

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

**HEMINGFORD PUBLIC SCHOOLS**

**BOARD OF EDUCATION MEETING AGENDA**

**Monday, January 11, 2021**

**South Campus**

The Board of Education of School District 07-0010 will meet on Monday, January 11, 2021 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. Reorganization of the Board of Education
- V. Approval of Agenda
- VI. Regular Meeting Agenda
  - A. Public Participation (MAXIMUM OF 30 MINUTES ALLOTTED FOR THIS PORTION)
  - B. Correspondence
    - Chamber Bucks Thank You  
Jake and Ammie Frost. Sue Benzal. Sally Engelhaupt. Michele Hoxworth  
Tim and Cindy Lanik. Joei Cullan. Bridget Johnston. Jennifer  
Gasseling.
    - Dee Hannaford. Deb Campbell. Rozie Wax. Shari McClure  
Pam Huddle
  - C. Consent Agenda
    - Approve minutes for December 14, 2020 meeting
    - Approve Treasurer's Report
    - Approve School Activity Fund Report
    - Approve Receipts Summary Report
  - D. Payment of Claims
  - E. Purchase New Bus
  - F. Administration Evaluation
  - G. Certified Resignation
  - H. PK-6 Principal
  - I. 7-12 Principal Contract
  - J. Appointment of Board Treasurer/Clerk
  - K. Depository for School District Funds

- L. Board Authorization
- M. School Attorney
- VII. Discussion/Possible Action Items
- VIII. Administration Reports
- IX. Superintendent Report
- X. Report from Board Committee
- XI. VIIA. Policy Review
- XII. Items For Next Board Meeting
- XIII. Adjournment
- XIV. Posting:

Hemingford Ledger

Posted: 11/4/2020

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010  
HEMINGFORD PUBLIC SCHOOLS  
HEMINGFORD, NEBRASKA  
December 14, 2020

A regular meeting of the Board of Education of School District 07-0010 was called to order at 5:00 PM 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, Schumacher, Turek  
Absent: Randolph

Motion by Horstman to excuse absent board member Randolph. Second by Schumacher. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Cullan to approve the agenda as presented. Second by Turek. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

Justin Ansley read an email from NRCSA on what has happened and continue to happen in planning for school with COVID. Mr. Arneson and Mr. Isom participated in a couple committees during this time.

Motion by Turek to approve the Consent Agenda as presented. Second by Horstman. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Horstman to approve claims in the amount of \$85,163.19. Second by Turek. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Schumacher to accept the 2019-2020 audit as presented. Second by Ansley. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Turek to approve the 2021-2022 Negotiated Agreement. Second by Ansley. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Cullan to approve the district to provide \$30 in Chamber Bucks to the District 10 staff and 10 day plus subs. Second by Turek. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Horstman to approve the Superintendent Evaluation instrument as presented. Second by Cullan. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye—5-0-0—Motion carried

The Annual Report was shared with the board. There are no test scores to share because of the pandemic.

Mrs. Plog presented some information/history on SPED/IDEA.

7-12 Principal - Mr. Kluver

- One Act competed at state on December 10, 2020 and represented our school very well. Five students received acting awards: Danea Hanson, Alex Neefe, Kylie Mendiola, Sierra Miller, and Rylie Wright.

- Staff have been preparing digital lessons so they are prepared for the "whatifs" that might come our way. Some are doing practice in person but digital lessons to work out any issues on getting connected for the students.
- Parent Advisory Group met for the second time on December 8th. It was a great 2 hours spent discussing the state of our school, COVID issues and concerns, and the parent's desire to be more involved.
- Thank you for all that you do to support our students both in the classroom and out.

PK-6 Principal - Mr. Arneson

Started Prodigy in the elementary school. It's a math-based game where students are leveled and complete math they need to work on. Had a tournament over Thanksgiving break.

Working on getting our eSports team started for the winter session. Music Programs will be recorded and posted on Facebook

Superintendent – Mr. Isom

KSB PERSONNEL WEBINAR - 12/2 (zoom)

ESU MEETING - 12/9 (zoom)

20201 Legislative Session-90 Days-January 6

New Bus issues--The bus is headed to Denver Monday to an AC Specialist.

Students will be on vacation as of Friday Dec 18<sup>th</sup>. Teachers will report until at least noon on Monday Dec 21.

Report from Board Committee

Building Committee met last month at the South Campus We do own the property on 912 Ogallala as of Friday 12/11.

Negotiations Committee

November 12, 2020 - 5 PM

November 17, 2020 - 5 PM

Policy Review

Review Policy 801.01 - 801.15

Items for Next Board Meeting

Policy review for next month will be 0802.01 through 0805.01

Adjournment at 6:28 PM by Justin Ansley.

The next regular meeting of the Hemingford Board of Education will be held on January 11th at 5:00 at Hemingford High School.

