitute classified staff. Substitute and temporary employees will be paid the minimum rate for the designated job classification. Temporary and substitute employees are not eligible for any district provided benefits.

### **JURY DUTY**

Employees called to jury duty will be excused without loss of pay or benefits. The employee will receive regular salary and may keep any expense money paid by the court but shall remit jury duty pay to the district.

### **STATE RETIREMENT**

All classified employees who regularly work fifteen hours per week are required by law to participate in the Nebraska School Employees Retirement System. The Nebraska School Employees Retirement System is a cooperative program with all public school employees and the State of Nebraska to provide funds for granting retirement benefits to those who become members of the system and who continue school employment for the period required by the retirement law. In order to become familiar with the provisions of the state retirement program, you should obtain a copy of the latest brochure from the State Retirement Office, 301 Centennial Mall South, Lincoln, Nebraska 68509. Currently, the contribution rate is 9.78% of an employee's gross wage.

### **403B**

All classified employees may participate in a 403B Plan sponsored by the District. Contributions can be paid to a retirement plan on a pre- or post-tax basis. Enrollment forms are available through the District Office.

### **COBRA**

The 1986 Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that certain beneficiaries who would otherwise no longer qualify for participation in the employer's group

health insurance plan be afforded coverage. The five qualifying events which trigger the continuation of coverage are (1) death (2) termination [*other than reason of employee's gross misconduct*] (3) divorce or legal separation (4) becoming eligible for Medicare benefits and (5) a dependent child reaching maximum age for coverage. Any person seeking continued coverage must pay the premium for the policy. Failure to pay such premium will terminate the continuation of coverage. Contact the central office regarding rights under COBRA.

## **RESOLVING CONFLICTS WITH PATRONS, STUDENTS, OTHER STAFF**

Employees are advised to attempt to resolve school related disputes with tact and courtesy at the point of their origin. Unresolved conflicts should proceed from employee to supervisor, to the superintendent, to the board. Any complaint first received at a higher level should automatically be redirected to the appropriate level for deliberation and possible resolution. Any patron, student, or other person who willfully profanes or assaults --verbally or physically-- a district employee who is involved in an assigned duty may be prosecuted by the district, to the extent provided by law. School employees who are sued because of performing their assigned duties, in a manner deemed appropriate by the school administration and/or board, shall be given the legal support of the district's attorney.

## **GRIEVANCE PROCEDURE**

Any classified employee who has a work-related grievance shall first discuss the nature of the grievance with an administrative supervisor. If not satisfied with the administrative supervisor's resolution of the problem, the employee shall, within 10 working days of having received the administrative supervisor's decision, send a written description of the grievance to the superintendent. Upon receiving the written grievance, the superintendent shall, within 10 working days, meet with the employee and attempt to resolve the grievance. If not satisfied with the superintendent's decision, the employee shall, within 10 working days, request in writing to the superintendent that a board of education committee be convened to listen to the grievance. The superintendent shall schedule a meeting, within 15 working days, for the board committee to listen to the grievance. Said meeting will be held in closed session and may be attended by the superintendent, administrative supervisor, the employee and, at the employee's discretion, an advocate for the employee. The board committee will render a decision at the close of the meeting and said decision will terminate the grievance procedure. Note that if more than one employee has a grievance of a similar nature they may, as a group, invoke the grievance procedure described herein.

## **JOB DESCRIPTIONS**

### **Job Description, District Office Secretary**

District office secretaries will be assigned, supervised, and evaluated by the business manager, and their duties shall include, but not be limited to, the following:

1. Efficient completion of assigned clerical tasks related to the functions of personnel, budgeting, payroll and accounting, special education reporting, and board agenda preparation
2. Routine handling of correspondence and messages, processing reports, and filing and retrieving necessary data
3. Becoming proficient on all office business equipment pertinent to the job assignment
4. Maintaining confidentiality of sensitive information related to staff, students, and parents
5. Maintaining cordial contacts with all personnel, students, patrons, and vendors.

