

**BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010**

**HEMINGFORD PUBLIC SCHOOLS**

**BOARD OF EDUCATION MEETING AGENDA**

**Monday, December 14, 2020**

**South Campus**

The Board of Education of School District 07-0010 will meet on Monday, December 14, 2020 in the South Campus as duly advertised in the Hemingford Ledger.

- I. Pledge of Allegiance
- II. NOTICES
- III. Call Meeting to Order
  - A. ROLL CALL
  - B. Excuse Absent Board Member(s)
- IV. Approval of Agenda
- V. Regular Meeting Agenda
  - A. Public Participation (MAXIMUM OF 30 MINUTES ALLOTTED FOR THIS PORTION)
  - B. Correspondence
  - C. Consent Agenda
    - Approve minutes for November 9, 2020 meeting
    - Approve Treasurer's Report
    - Approve School Activity Fund Report
    - Approve Receipts Summary Report
  - D. Payment of Claims
  - E. 2019-2020 Audit
  - F. 2021-2022 Negotiated Agreement
  - G. Chamber Bucks
  - H. Superintendent Evaluation Instrument
- VI. Discussion/Possible Action Items
  - A. 2019-2020 ANNUAL REPORT
- VII. Administration Reports
- VIII. Superintendent Report
- IX. Report from Board Committee
- X. VIIA. Policy Review
- XI. Items For Next Board Meeting
- XII. Adjournment

XIII. Posting:

Hemingford Ledger

Posted: 12/9/2020

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010  
HEMINGFORD PUBLIC SCHOOLS  
HEMINGFORD, NEBRASKA  
NOVEMBER 9, 2020

A regular meeting of the Board of Education of School District 07-0010 was called to order at 5:01PM in the Hemingford High School Library by Justin Ansley. Notice of the meeting was given in advance through the Hemingford Ledger. Board members were notified in advance of the meeting.

Members Present: Ansley, Cullan, Horstman, Randolph, Schumacher, Turek  
Absent:

Motion by Randolph to approve agenda as presented. Second by Horstman. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—  
Motion carried

Motion by Randolph to approve the Consent Agenda as presented. Second by Turek. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—  
Motion carried

Motion by Horstman to approve claims in the amount of \$55,489.49. Second by Schumacher. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—  
Motion carried

Motion by Randolph to approve Policy 402.15 - Staff Conduct with Students Policy; 404.02 - Employee Injury on the Job; Policy 404.13 - School Closure under Extraordinary Circumstances; Policy 503.04 - Addressing Barriers to Attendance; Policy 706.02 - Petty Cash Policy 707.01 - Payroll Procedures as presented - waive the second reading. Second by Horstman. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—  
Motion carried

No action on the superintendent evaluation. The board wants the evaluation reworked to use a scale vs Satisfactory/unsatisfactory scale. The instrument will be placed on the December agenda.

Motion by Turek to approve the purchase of 912 Ogallala – Lot 3 Block 5 OT Hemingford at a cost of \$6,000. Second by Randolph. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—  
Motion carried. (\*Back taxes in the amount of \$944.20 have been paid to date.)

The board was provided the new administration evaluation instrument. This will be brought to the board in January for approval.

Discussion was held on the impact COVID is having. The new DHM was discussed—25% capacity—and the impact on activities. Activities will be held without spectators for the time being. We want to keep the kids in school and keep them active.

SPED--Mrs. Plog  
As Covid cases rise, I thought I would let you know how we handle precautions with

related service providers that come to our school from outside our school district. We contract with the following outside providers:

Michelle Weimer, Physical Therapy, Sidney  
Lisa Briggs, Occupational Therapy, Chadron  
Debbie Mills, School Psychologist/Sped Verification Evaluator, Chadron  
Megan Macy, Teacher of the Visually Impaired, Scottsbluff  
Heather Esterdahl, Teacher of the Deaf and Hard of Hearing, Scottsbluff

All service providers that come to our school are required to self-monitor their temperature and any symptoms before entering our building. If they are sick, they cannot come. They must wear masks while working with students and anytime they cannot social distance 6 feet apart from others. We also have plexiglass desk screens that are used when needed when working with the students. The tables are sanitized between each student, and students are also strongly recommended to wear a mask while working with the service provider. We have hand sanitizer and extra masks available for students and service providers to wear if they do not have their own. So far this is working very well and we have no cases of Covid transmission between our service providers and our students.

7-12 Principal - Mr. Kluver

- New Parent Advisory Group to discuss JH/HS concerns
- JH/HS still using Map Skills to assist students with specific concerns in the area of reading
- Working with seniors that are currently taking college courses to have the freedom to leave campus if they desire during their college time
- We are hosting Panhandle One Act on November 20 and District C2-6 One Act on December 1.

PK - 6 Principal - Mr. Arneson

MTSS process and guide was discussed with the board. The upcoming external visit was also discussed. The external visit is planned for March 30-April 1. Mr. Mike Mason-Curriculum Director, Scottsbluff Schools-is the leader for the external team.

Negotiations meeting Thursday night at 5 PM.

Policy Review—Policies 0705.06 to 0716.00 were reviewed. December policy review—0801.01-0801.15.

Motion by Randolph to enter executive session at 6:30 PM for superintendent evaluation. Second by Turek. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried.

Motion by Horstman to return to regular session at 7:41. Second by Turek. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried.

Meeting adjourned at 7:42 PM by Ansley.

Mary Curtis  
Board Clerk

Blanche Randolph  
Board Secretary

The next regular board meeting is set for December 14, 2020 at 5 PM at High School library.

# Current Cash Balance Report

SELECTED Data

Date: 11/01/20 thru 11/30/20

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ATHLETICS</b>					
1010 Athletics	43,669.80	1,944.14	8,406.01	0.00	37,207.93
1020 Athletic Club / Concession Stand	13,780.67	0.00	709.54	0.00	13,071.13
1030 Cheerleaders	2,749.46	1,810.00	0.00	0.00	4,559.46
1040 Volleyball	-1,174.80	0.00	0.00	0.00	-1,174.80
1050 CC Fundraiser	278.40	500.00	0.00	0.00	778.40
<b>A ATHLETICS Totals:</b>	59,303.53	4,254.14	9,115.55	0.00	54,442.12
<b>B CLUBS AND ORGANIZATIONS</b>					
3010 DC Trip-World Stride	13,121.37	5,365.00	0.00	0.00	18,486.37
3020 Dramatics	-3,259.36	0.00	890.00	0.00	-4,149.36
3030 FFA	15,187.40	89.00	1,239.77	0.00	14,036.63
3035 SHOP MATERIALS	1,830.00	0.00	0.00	0.00	1,830.00
3040 FCCLA	569.92	0.00	1,999.00	0.00	-1,429.08
3050 Honor Society	-539.55	0.00	0.00	0.00	-539.55
3060 FB Concessions Stand	0.00	0.00	0.00	0.00	0.00
3070 Music	6,037.86	0.00	0.00	0.00	6,037.86
3080 Scholarships	0.00	0.00	0.00	0.00	0.00
3090 StuCo - Middle School	4,351.94	0.00	0.00	0.00	4,351.94
3100 Student Council	3,466.83	0.00	0.00	0.00	3,466.83
3110 Health Professions Club	989.17	0.00	0.00	0.00	989.17
3120 Yearbook	23,124.43	0.00	0.00	0.00	23,124.43
3200 Science	316.96	0.00	0.00	0.00	316.96
<b>B CLUBS AND ORGANIZATIONS Totals:</b>	65,196.97	5,454.00	4,128.77	0.00	66,522.20
<b>C MISCELLANEOUS</b>					
4010 Courtesy Fund	1,480.04	0.00	151.67	0.00	1,328.37
4020 Elementary Teachers	12,012.41	0.00	802.00	0.00	11,210.41
4025 High School Teachers	7,162.34	5.00	0.00	0.00	7,167.34
4040 Miscellaneous / Student Stuff	2,663.85	40.00	0.00	0.00	2,703.85
4045 Bookfair	1,679.88	0.00	0.00	0.00	1,679.88
4050 Art	626.90	0.00	0.00	0.00	626.90
<b>C MISCELLANEOUS Totals:</b>	25,625.42	45.00	953.67	0.00	24,716.75
<b>D CLASSES</b>					
2021 Class of 2021 - Seniors	3,200.42	0.00	356.00	0.00	2,844.42
2022 Class of 2022 - Juniors	4,198.23	0.00	0.00	0.00	4,198.23
2023 Class of 2023 - Sophomores	2,361.28	0.00	0.00	0.00	2,361.28
2024 Class of 2024 - Freshman	738.06	0.00	0.00	0.00	738.06
2025 Class of 2025 -- 8th Grade	439.00	0.00	0.00	0.00	439.00
2026 Class of 2026 - 7th Grade	349.00	0.00	0.00	0.00	349.00
<b>D CLASSES Totals:</b>	11,285.99	0.00	356.00	0.00	10,929.99
<b>Report Totals:</b>	161,411.91	9,753.14	14,553.99	0.00	156,611.06