Posting: Hemingford Ledger Posted: 12/9/2020

Mary Curtis  
Board Clerk

Blanche Randolph  
Board Secretary

SELECTED Data

# Current Cash Balance Report

Date: 12/01/20 thru 12/31/20

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ATHLETICS</b>					
1010 Athletics	37,207.93	1,002.00	3,351.19	0.00	34,858.74
1020 Athletic Club / Concession Stand	13,071.13	621.00	315.79	0.00	13,376.34
1030 Cheerleaders	4,559.46	0.00	1,120.00	0.00	3,439.46
1040 Volleyball	-1,174.80	0.00	0.00	0.00	-1,174.80
1050 CC Fundraiser	778.40	0.00	0.00	0.00	778.40
<b>A ATHLETICS Totals:</b>	<b>54,442.12</b>	<b>1,623.00</b>	<b>4,786.98</b>	<b>0.00</b>	<b>51,278.14</b>
<b>B CLUBS AND ORGANIZATIONS</b>					
3010 DC Trip-World Stride	18,486.37	50.00	0.00	0.00	18,536.37
3020 Dramatics	-4,149.36	709.00	1,051.83	0.00	-4,492.19
3030 FFA	14,036.63	1,000.00	2,999.15	0.00	12,037.48
3035 SHOP MATERIALS	1,830.00	0.00	0.00	0.00	1,830.00
3040 FCCLA	-1,429.08	2,912.04	0.00	0.00	1,482.96
3050 Honor Society	-539.55	0.00	0.00	0.00	-539.55
3060 Football	0.00	12,216.56	0.00	0.00	12,216.56
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	108.23	0.00	3,358.60
3110 Health Professions Club	989.17	0.00	0.00	0.00	989.17
3120 Yearbook	23,124.43	590.00	5,696.41	0.00	18,018.02
3200 Science	316.96	0.00	0.00	0.00	316.96
<b>B CLUBS AND ORGANIZATIONS Totals:</b>	<b>66,522.20</b>	<b>17,477.60</b>	<b>9,855.62</b>	<b>0.00</b>	<b>74,144.18</b>
<b>C MISCELLANEOUS</b>					
4010 Courtesy Fund	1,328.37	0.00	50.00	0.00	1,278.37
4020 Elementary Teachers	11,210.41	303.92	233.34	0.00	11,280.99
4025 High School Teachers	7,167.34	10.00	0.00	0.00	7,177.34
4040 Miscellaneous / Student Stuff	2,703.85	0.00	0.00	0.00	2,703.85
4045 Bookfair	1,679.88	0.00	61.90	0.00	1,617.98
4050 Art	626.90	300.00	0.00	0.00	926.90
<b>C MISCELLANEOUS Totals:</b>	<b>24,716.75</b>	<b>613.92</b>	<b>345.24</b>	<b>0.00</b>	<b>24,985.43</b>
<b>D CLASSES</b>					
2021 Class of 2021 - Seniors	2,844.42	0.00	0.00	0.00	2,844.42
2022 Class of 2022 - Juniors	4,198.23	990.00	0.00	0.00	5,188.23
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	100.00	0.00	0.00	539.00
2026 Class of 2026 - 7th Grade	349.00	0.00	0.00	0.00	349.00
<b>D CLASSES Totals:</b>	<b>10,929.99</b>	<b>1,090.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,019.99</b>
<b>Report Totals:</b>	<b>156,611.06</b>	<b>20,804.52</b>	<b>14,987.84</b>	<b>0.00</b>	<b>162,427.74</b>

**FINANCIAL REPORT**  
**HEMINGFORD SCHOOLS**  
1/11/21

**GENERAL FUND**

BALANCE	12/15/2020		\$	<b>135,113.12</b>	
	MISC-DEC	\$	2,405.83		
	INTEREST	\$	41.79		
	ST of NE	\$	164,176.00		
			\$	166,623.62	
BALANCE			\$	<b>301,736.74</b>	15-Dec-20
	<b>TAX RECEIPTS</b>	January			
	BOX BUTTE	\$	547,969.29		
	DAWES	\$	-		
	SHERIDAN	\$	-		
			\$	547,969.29	
			\$	849,706.03	
	<b>BILLS</b>		\$	72,447.18	\$ 72,447.18
	<b>PAYROLL</b>		\$	464,170.61	\$ 464,170.61
	<b>TOTAL EXPENSE</b>		\$	536,617.79	
<b>FUNDS AVAILABLE</b>		<b>1/11/2021</b>	\$	<b>313,088.24</b>	

**BUILDING FUND**

	1/11/2021	BALANCE	\$	1,098,638.37	15-Dec-20
<b>TAX RECEIPTS</b>	January				
BOX BUTTE	\$	52,059.57			
DAWES	\$	-			
SHERIDAN	\$	-			
		\$	-		
<b>INTEREST</b>		\$	232.53		
		\$	-		
<b>BILLS</b>		\$	1,004.00	\$	1,004.00
		BALANCE	\$	<b>1,098,638.37</b>	11-Jan-21
<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	\$	401,216.04			
INTEREST	\$	7.55			
				TOTAL NLAF	\$ 401,223.59
<b>FUNDS AVAILABLE</b>	<b>1/11/2021</b>		\$	<b>1,925,937.92</b>	