### **Job Description, School Secretary**

School secretaries will be assigned, supervised, and evaluated by the building principal, and their duties shall include, but not be limited to, the following:

1. Efficient completion of assigned clerical tasks such as processing reports, handling correspondence and messages, activity fund accounting, and filing and retrieving necessary data
2. Becoming proficient on all office business equipment pertinent to the job assignment.
3. Maintaining confidentiality of sensitive information related to staff, students, and parents
4. Maintaining cordial contacts with all personnel, students, patrons, and vendors.

### **Job Description, Custodians – Day / Night**

Day / night custodians will be assigned, supervised, and evaluated by the building principal/ maintenance director and their duties shall include, but not be limited to, the following:

1. Efficient cleaning of assigned area
2. Accomplishing minor repair work of school property and equipment in assigned area
3. Safe care and storage of all equipment and materials related to the job assignment
4. Litter control of grounds and limited snow removal
5. Maintenance, repair, and installation —unless otherwise contracted— of mechanical, electrical, heating, air conditioning, and plumbing systems
6. Minor construction projects and repair of furnishings and equipment
7. Maintenance and repair of campus fixtures

### **Job Description, Groundskeeper**

The groundskeeper will be assigned, supervised, and evaluated by the maintenance director. Duties shall include, but not be limited to, the following:

- 1) Mowing, trimming, and weed control of the district grounds
- 2) Maintaining the practice and game athletic fields including mowing, watering, fertilizing, and lining
- 3) Assisting with the development and implementation of the long-range landscaping plan
- 4) Assisting with snow removal during the winter months
- 5) Pruning the district trees as necessary
- 6) Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, Para-Educator – Regular / Special**

Regular teacher assistants and special education teacher assistants will be assigned, supervised, and evaluated by the building principal or, as designated, by supervising teacher personnel, and their duties shall include, but not be limited to, the following:

1. Student supervision
2. Assisting teachers in preparing instructional materials, attendance, and room preparation
3. Tutoring and small group instruction as directed and supervised by a teacher
4. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, Van Driver**

Van drivers will be assigned, supervised, and evaluated by the Superintendent / Building Principal, and their duties shall include, but not be limited to, the following:

1. Annual passage of state required licensing and physical examinations
2. Operating the school vehicle in a safe and legal manner at all times including performing the pre-trip inspection
3. Maintaining the cleanliness of the school vehicle inside and out
4. Care and discipline of student riders
5. Communicating immediately to the Director of Transportation concerning problems with vehicle operation, patron complaints, and student discipline problems
6. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, School Nurse**

The School Health Nurse will be assigned, supervised, and evaluated by the building principal, and duties shall include, but not be limited to, the following:

1. Coordinating the district's health services program
2. Providing routine health care to students and emergency first aid
3. Assisting and advising health assistants at the elementary buildings as needed
4. Being a liaison with county health department officials regarding routine health reports and other health-related concerns
5. Serving as an instructional resource in regular classrooms on health careers and health-related topics
6. Providing medical assistance to any injured athletes
7. Holding a valid Registered Nurse License or LPN
8. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, District Technology Assistant**

The district technology assistant will be assigned, supervised, and evaluated by the district technology director. Duties shall include, but not be limited to, the following:

1. Provide day to day user and building level technical support for hardware, software, and equipment
2. Maintain all district servers
3. Create and maintain a database of hardware, software, and license information for each building
4. Provide technology in-service for staff as requested
5. Repair hardware and equipment or arrange for repair through local providers
6. Promote the effective use of technology by all district staff.

### **Job Description, Food Service Workers**

Food service workers will be assigned, supervised, and evaluated by the food service director and their duties shall include, but not be limited to, the following:

1. Food preparation
2. Care and operation of kitchen equipment
3. Maintaining personal hygiene and sanitary environment of the kitchen
4. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, Head Cook / Assistant Cook**

Head cooks/assistant cooks will be assigned, supervised, and evaluated by the food service director and their duties shall include, but not be limited to, the following:

1. Kitchen management, including assigning tasks to another cafeteria staff
2. Daily menu preparation in accord with USDA standards
3. Ordering food and supplies
4. Inventory maintenance
5. Accurate recording and reporting of daily lunch counts.
6. Maintaining a cooperative working relationship with all personnel, students, and patrons.