<b>FINANCIAL REPORT</b>			
<b>HEMINGFORD SCHOOLS</b>			
11/9/20			
<b>GENERAL FUND</b>			
BALANCE	11/9/2020		\$ 427,879.60
	MISC-NOV	\$ 1,069.76	
	INTEREST	\$ 41.76	
	ST of NE	\$ 7,799.60	
			\$ 8,911.12
BALANCE			\$ 436,790.72
	<b>TAX RECEIPTS</b>	December	
	BOX BUTTE	\$ -	
	DAWES	\$ -	
	SHERIDAN	\$ -	
			\$ -
			\$ 436,790.72
		<b>BILLS</b>	\$ 85,163.19 \$ 85,163.19
		<b>PAYROLL</b>	\$ 471,346.25 471,346.25
		<b>TOTAL EXPENSE</b>	\$ 556,509.44
<b>FUNDS AVAILABLE</b>		<b>12/14/2020</b>	\$ (119,718.72)
<b>BUILDING FUND</b>			
	11/15/2020	BALANCE	\$ 1,091,474.49
<b>TAX RECEIPTS</b>	November		
BOX BUTTE	\$ 4,147.53		
DAWES	\$ 2,791.70		
SHERIDAN	\$ -		
		\$ 6,939.23	
<b>INTEREST</b>		\$ 224.65	
			\$ 7,163.88
<b>BILLS</b>			\$ -
		BALANCE	\$ 1,098,638.37
<b>CD'S</b>		INTEREST TO DATE	
18 MONTH	\$ 120,000.00	\$ 1,427.84	\$ 121,427.84
24 MONTH	\$ 150,000.00	\$ 2,324.06	\$ 152,324.06
30 MONTH	\$ 150,000.00	\$ 2,324.06	\$ 152,324.06
			TOTAL CD'S \$ 426,075.96
<b>NLAF</b>			
BALANCE	\$ 401,208.86		
INTEREST	\$ 7.18		
		TOTAL NLAF	\$ 401,216.04
<b>FUNDS AVAILABLE</b>	<b>12/14/2020</b>		\$ 1,925,930.37



## GENERAL FUND BILLS FOR December 2020

VENDOR	FOR	AMOUNT
Alliance Times	Adv/Printing	\$ 175.50
Black Hills Energy	Natural Gas	\$ 3,352.23
Bloedorns Lumber	Supplies	\$ 195.03
Lisa Briggs	OT Services	\$ 1,831.00
Buchheit Precision	Maintenance Supplies	\$ 164.57
Buds Pest Control	Building Maintenance	\$ 100.00
Capital Business	Copier Lease	\$ 947.23
Chadron Public Schools	Sped Services	\$ 217.20
Crete News	Adv/Printing	\$ 284.00
Culligan Water	Softwater Maint	\$ 223.67
Darrens Carquest	Maintenance Supplies	\$ 1,114.88
DAS State Accounting	Internet Fee	\$ 232.49
Daves Pharmacy	Health Office Supplies	\$ 1,149.15
Dawes County Clerk	Election Costs	\$ 100.00
Door Security Products	Alarm Monitor	\$ 240.00
Elan Visa	Supplies/Travel	\$ 2,418.23
ESU 13	Sped Services	\$ 11,299.93
Farmers Coop	Supplies	\$ 829.66
Filter Shop	Wrestling Room Filters	\$ 311.95
GLR	Audit Expense	\$ 15,220.59
General Fund -- Imprest	Travel/Supplies	\$ 988.00

GoldenWest	Offsite Backup	\$ 595.00
Gregorys Insurance	Mary's Bond	\$ 100.00
Hemingford Coop Telephone	Telephone Service	\$ 1,069.21
Hemingford Credit Union	Chamber Bucks	\$ 3,600.00
Hemingford Utilities	Utility Service	\$ 6,848.49
H & H Sanitation	Roll off Box	\$ 539.54
Innovative Office	Toner	\$ 475.32
Ipevo	Tech Supplies	\$ 1,391.58
Jacks Refrigeration	Maintenance Supplies	\$ 2,351.24
JW Pepper	Music Supplies	\$ 817.99
Keating and Associates	125 Plan Fee	\$ 120.00
Kimball Midwest	Maintenance Supplies	\$ 330.76
Kokes Auto	Maintenance Supplies	\$ 165.11
KSB School Law	Legal Fees	\$ 157.50
Kully Supply	Maintenance Supplies	\$ 4,731.20
Lawson Products	Maintenance Supplies	\$ 260.67
NCSA	Fees	\$ 150.00
NCEBVI	Sped Services	\$ 4,200.00
PowerUP Edu	Swivl License	\$ 1,253.00
ProjectorPeople	Tech Supplies	\$ 1,219.00
Quill	Supplies	\$ 1,097.94
Rabens	Supplies	\$ 279.38

Rasmussen Mechanical	Maintenance Supplies	\$ 1,258.00
Read Naturally	EL Supplies	\$ 1,242.00
Rocky Mountain Air	VoAg Supplies	\$ 294.46
Roes Trucking	Rock	\$ 600.00
Scottsbluff Corporate	Custodian Supplies	\$ 387.51
Soar Pediatric	PT Services	\$ 1,761.26
Start2Sew	FCS Supplies	\$ 158.81
Star Herald	Adv/Printing	\$ 884.30
Synchrony Bank/Amazon	Library Books	\$ 125.78
TextHelp	Tech Supplies	\$ 400.00
Tritle Plumbing	Maintenance Supplies	\$ 1,450.00
Twenty First Century	Maintenance Supplies	\$ 194.86
Westco	Fuel	\$ 3,117.97
WPCI	Health Exams	\$ 140.00
	<b>TOTAL BILLS</b>	<b>\$ 85,163.19</b>



# *Hemingford Public Schools*

A teacher presents the past,  
reveals the present, and creates  
the future.

PKd

*One Year Negotiated  
Agreement  
2021-2022*

## PREAMBLE

This Agreement is effective the 15<sup>th</sup> day of August 2021, by and between the Board of Education of the School District of Hemingford #10 in the County of Box Butte, in the State of Nebraska (hereinafter referred to as the "Board" or "District" as the context may require) and Hemingford Education Association (hereinafter referred to as the "Association").

## GENERAL PURPOSE

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

## ARTICLE I

### *Recognition*

The Board will require the Association to give a list of current members, which will provide evidence that it represents the majority of the members of the bargaining unit. The Board will affirm its judgment in this regard by a motion at any meeting of the Board prior to the commencement of negotiations. The Board will then recognize the Association as the exclusive and sole collective bargaining representative for all teachers employed by the District. Teacher shall mean all certificated teaching personnel employed by the district, but excluding superintendent, elementary and high school principals, and director of instructional services.

## ARTICLE II

### *Teacher Rights*

Nothing contained in this Agreement shall be construed to deny any teacher those rights provided under Nebraska law or other applicable laws and regulations. Rights granted to teachers herein shall be deemed in addition to those provided elsewhere.

The Board will not discriminate against any teacher with respect to terms and conditions of employment by reason of membership in the Association and its affiliates, participation in collective negotiations with the Board, or institution of a grievance under the terms of this Agreement.

## ARTICLE III

### *Salaries*

#### A. Salary Schedule

The teacher's salary schedule is attached as Appendix A. The Board of Education will grant teachers all years of prior teaching experience. The Superintendent of Schools shall determine the placement of the teacher on the salary schedule. The Board of Education realizes that certain teaching positions become special cases--either by nature of the training required, or by the laws of supply and demand. When it becomes necessary to secure the services of a qualified teacher, the Board of Education may grant additional compensation, e.g. payment of a signing bonus, or payment of moving expense. The amount of compensation and the type of bonus will be reported to the president of the Association. Additional steps on the salary schedule will not be considered an acceptable deviation.

#### B. Base Salary

The base salary for the 2021-2022 school year shall be \$35,900.00

#### C. Horizontal Movement

An official transcript of college credits will be required for verification of position on the salary schedule. The transcript **must** be filed in the office of the superintendent on or before September 15. No changes in position on the basic salary schedule may be made after this date. Only those hours received after the Bachelor's degree has been conferred can be used to advance to the BA plus 9, BA plus 18, BA plus 27 or BA plus 36 steps. Only those hours received after the Master's degree has been conferred can be used to advance to the MA plus 9 or MA plus 18. All graduate work used for advancement on the salary schedule must be graduate level courses and must be pre-approved by the superintendent.

\$750 per teacher (maximum of 20 teachers per year) of approved Master's Program tuition per year. (500 level or above)

Individual graduate classes will continue to be approved by the superintendent. In order for teachers to receive compensation for tuition, the following are in order:

- For teachers with a Bachelor of Science degree, a college "Plan of Study" for a Master of Science Degree Program must be on file with the Superintendent.
- For teachers that hold a Master of Science Degree, additional hours towards an additional endorsement would also be accepted.
- A "Plan of Study" is approved by the college or university and the graduate student. A copy is then shared with the Superintendent.

#### D. Vertical Movement

Teachers shall be placed on the proper vertical steps in accordance with their experience in the district plus credited prior experience. Only one step is allowed during any school year.

E. Specialized Professional Salary Placement

Because of the nature of the position, and the responsibility of the position, teachers who are employed as counselors will receive a salary equal to 110% of their salary placement. This additional salary amount requires either five years of in house experience or other school experience as a counselor and a completed Master's program to be eligible.

F. Extra Duty Salary

Extra duty pay will be determined for each assignment by a percentage of the teacher's base salary. The different extra duty assignments with their percentages are listed below. To determine the starting wage or base pay for the assignment, multiply the teacher's salary base pay by the percentage assigned to each position. In addition to the base salary, experience pay will be given for each year of experience at Hemingford up to ten years. Experience pay will be .5% of the sponsor's beginning base pay for each year of experience.

Experience pay can be transferred within the same sport. An assistant coach moving up to head coach will be given one half of their coaching experience for a maximum of three years. Junior high coaching experience cannot be transferred to varsity. Experience does not transfer between different activities or assignments. In those positions which did not include experience pay in previous years, only one year will be allowed regardless of how many years the sponsor has served in those positions.

The Board reserves the right to grant new teachers to the system their experience at other schools up to the limit for each category.

The Board retains the right to add or delete positions and to change sponsors or coaches as recommended by the superintendent of schools.

**Categories and Percentages**

See Appendix B.

G. Summer In-Service Training

When teachers are requested to attend a summer in-service training, they will be paid at an hourly rate of \$15.00 per hour.

H. Payment of Salary

Salaries will be paid in 12 equal installments on or before the 15th of each month, commencing in September.

## ARTICLE IV

### *Insurance*

All insurance and benefits are prorated according to a teacher's FTE.

#### A. Health Insurance

The Board shall provide for health insurance at the prescribed "tier" level for each certificated faculty member not to exceed a monthly rate of the cost of a family health, single dental policy, \$850 deductible offered by EHA. Family dental will be provided for married teachers both employed by District #10. Teachers who do not require health insurance may take a \$620.00 per month 403(b) investment of their choice.

#### B. Life Insurance

The Board shall provide for a term life insurance policy in the amount of \$25,000 to each certified staff member who is employed .50 FTE or more. The Board will select the insurance carrier.

#### C. Disability Insurance

The Board shall administer a group long-term disability program for participation by certified staff members. The cost of administering the program will be the responsibility of the Board. The certified staff member shall pay the cost of the disability insurance. Rates may be bid on an annual basis to insure the employee has the best rate and plan available. Payment for the insurance will be by payroll deduction. All teachers under this agreement must participate in the plan.

## ARTICLE V

### *Terms of Employment*

#### A. In House Substituting

Teachers who are asked to substitute for another teacher during their planning period will be paid one eighth of the wage paid for substitute teachers. The rate for substitute teachers shall be set annually by the Board.

#### B. Wage Dock

When it is necessary to dock wages, dockage will be at the rate of 1/185 of the yearly contract for persons employed on a nine month basis, 1/204 of the yearly

contract for persons employed on a ten month basis and at the rate of 1/224 of the yearly contract for persons employed on an eleven month basis.

C. Contract Days

Certified faculty members that teach are contracted for a total of 185 days, including teacher work days. This reflects the addition of 2 additional teacher work days, as requested by the HEA, with no additional compensation.

## ARTICLE VI

### *Other Benefits*

A. PTO Leave

PTO for teachers shall be (13) days per year and can be used as either sick or PTO (submitting doctors notes as needed or approval of 5 days in advance by administration.)

Unused PTO days convert to accumulative sick days up to 50 days. Current accumulative days will roll into the new agreement. A teacher may not use sick leave at any time he or she has accrued and unused PTO.