# NORTHWEST PUBLIC SCHOOLS 2022-2023 District Calendar

## AUGUST

- 2-4 New Staff Inservice
- 8-10 Staff Inservice
- 11 1st Day of School

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

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

## SEPTEMBER

- 5 No School Labor Day
- 21-22 PT Conferences
- K-8 Noon Dismissal
- High School 12:39 Dismissal
- 23 No School

## OCTOBER

- 13 End of 1st Quarter
- K-8 No School
- 9-12 Noon Dismissal
- 14 No School

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

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

## NOVEMBER

- 3 K-12 Noon Dismissal
- 4 No School
- 23-25 No School - Thanksgiving

## DECEMBER

- 21 End of 2nd Quarter
- 22-31 No School Winter Break

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

January 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY

- 1-2 No School Winter Break
- 3 No School Staff Inservice
- 4 Second Semester Begins
- 23 No School Staff Inservice

## FEBRUARY

- 8 PT Conferences 9-12
- 12:39 Dismissal
- 8-9 PT Conferences K-8
- Noon Dismissal
- 10 No School

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

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

## MARCH

- 3 No School
- 8 End of 3rd Quarter
- K-8 No School
- 9-12 Noon Dismissal
- 9-10 No School

## APRIL

- 7 No School
- 10 No School
- 20 High School 12:39 Dismissal
- 24 No School Staff Inservice

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

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

## MAY

- 12 High School Noon Dismissal
- 14 Commencement 2:00
- 17 Last Day of School
- K-12 Noon Dismissal
- 18 Staff Inservice

## JUNE

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

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

## JULY

- 1-9 Moratorium

# April 2021 Board of Education Certificates of Achievement

## 2021 NSAA State Wrestling Championships

Victor Isele - Class B 195 lbs 6<sup>th</sup> Place

## 2021 NCA State Dance Championships

Class B Hip Hop 1<sup>st</sup> Place - Jazz 6<sup>th</sup> Place

Kaila	Botts
Hannah	Fjeldheim
Aizlynn	Krafka
Ashlyn	Nispel
Alysse	Ramos
Keira	Rish
Samantha	Roby
Gabriella	Spellbrink
Emma	Wiese
Jadyn	Wilson

## 2021 NCA State Cheer Championships

Class B Game Day 2<sup>nd</sup> Place – Traditional 3<sup>rd</sup> Place

Ashley	Bailey
Katherine	Byerly
Faith	Eickhoff
Olivia	Fagan
Danyka	Galvan
Makenna	Gildersleeve
Nicole	Halsey
Madilynn	John
Elizabeth	Johnson
Madelyn	Martinez
Erin	Maruska
Danielle	Matrisciano
Elizabeth	Morrow
Lauren	Morrow
Madison	Pirnie
Hailey	Price
McKenzie	Ritter
Hayley	Russell
Lorionah	Stienike
Darby	Torson
Kennedie	VanBuskirk
Tayla	Vieth
Alexis	Visnaw
Haley	Westerby

# Board & Administrator

## FOR SCHOOL BOARD MEMBERS

April 2021 Vol. 34, No. 12

### How to conduct a superintendent search

One of the biggest roles of a school board is to control the superintendent search process and make the ultimate decision on district leadership. The board may seek assistance with management and logistics from the state school board association, or it may hire a firm to conduct the search process.

When conducting the search for a new school superintendent, consider the following:

- Work as a team and collaborate with fellow board members.
- Establish performance objectives and create a complete updated job description.
- Consider the best and worst qualities of your outgoing superintendent and what qualities your future superintendent must have. Document the consensus of the group and incorporate into the job description.
- Conduct a transparent search. Report to board members and community members regularly during the search.
- Don't hesitate to address a candidate's political ties or "backers" and how they might hinder the board's purposes or work to its advantage.

- Collect input from stakeholders -- community members, parents, district staff, and business partners. From that data, determine the district's strengths (incentives to hiring) and needs (what the candidate can offer).

- Actively recruit. Read and evaluate all applicant files.
- Thoroughly vet candidates.
- Don't cut corners with reference checks.
- Narrow down the search to determine select candidates to interview.
- Prepare for the interview. Collaborate to determine how the interview will be conducted, create an agenda, collect questions, and discuss responses.
- Be prepared to share policies and board operating principles with a candidate. Discuss goals and long-range plans.
- Assist in developing an effective employment contract.