PTO leave may be used for any purpose, provided that the teacher's principal has given permission for the teacher to take the PTO leave. Except for in the case of an emergency or sickness, the teacher shall request permission to take PTO leave from the teacher's principal at least five days prior to taking PTO leave. In the event of an emergency or sickness, the teacher shall request PTO leave as soon as possible. Requests must be made in writing. Except for in the case of an emergency or sickness, no PTO or-leave will be granted for the first day of school or the last day of school. (No more than 10% of the faculty may use their PTO leave at the same time.)

A teacher will not be required to use PTO leave days to attend conferences, seminars, or workshops or to perform other duties requiring the teacher's absence as long as the Administration directed the teacher to attend such conference, seminar, or workshop or perform such duties.

Upon separation from Hemingford Schools, as employee with a minimum of five years of employment with District 10 will be paid for each day of accumulated unused sick days up to 50 days, at a rate of \$40 a day. Employees must submit a letter of resignation and make a request for these funds on or before April 15<sup>th</sup> of the last year of service to be valid.

B. Professional Leave

Professional leave will be granted by the superintendent or designee.

## **ARTICLE VII**

### ***Certificated Personnel Grievance Policy***

- A. See Appendix C

## **Article VIII**

### ***Duration of Agreement***

This contract shall be effective as of August 15<sup>th</sup>, 2021 and shall continue in effect until September 1, 2022. If a new and substitute contract has not been duly entered into prior to September 1, 2021, this contract shall continue in full force and effect until such substitute contract is adopted.

### **Certificated Staff Grievance Policy**

School employees are encouraged to solve difficulties and problems within the school or department in which they are employed. In the event that a difficulty or grievance cannot be settled within the school or department, the employee is encouraged to bring the matter to the attention of the district administrator in charge of certificated personnel.

This grievance procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to grievance, and to guarantee orderly succession of procedures within which solutions may be pursued. School personnel are encouraged to ask their immediate supervisor for assistance on any matters that relate to their duties. It will be incumbent upon all district employees to follow these procedures to settle their grievances.

Within this general framework the following specific purposes are to be served by this grievance procedure:

1. To ensure that a complaint is considered fairly, with all due speed and without prejudice or reprisal to the aggrieved person.
2. To encourage teacher expression regarding conditions that affect him or her professionally.
3. To provide a specific procedure that will facilitate the understanding of district policies that affect teachers.
4. To build confidence in the sincerity and integrity of the procedure as a means to establish the facts upon which a grievance is based and a fair conclusion is reached.

### **Complaints Grievance Procedure**

The district's grievance procedure is the professional channel of appeal which shall be used by professional employees to seek just and productive solutions to employee and policy conflicts. Employees, who are aggrieved by; the actions and decisions of supervisory staff; other employees; or the effects of district policy, shall seek solutions through the following procedures:

#### **STEP #I**

1. Informally present and discuss your grievance matter with your immediate supervisor.
2. If the grievance matter is not resolved to your satisfaction, state your grievance in writing to your immediate supervisor.
3. The immediate supervisor shall provide you with a written decision and reasons within three days after receiving your written grievance.

#### **STEP #II**

1. If the grievance is not resolved to your satisfaction, appeal your grievance to the principal or next ranking supervisor (follow the chain-of administrative organization) within five days.
2. Present your written grievance statements and accompanying documents to the next succeeding supervisor in charge.
3. The supervisor receiving your written appeal shall arrange a review conference with the employees involved within five days.
4. The receiving supervisor shall provide the involved parties his/her written decision within three days following the review conference.

#### **STEP #III**

1. If your grievance remains unresolved to your satisfaction, file a written appeal with the Superintendent of Schools.
2. Provide the Superintendent with all documents from the preceding procedural steps.
3. The Superintendent shall hold a review conference with the parties involved within five days after receipt of a grievance appeal.
4. The Superintendent shall provide his/her written decision and reasons to the involved parties within three days after the review conference.

#### **STEP #IV**

1. If your grievance remains unresolved, appeal in writing to the Board of Education by giving notice to the Board President.
2. Provide the Board President with all written documents from the preceding steps of the appeal process.

3. The Board President shall arrange a conference with the board and all involved parties after receiving the written appeal request as soon as practical but no later than the next regular Board meeting.
4. After the conference the Board President shall provide to all parties the written decision of the Board of Education as soon as practical. The decision of the Board of Education shall be final.

#### **STEP #V**

When an employee grievance matter concerns employment conditions covered in the current board/teacher representative written negotiated agreement, the employee may appeal a Board decision to the Commission of Industrial Relations.

Any claimant shall be entitled to representation of his/her choice when a grievance claim is appealed through the procedure of the Board of Education.

#### **CONDITIONS AND LIMITATIONS OF GRIEVANCE PROCEDURE**

1. A grievance against actions and decisions of an immediate supervisor - Begin procedure at Step #I.
2. A grievance against the actions and decisions of a principal - Begin procedure at Step #II.
3. A grievance against the actions and decisions of Superintendent- Begin at Step #III.
4. A grievance against the actions and decisions of the Board of Education - Begin at Step #III.
5. A grievance against another non-supervisory employee - Begin at Step #II.
6. A grievance resulting from the interpretation of policies in the district's policy manual - Begin at the supervisory step of the individual making the interpretation.
7. A grievance which is created by the correct administration of district policy - Begin at Step #III.

#### **Filing of Complaint**

A complainant must file a complaint within 30 days after the event or action which the complaint is based upon.

#### **Misuse of Procedure**

Repeated use of the grievance procedure through Step #IV for frivolous and unsupported reasons will result in disciplinary action by the Board of Education. Only the Board of Education shall make this determination.

Employee complaints not channeled through this professional communications procedure will be handled as malicious gossip and petty gripes and may cause the employee to be charged with unprofessional conduct and/or insubordination.

#### **Grievance Procedure Conditions**

It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process.

Staff, who seek to appeal the decision of any supervisor, shall notify the supervisor in writing of their action seeking to appeal the decision or actions.

Name \_\_\_\_\_ Assigned Building \_\_\_\_\_

**Step #I - Initial Completed Steps**

- \_\_\_\_\_ 1. I have informally discussed my concern with my immediate supervisor on: \_\_\_\_\_.
- \_\_\_\_\_ 2. My problem was resolved. \_\_\_\_\_ Date
- \_\_\_\_\_ 3. I have stated my problem to my immediate supervisor in writing.
- \_\_\_\_\_ 4. I have received the written decision and reasons from my immediate supervisor.

**STEP #II - Initial Completed Steps**

- \_\_\_\_\_ 1. I seek to appeal the decision and actions of my immediate supervisor as a grievance.
- \_\_\_\_\_ 2. I have provided my written grievance statement and immediate supervisor's written decision to (Name) \_\_\_\_\_.
- \_\_\_\_\_ 3. A Step #II conference was held with the following supervisors and personnel present at the review conference. \_\_\_\_\_
- \_\_\_\_\_ 4. I have received the written decision and reasons from (supervisor) \_\_\_\_\_.

**USE THIS SECTION IF ANOTHER SUPERVISOR IS INVOLVED IN THE APPEAL PROCESS - Initial Completed Steps**

- \_\_\_\_\_ 1. I seek to appeal the decision and action of supervisor \_\_\_\_\_ to supervisor \_\_\_\_\_.
- \_\_\_\_\_ 2. I have provided Supervisor \_\_\_\_\_ with my written grievance and the preceding decisions.
- \_\_\_\_\_ 3. A review conference was held on (Date) \_\_\_\_\_ with the following supervisors and personnel present at the conference. \_\_\_\_\_
- \_\_\_\_\_ 4. I have received the written decision and reasons of supervisor \_\_\_\_\_.

**STEP #III – Initial Completed Steps**

- \_\_\_\_\_ 1. I seek to appeal the decision and actions of Supervisor \_\_\_\_\_ to the Superintendent of schools.
- \_\_\_\_\_ 2. I have provided the superintendent with all written documents from previous appeal steps.
- \_\_\_\_\_ 3. The superintendent has held a review conference on date: \_\_\_\_\_ with the following supervisors and personnel present: \_\_\_\_\_.
- \_\_\_\_\_ 4. I have reviewed a written copy of the superintendent's decision and reasons.

**STEP #IV – Initial Completed Steps**

- \_\_\_\_\_ 1. I seek to appeal the decision and actions of the superintendent of schools to the Board of Education.
- \_\_\_\_\_ 2. I have provided written documents of each step of the appeal process to the president of the Board of Education.
- \_\_\_\_\_ 3. The Board of Education granted me an appeal hearing on date: \_\_\_\_\_.
- \_\_\_\_\_ 4. I have received a copy of the Board's decision and actions.

**STEP #V – Initial Completed Steps**

- \_\_\_\_\_ 1. I seek to appeal the decision of the board of education to the Commission of Industrial Relations.

The aggrieved employee shall initial each item completed in the appeal process and sign at that step they feel the matter was satisfactorily resolved. The supervisor resolving the grievance matter shall keep the appeal form on file.

**Salary Schedule Steps**  
**2021-2022**

Salary Schedule      \$35,900 BASE      4.5 across x 4.5 Down

STEP	A BA	B BA+9	C BA+18	D BA+27	E BA+36	F MA	G MA+9	H MA+18
1	1.0000 35,900	1.0450 37,516	1.0900 39,131	1.1350 40,747	1.1800 42,362	1.2250 43,978	1.2700 45,593	1.3150 47,209
2	1.0450 37,516	1.0900 39,131	1.1350 40,747	1.1800 42,362	1.2250 43,978	1.2700 45,593	1.3150 47,209	1.3600 48,824
3	1.0900 39,131	1.1350 40,747	1.1800 42,362	1.2250 43,978	1.2700 45,593	1.3150 47,209	1.3600 48,824	1.4050 50,440
4	1.1350 40,747	1.1800 42,362	1.2250 43,978	1.2700 45,593	1.3150 47,209	1.3600 48,824	1.4050 50,440	1.4500 52,055
5	1.1800 42,362	1.2250 43,978	1.2700 45,593	1.3150 47,209	1.3600 48,824	1.4050 50,440	1.4500 52,055	1.4950 53,671
6		1.2700 45,593	1.3150 47,209	1.3600 48,824	1.4050 50,440	1.4500 52,055	1.4950 53,671	1.5400 55,286
7		1.3150 47,209	1.3600 48,824	1.4050 50,440	1.4500 52,055	1.4950 53,671	1.5400 55,286	1.5850 56,902
8			1.4050 50,440	1.4500 52,055	1.4950 53,671	1.5400 55,286	1.5850 56,902	1.6300 58,517
9				1.4950 53,671	1.5400 55,286	1.5850 56,902	1.6300 58,517	1.6750 60,133
10					1.5850 56,902	1.6300 58,517	1.6750 60,133	1.7200 61,748
11					1.6300 58,517	1.6750 60,133	1.7200 61,748	1.7650 63,364
12					1.6750 60,133	1.7200 61,748	1.7650 63,364	1.8100 64,979
13					1.7200 61,748	1.7650 63,364	1.8100 64,979	1.8550 66,595
14						1.8100 64,979	1.8550 66,595	1.9000 68,210
15							1.9000 68,210	1.9450 69,825
16								1.9900 71,441
17								2.0350 73,056



# Hemingford School District #10

## Extra Duty Chart

### 2021-2022

<b>Group AA</b> <b>15%</b> Head Boys/Girls Track	<b>Group A</b> <b>10%</b> <b>Head Coaches</b> Head Football Head Volleyball Head Girls Basketball Head Boys Basketball Head Wrestling	<b>Group B</b> <b>8%</b> <b>Head Coaches</b> Head Golf Head Cross Country FFA Speech Coach Instrumental Music	<b>Group C</b> <b>6%</b> <b>Ass't Coaches</b> Football (3) Volleyball (1) Girl's Basketball (2)** Boy's Basketball (2)** Wrestling (1) Assistant Track (2) Cross Country (1) Asst Golf **	<b>Group D</b> <b>5%</b> <b>Coaches</b> FCCLA (1)
<b>Group E</b> <b>4%</b> <b>JH Coaching</b> JH Volleyball (2) JH Football (2) JH Wrestling (2) JH Girl's Basketball (2) JH Boy's Basketball (2) SIP Chairman (2) WorldStrides DC (1) Cheerleading (1)	<b>Group F</b> <b>3%</b> <b>Sponsors</b> Yearbook (1) All School Play (2) 50/50 Student Council (1)	<b>Group G</b> <b>2%</b> <b>Sponsors</b> Jr. Class Sponsor (2) Honor Society (1) Ass't Speech (1)* Health Prof Club (1) Marching Band Ass't (1)	<b>Group H</b> <b>1%</b> <b>Sponsors</b> Sr. Class Sponsor (2) Quiz Bowl (1) Science Olympiads (1) I.E.P. Planning JH Quiz Bowl (1)	

One- Act Play (2) 50/50

**Weight room 200 hours maximum pay for summer supervision at \$7.25 per hour.**

**\*When the speech numbers are ten (10) or more.**

**\*\*As needed**

Teacher Base Pay =										<b>\$35,900</b>
Years	Act Dir 18%	AA 15%	A 10%	B 8%	C 6%	D 5%	E 4%	F 3%	G 2%	H 1%
0	6,462.00	5,385.00	3,590.00	2,872.00	2,154.00	1,795.00	1,436.00	1,077.00	718.00	359.00
1	6,785.10	5,654.25	3,769.50	3,015.60	2,261.70	1,884.75	1,507.80	1,130.85	753.90	376.95
2	7,108.20	5,923.50	3,949.00	3,159.20	2,369.40	1,974.50	1,579.60	1,184.70	789.80	394.90
3	7,431.30	6,192.75	4,128.50	3,302.80	2,477.10	2,064.25	1,651.40	1,238.55	825.70	412.85
4	7,754.40	6,462.00	4,308.00	3,446.40	2,584.80	2,154.00	1,723.20	1,292.40	861.60	430.80
5	8,077.50	6,731.25	4,487.50	3,590.00	2,692.50	2,243.75	1,795.00	1,346.25	897.50	448.75
6	8,400.60	7,000.50	4,667.00	3,733.60	2,800.20	2,333.50	1,866.80	1,400.10	933.40	466.70
7	8,723.70	7,269.75	4,846.50	3,877.20	2,907.90	2,423.25	1,938.60	1,453.95	969.30	484.65
8	9,046.80	7,539.00	5,026.00	4,020.80	3,015.60	2,513.00	2,010.40	1,507.80	1,005.20	502.60
9	9,369.90	7,808.25	5,205.50	4,164.40	3,123.30	2,602.75	2,082.20	1,561.65	1,041.10	520.55
10	9,693.00	8,077.50	5,385.00	4,308.00	3,231.00	2,692.50	2,154.00	1,615.50	1,077.00	538.50
5%	0.0090	0.0075	0.0050	0.0040	0.0030	0.0025	0.0020	0.0015	0.0010	0.0005