For the best results, implement a strategy for conducting a superintendent search and adhere to it with fidelity. ■

### Hone public speaking skills to improve community relations

As the pressure to reopen schools to in-person learning increases, school board members may feel as though their actions and decisions are in the public eye more than ever before. To maintain a good relationship with the school community and avoid miscommunications, board members should take steps to improve their public speaking skills. However, not every board member is a born an expert speaker.

Here are three suggestions to hone your skills before your next public speaking event:

**1. Start small.** Gain confidence by speaking to your peers during executive board meetings. Then, gradually practice speaking to the public during open board meetings.

**2. Watch online videos of skilled presenters.** While you should not mimic another speaker's

style, watching videos of skilled presenters may help you learn how to organize your speeches, monitor your poise, and handle questions.

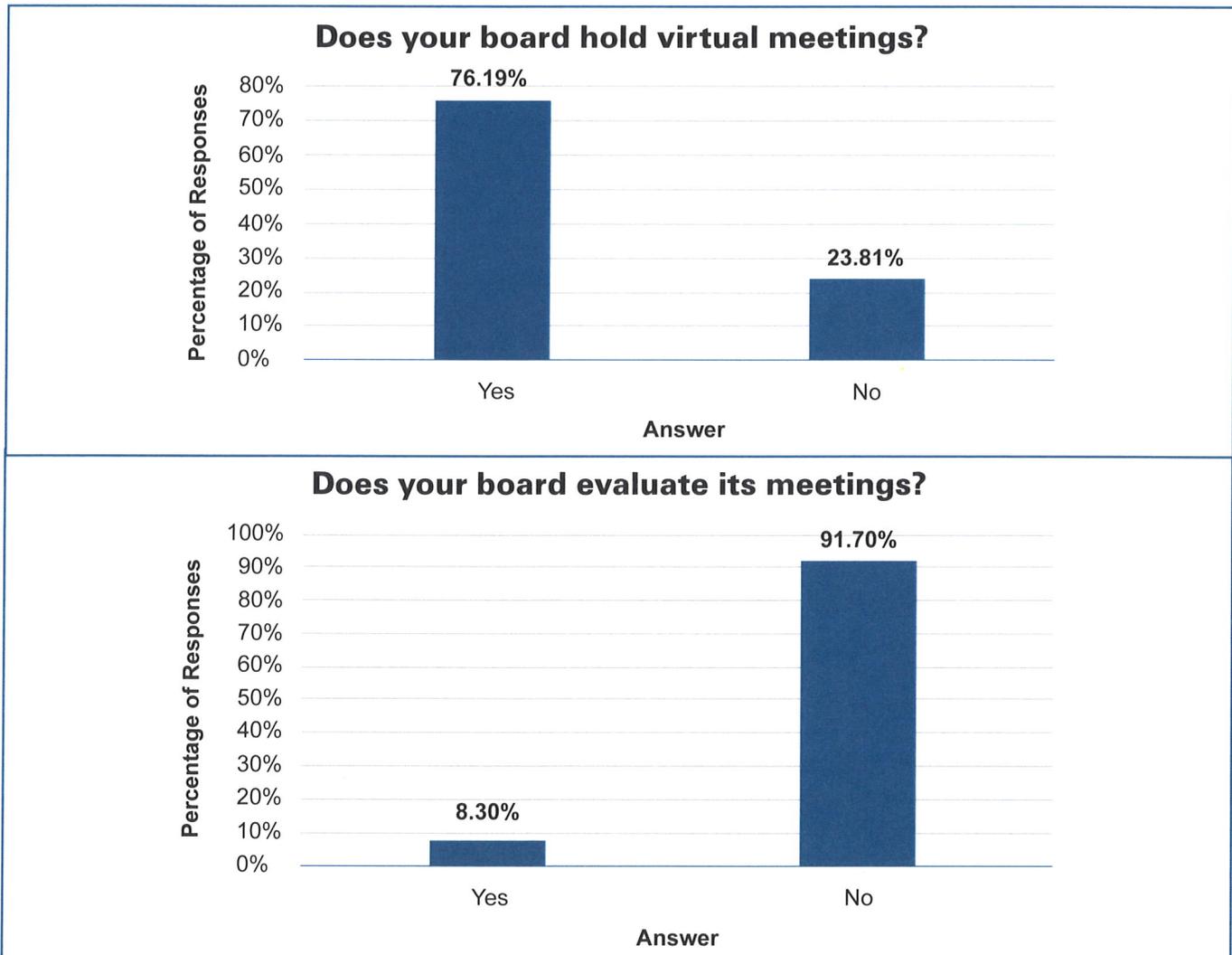
**3. Practice on virtual platforms.** Due to the coronavirus pandemic, audiences are now accus-