**ARTICLE IX**

***Document Authorization***

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

**HEMINGFORD EDUCATION  
ASSOCIATION**

**DISTRICT #10  
BOARD OF EDUCATION**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



HEMINGFORD SCHOOLS  
BOARD OF EDUCATION  
**SUPERINTENDENT EVALUATION TOOL**

**NAME OF SUPERINTENDENT:** \_\_\_\_\_

**NAME OF EVALUATOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME COVERED FOR THIS EVALUATION:** \_\_\_\_\_

Each Board member shall complete the evaluation individually and a total Board Composite will be made with the information provided from each Board member. The Board President will then review the composite information and comments with the Superintendent upon a review and finalization of the composite evaluation by the full Board. Issues addressed in the evaluation should be limited to the time period covered for the evaluation period. During the process of establishing a composite, the Board may discuss items with the Superintendent whenever questions about certain items emerge.

First year Superintendents are to be evaluated once each semester and thereafter once a year as the minimum. The formal evaluation of the Superintendent will be completed in December with the second evaluation in June.

Each Board Member shall rate the Superintendent in each specific category by filling in the blank with a rating from the identified rating scale. The Composite shall be the average of each Board member's indication per item.

When giving a rating of 1 or 2, the Board Member must list specific criteria to support such a rank, so that the Board can discuss this specific item with the Superintendent.

Please rate on the following scale: 1=low 2=below average 3=average 4=above average 5=high

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date







<b>IMPROVEMENT OF PERFORMANCE INDICATORS</b>	<b>DESIRED IMPROVEMENT MADE</b>	<b>SOME IMPROVEMENT MADE</b>	<b>NO IMPROVEMENT MADE</b>
1)			
2)			
3)			
<b>COMMENTS:</b>			

**SUPERINTENDENT ANNUAL GOALS**

<b>GOAL 1:</b>	
	MET
	NOT MET

<b>GOAL 2:</b>	
	MET
	NOT MET

<b>GOAL 3:</b>	
	MET
	NOT MET

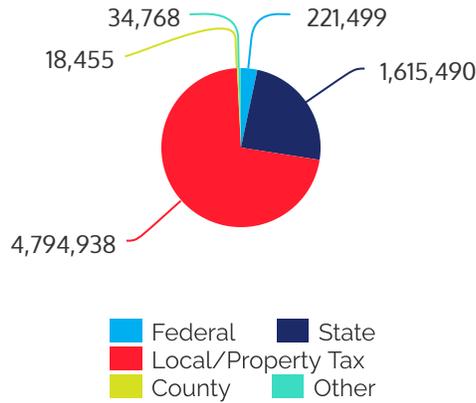


# Hemingford Public Schools

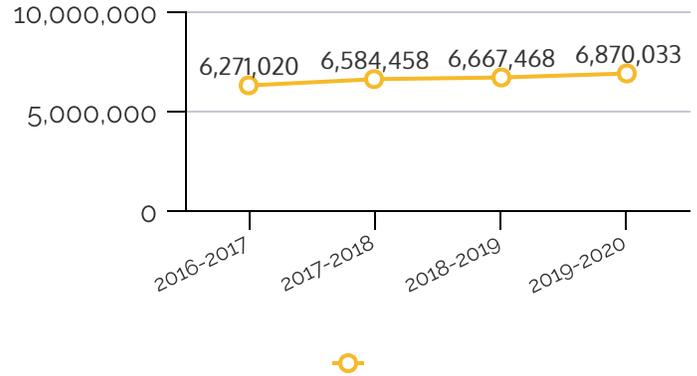
## 2019-2020 Annual Report

This Annual Report is intended to provide a "snapshot" of information for district patrons. Some of the information is based upon the 2019-2020 and some on the 2020-2021 school year. We encourage you to visit our schools and to take an active role in the education of Hemingford Students. This report is produced by the Superintendent. All comments and questions concerning this report should be directed to the superintendent at 308-487-3328. Thank you.

### School Finance Receipts Summary of the 2019-2020 audit



### Total General Fund Disbursements



### Mill Levy and Valuation



### Property Tax Request and State Aid

Year	Property Tax Request	State Aid
2016-2017	5,253,284	738,340
2017-2018	5,228,031	803,199
2018-2019	5,476,557	874,704
2019-2020	5,446,983	920,608
2020-2021	5,697,688	820,848

### 2019-2020 Certified Staff

#### Average Teacher Salary

Hemingford	\$54,977
State	\$55,479

#### Average Years Experience

Hemingford	16.83
State	13.96

#### Teaching Staff with Masters Degree/Higher

Hemingford	50.27%
State	56.06%

### Transportation Facts and Figures



# Our Mission

Empowering individuals to be respectful, resourceful and responsible lifelong learners.

## Student Population Characteristics

### Enrolled in Special Education

HEM: 14.89% State: 15.48%

### Mobility Rate

HEM: 3.25% State: 4.32%

### Eligible for Free/Reduced Meals

HEM: 39.64% State: 45.21%

## PK - 12 Enrollment 2019-2020 Fall Membership

PK-24  
K-32  
1st-33  
2nd-37  
3rd-29  
4th-29  
5th-32  
6th-42  
7th-31  
8th-24  
9th-41  
10th-18  
11th-29  
12-32  
Total=433

## Student Population

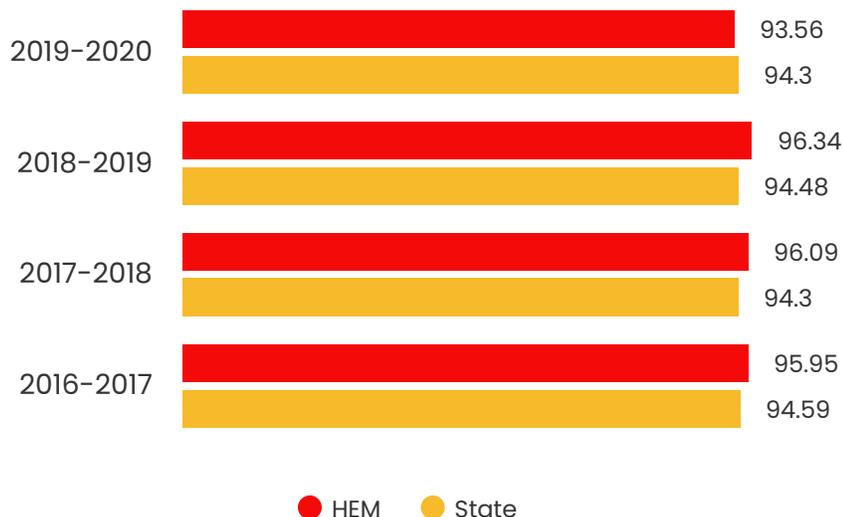
2019-2020 = 433

2018-2019 = 449

2017-2018 = 427

2016-2017 = 418

## PK-12 Daily Attendance Data



## District Geography

District 10 is made up of land that sits in three counties-Box Butte, Sheridan and Dawes. There are 1,177 square miles.