tomed to attending virtual presentations and conferences. Practicing your public speaking skills on videoconferencing platforms will instill good habits for all future presentations, such as looking at the camera (i.e., audience) and multi-tasking. ■

## Evaluate the effectiveness of your virtual board meetings

At the height of the COVID-19 pandemic, many school boards held virtual board meetings for the first time. According to the results of *Board & Administrator's Survey on School Boards*, which was conducted late last year, 76 percent of the 253 school boards that responded to the survey stated that they hold virtual meetings. In contrast, only 50 percent of school boards that responded to our survey in late 2019 held virtual meetings.

Regardless of whether your board has experience navigating videoconferencing technology, consider implementing procedures to evaluate your virtual meetings. Data from the survey, below, indicate that about 92 percent of school boards do not evaluate their in-person or virtual board meetings. However, such evaluations can help you determine whether your virtual meetings are effective and engaging and identify steps to improve your meeting practices. ■



# Board & Administrator

## FOR SCHOOL BOARD MEMBERS

March 2021 Vol. 34, No. 11

### Don't disregard political ties to superintendent, board

A superintendent is the CEO and face of the district. She acts as a lobbyist, and often answers to and is influenced by politicians. Those political ties shouldn't be ignored. A good school board should encourage and nurture that relationship and, with the superintendent, strive to influence political backers and interest groups. A school board can have a significant impact on legislation that will benefit the district.

The board should discuss how issues in the community affect district operations. The board and superintendent should feed off of the community. Consider surveying community members to find out what is important to them. Consider and discuss public comment during board meetings. Communicate concerns to the superintendent

and encourage accountability to the community. Board members should collaborate as to how they might influence decision-makers and inspire change.

Don't forget to work at building relationships with the media, other districts, and politicians. Strong relationships are vital to an effective board and they require hard work to maintain. Don't hesitate to discuss politics in a board meeting. Although political discourse is traditionally considered taboo in the workplace, it should be addressed in board meetings if it might serve to benefit the district and worked to its advantage. Rather than debate the issues, work together to address what the issues are, and craft a plan of action to initiate changes that benefit the district. ■

### Consider lessons learned from working remote

With more school districts returning to in-person classes, there may be a transition period where productivity dips, just like it did when working remotely began a year ago. Take some time to review what worked for your district during that time to shorten the transition time. Follow these two steps:

**1. Continue the good habits formed during remote work.** For many districts, working remotely was a period of unparalleled communication between district staff. Since emails and other digital communication methods were the only reliable way of communicating, many districts began using these methods considerably

more than they had previously. Going forward, consider restructuring your training to ensure that everyone knows about these easy ways of communicating.

**2. Break the bad habits.** Many board members may have been tempted to open up emails on their phones or computer during remote meetings because they had a feeling of relative. However, not only can that behavior be perceived as rude, but it is also distracting and can seriously dampen productivity during board meetings. Make sure that all members are present and attentive during meetings, even if (and perhaps especially when) those meetings are held virtually. ■

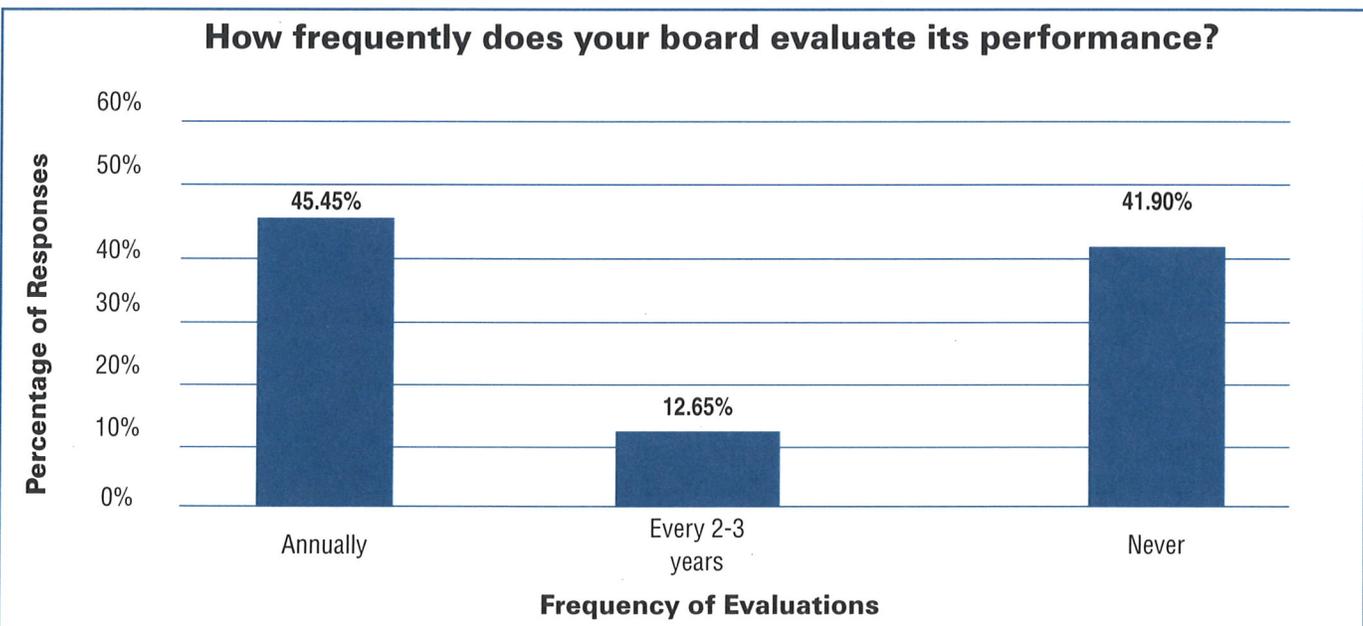
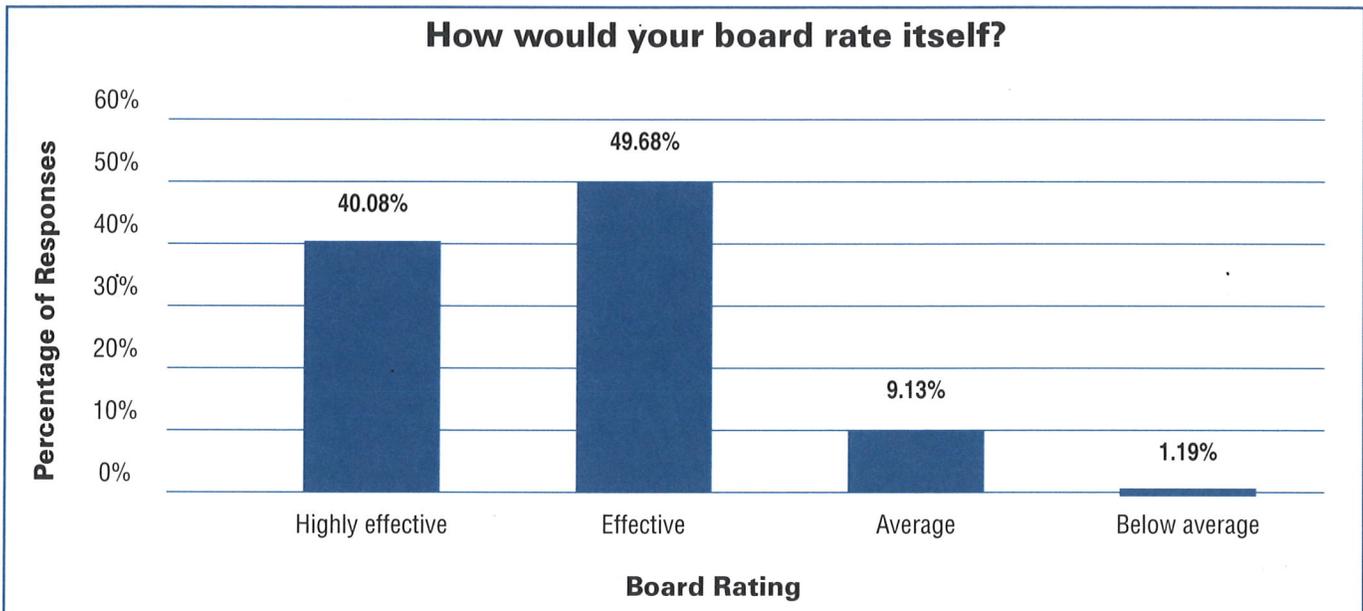
## Use evaluations to accurately assess board performance