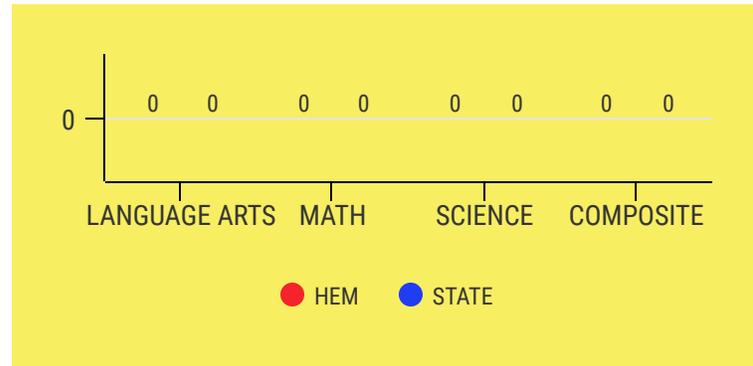
## School Board

District 10 is governed by a six member board. Each board member serves four year terms. Present board members-Justin Ansley, Brett Cullan, Rick Horstman, Blanch Randolph, Trish Schumacher and Troy Turek. Mary Curtis serves as board clerk/treasurer.

**ACT INFORMATION**-This information reflects the graduating class for the year.

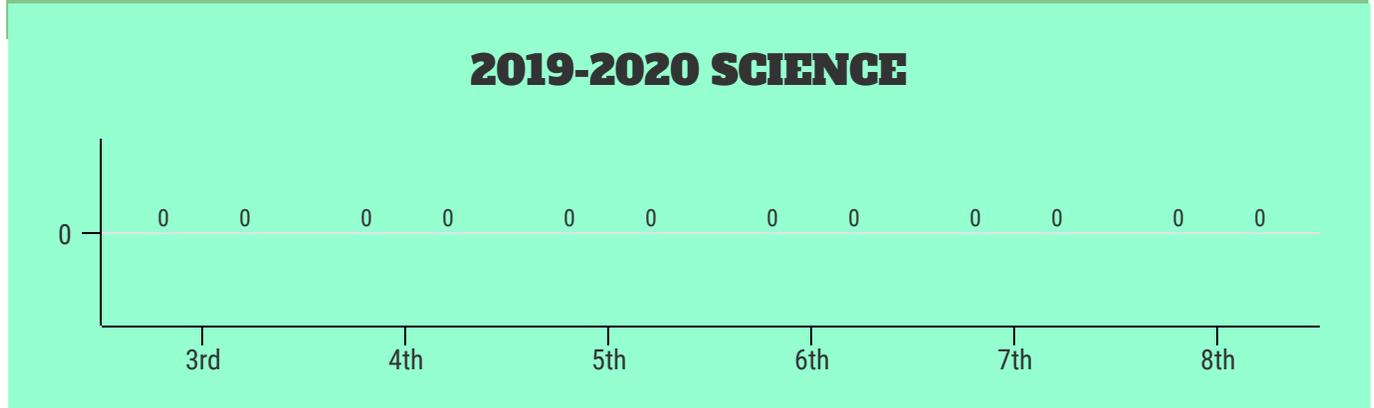
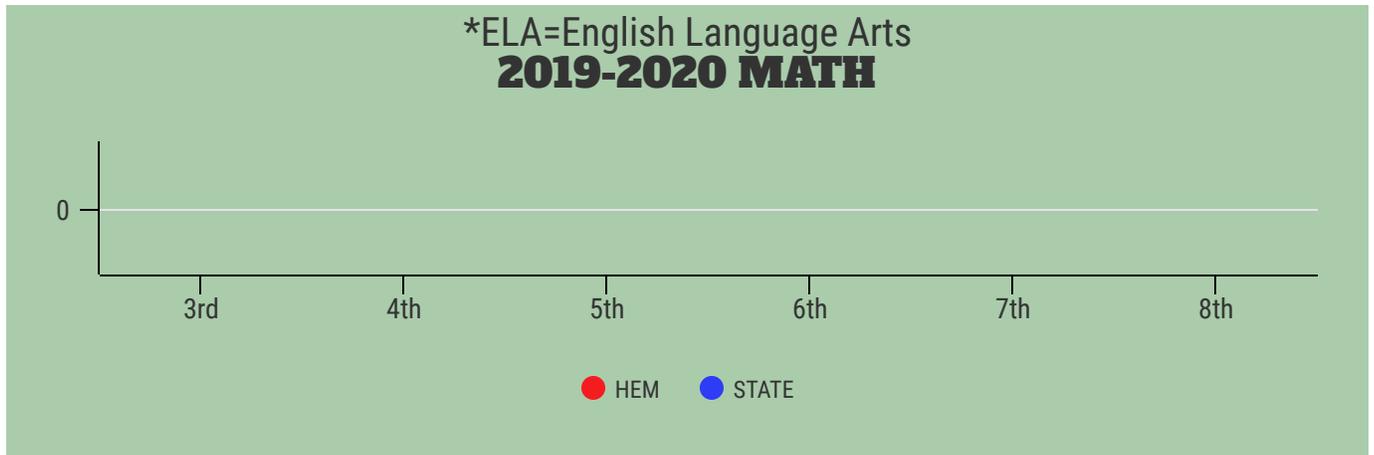


The junior state assessment was not taken due to COVID.



NSCAS State Testing--NO RESULTS DUE TO COVID

The graph below shows the combined percentage of students on track and at benchmark.



# Nebraska's most at-risk students require additional resources.

## Local funds make up the difference

Special Education services are mandated by state and federal law, yet schools receive **limited** federal funding and the rate of reimbursement from the State of Nebraska for Special Education expenditures continues to decrease, currently at **50%**. With local districts covering more and more of the costs, tough decisions must be made that can have a **direct impact on programs offered to students with and without disabilities.**