The success of a district depends, in part, on the performance of the school board. But is your board taking appropriate steps to assess how well it functions as a unit?

Consider the results of *Board & Administrator's* Survey on School Boards, which was conducted late last year. Out of 253 school boards that responded to the survey, 89.68 percent would rate

their performance as "highly effective" or "effective." However, only 45.45 percent of those school boards evaluate their performance on an annual basis. In contrast, 41.9 percent of school boards surveyed "never" conduct a board evaluation.

These data indicate that many boards may not have an accurate and objective picture of their strengths and weaknesses. See the charts below. ■



**Northwest Public Schools**  
**March 1st - 31st Option Enrollment Request Summary**

**2020-21**

NWHS					Cedar Hollow					1R					St Libory				
	In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total
9			115	152	K			23	39	K			9	20	K			7	15
10			145	190	1			22	38	1	1		13	20	1			12	17
11			125	169	2		1	26	39	2			10	20	2			9	15
12			156	189	3			28	39	3			10	20	3			9	18
Total	0	0	541	700	4			31	41	4			13	20	4			8	18
					5			23	42	5			11	20	5			13	21
					6			28	40	6		1	10	20	6			5	11
					7	1		35	51	7			17	26	7			8	14
					8			28	47	8			12	23	8			8	15
					Total	1	1	244	376	Total	1	1	105	189	Total	0	0	79	144

2020-21 Combined Total In - 2  
 2020-21 Combined Total Out - 2

**2021-22**

NWHS					Cedar Hollow					1R					St Libory				
	In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total
9	3				K	2				K					K	2			
10	3				1					1					1				
11	2				2					2					2				
12					3					3					3				
Total	8	0	0	0	4	1				4					4				
					5					5					5				
					6	1				6					6	1			
					7					7					7				
					8					8					8				
					Total	4	0	0	0	Total	0	0	0	0	Total	3	0	0	0

2021-22 Combined Total In - 15  
 2021-22 Combined Total Out - 0

**Enrollment in PS**

	8/1	9/1	10/1	11/1	12/1	1/5	2/2	3/1	4/1	5/1
Northwest	719	710	706	711	710	711	702	700		
Cedar Hollow	387	376	377	377	373	377	375	376		
1R	190	188	188	188	189	189	189	189		
St. Libory	155	145	144	144	145	148	143	144		
Preschool	22	22	23	23	23	23	23	23		
Totals	1473	1441	1438	1443	1440	1448	1432	1432	0	0

For the staff and administration  
of Northwest Public Schools,

Thank you for the  
beautiful bouquet of flowers  
for my father-in-law and  
his family. The outpouring  
of kindness and prayers  
have helped his family  
heal during this time.

Dave Olson, Karen  
and the Stan Nabitzy Family

*To thank you for your  
kindness  
and sympathy  
at a time  
when it was  
deeply appreciated*

The logo for Livingston-Sondermann Funeral Home & Cremation Services. It features the company name in a serif font, with "LIVINGSTON-SONDERMANN" in a larger, bold font above "Funeral Home & Cremation Services". The text is enclosed in a decorative, curved border.

LIVINGSTON-SONDERMANN  
Funeral Home & Cremation Services

Dear Northwest District -

Thank you for your support  
through this difficult time.  
The floral arrangement is so  
beautiful - even now! The flowers  
smell amazing too. We are  
thankful for so many wonderful  
memories! Thank you!  
♥, The Caspar Family