**50%** identified are students with significant disabilities

### Special Education Funding

#### School Age Expenditures

2010-2011

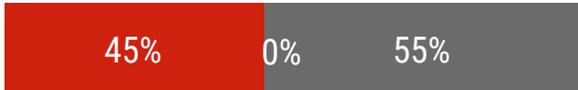


2016-2017



#### Birth to Age 5 Expenditures

2010-2011



2016-2017



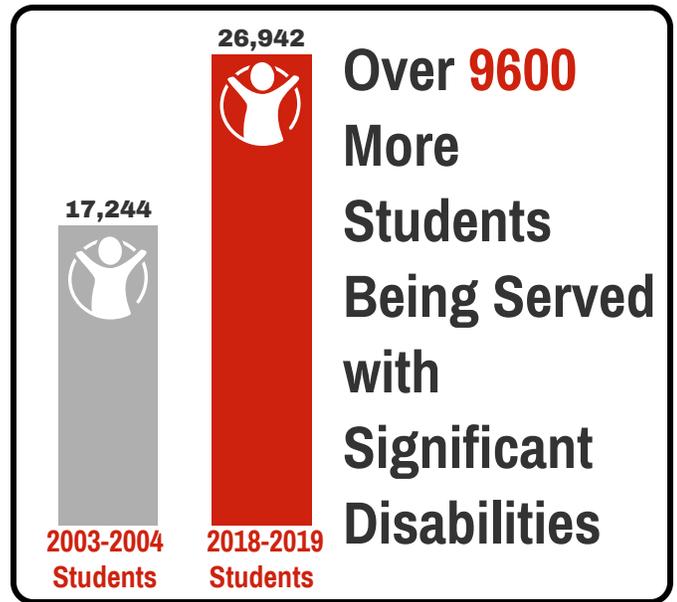
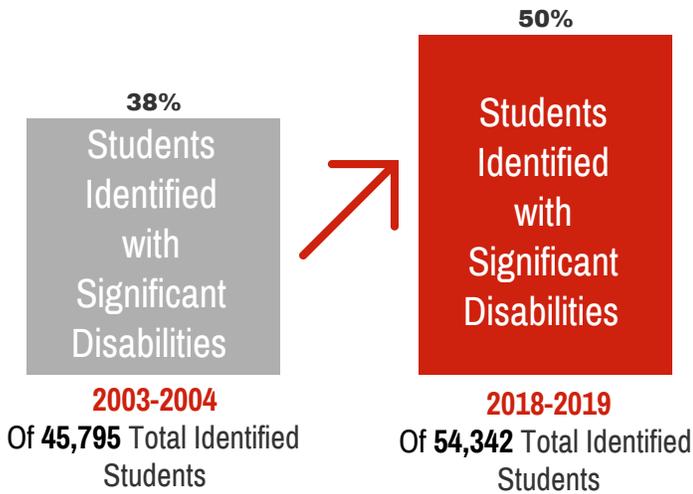
● Local ● State ● Federal

*The intensity of needs for Nebraska students in Special Education continues to **rise**.*

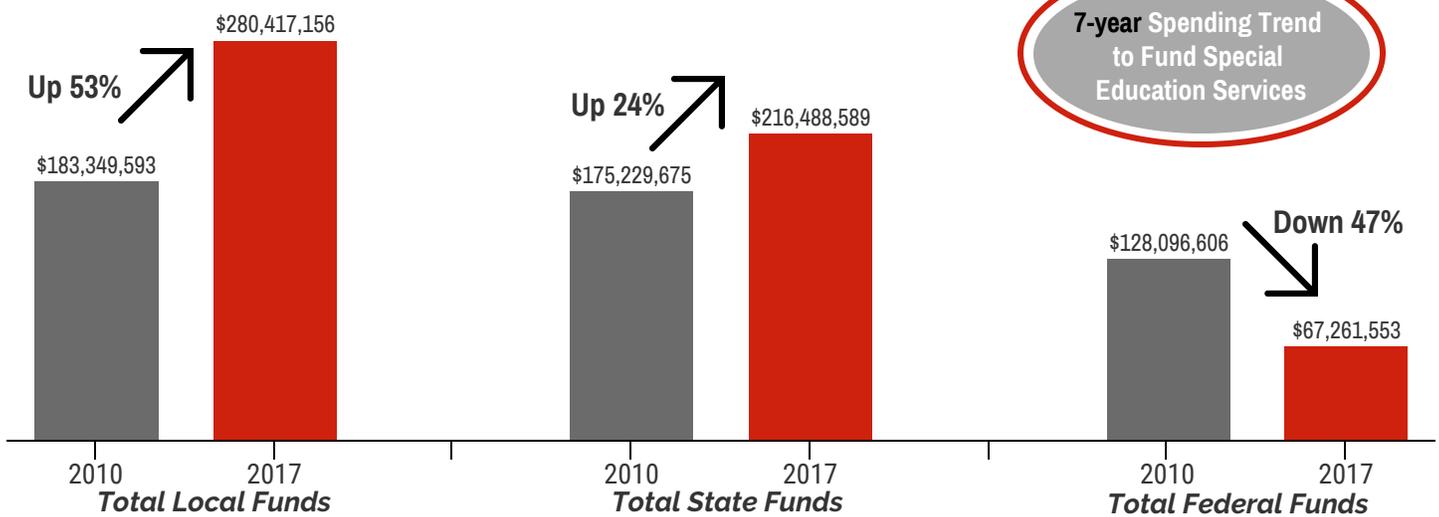
Over the past 15 years, there has been a dramatic shift, a 56% increase, in the number of students with more significant disabilities such as **Autism, Emotional Disturbance, Other Health Impairments, and Traumatic Brain Injury**. These students require a greater level of resources to meet their complex needs.



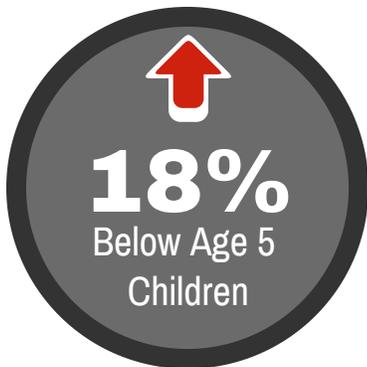
## Significant Disabilities are on the Rise



## Local Spending Continues to Increase



## Special Education-Below Age 5 Programs Grow



As districts have improved their identification processes for children below age 5, expenditures for these programs and services have risen to \$69,423,903 in the past 7 years. This **increase of over \$17 million dollars** in expenditures has occurred without contributions from the State of Nebraska for children with disabilities below age 5.



# Frequently Asked Questions



## *What does federal law say about Special Education funding?*

The Individuals with Disabilities Act (IDEA) was passed in 1975 and implemented in 1977 as a funding bill, designed to 'supplement' state and local funds for students with disabilities. State and local governments must provide funds to ensure a free and appropriate public education for all students with disabilities. Revenue shortfalls negatively impact services but regardless of funding, local districts must assure that students with disabilities are financially supported in equivalent proportions to their non-disabled peers.

## *What does federal law say about Special Education services?*

IDEA mandates services to all children with disabilities nationwide. It governs how states and school districts provide early intervention to infants and toddlers (IDEA Part C) as well as children and youth ages 3-21 (IDEA Part B).



## *What is the impact of financial shortfalls?*

The reality is that more students are eligible for Special Education and significant disabilities are on the rise. It simply costs more to provide Special Education. Yet, revenues continue to decrease putting an even greater burden on school districts and forcing them to make difficult decisions to meet the needs of all children.

***NOT funding Special Education has a **direct impact** on programs for **all** Nebraska children.***

## *What about services for children below age 5?*

Nebraska children with disabilities and their families are eligible for services beginning at birth and early intervention services continue to soar as we work diligently to intervene as early as possible. But only federal funds are available to help cover the costs for children with disabilities below age 5. Many school districts use a combination of IDEA Section 611 and 619 funding to cover the costs for infants, toddlers, and preschool children with disabilities. However, this leaves little or no federal funds to meet the needs for school-age children. Local school districts must make up the difference to provide quality programs for **all** Nebraska children with disabilities birth through age 21.



State appropriations for  
**Special Education**  
reimbursement **MUST**  
increase

- Local school districts already cover 50% of the total Special Education expenditures.
- Federal funds are limited and are frequently diverted to cover costs for children with disabilities below age 5 as there is no state funding available. These critical services for children below age 5 are required by state and federal law.
- The percent of students with more significant disabilities continues to rise, and local school districts need even greater supports to meet the needs of these complex students.
- The amount of general funds available to operate school districts is directly impacted by the level of Special Education funding from the state. Districts are forced to make difficult decisions to continue to provide quality programs for all Nebraska students.

**Sources:**

Nebraska Department of  
Education & Nebraska  
Education Profile (Child Count  
Data)

Nebraska Department of  
Education, Office of Special  
Education (Expenditures)

**With the right resources,  
all children can learn.**