<b>GENERAL FUND BILLS FOR January 2021</b>		
VENDOR	FOR	AMOUNT
Access Corp	Imaging Service	\$ 32.78
Adamson Auto	Vehicle Maint	\$ 19,192.79
Alliance Family Medicine	Health Exam	\$ 175.00
ASCD	Principal Dues	\$ 169.00
B&C Steel	VoAg Supplies	\$ 337.57
Black Hills Energy	Natural Gas Service	\$ 3,627.32
Bloedorn Lumber	Maintenance Supplies	\$ 263.04
Box Butte Ag	Maintenance Supplies	\$ 71.28
BBC Treasurer	Election Costs	\$ 471.73
Buds Pest Control	Pest Control	\$ 100.00
Capital Business	Copier Lease	\$ 1,873.27
Chadron Public Schools	Sped Services	\$ 87.15
CrossRoads Music	Instrument Repairs	\$ 41.50
Culligan Water	Softwater Maint	\$ 189.17
Darrens Carquest	Maintenance Supplies	\$ 63.35
DAS State Accounting	Internet Fee	\$ 232.49
ED Club	Fees	\$ 665.70
Door Security Products	Alarm Monitor	\$ 830.48
Elan Visa	Supplies/Travel	\$ 4,024.04
ESU 13	Sped Services	\$ 6,610.67
Farmers Coop	Supplies	\$ 42.69
Fire and Ice Mechanical	Condensers	\$ 260.75
GLR	Audit Expense	\$ 598.88
General Fund -- Imprest	Travel/Supplies	\$ 1,082.11
GNMSS	Health Exam	\$ 218.00
Harris	Tax Forms	\$ 591.30
Hemingford Coop Telephone	Telephone Service	\$ 1,022.49
Hemingford Utilities	Utility Service	\$ 6,699.21
Innovative Office	Toner	\$ 411.88
Jacks Refrigeration	Maintenance Supplies	\$ 1,618.86
JJ Pratt Enterprises	Gym Floor	\$ 2,800.00
Keating and Associates	125 Plan Fee	\$ 120.00
KSB School Law	Legal Fees	\$ 250.00
Learning Ally	Renewal Fees	\$ 990.00
Mobius	Monitor Fees	\$ 600.00
NCEBVI	Sped Services	\$ 4,200.00
Northwest Pipe Fittings	Maintenance Supplies	\$ 97.17
Panhandle Sales	Locks	\$ 398.00
Paradise	Car Wash	\$ 70.00
Protex	Extinguisher Maint	\$ 267.42
Rabens	Supplies	\$ 390.30
Rocky Mountain Air	VoAg Supplies	\$ 39.40
Roes Trucking	Rock	\$ 600.00
Scottsbluff Corporate	Custodian Supplies	\$ 188.80
Soar Pediatric	PT Services	\$ 1,551.54

Sparq Data	Subscription Fee	\$	2,600.00
Twenty First Century	Maintenance Supplies	\$	134.04
UNO College	Business Competition	\$	130.00
Westco	Fuel	\$	3,132.01
Winsor Learning	Sped Supplies	\$	2,849.00
WPCI	Health Exams	\$	35.00
	<b>TOTAL BILLS</b>	<b>\$</b>	<b>73,047.18</b>

<b>BUILDING FUND BILLS FOR JANUARY 2021</b>		
<b>VENDOR</b>	<b>FOR</b>	<b>AMOUNT</b>
Curtiss Moravek	912 Ogallala	\$ 488.50
Hill Top Electric	Light Fixtures	\$ 515.50
Wood Construction	Repairs	\$ 2,812.55
	<b>TOTAL</b>	<b>\$ 1,004.00</b>

# PURCHASE ORDER



Omaha | Lincoln | Norfolk | Columbus | York | Council Bluffs | Salina | Wichita

BUYER COMPANY	HEMINGFORD PUBLIC SCHOOLS		
BUYER CONTACT	Mr. Charles Isom, Supt.	EMAIL	cisom@gubn.org
ADDRESS	911 Niobrara		
CITY	Hemingford	COUNTY	
STATE	NE, 69348		
ZIP CODE			
HOME PHONE		WORK PHONE	308-487-3328

MAKE	MODEL	NEW/USED	VEHICLE IDENTIFICATION NUMBER		DATE
Thomas	Saf-T-Liner C2	New	TBD		01/04/2021
YEAR	COLOR	TYPE	MILEAGE	STOCK NO.	APPROX DELIVERY DATE
2022	Yellow	Bus	new	TBD	August, 2021

CASH PRICE OF VEHICLE	\$ 88,952	CASH PRICE OF VEHICLE	\$89,242.00
ACCESSORIES		TIMES ( ) UNITS	
Lettering: HEMINGFORD PUBLIC SCHOOLS		TRADE ALLOWANCE	
Bus Number:	21	DIFFERENCE	
Seat Upholstery Color: Blue (same as last bus)		ADMINISTRATIVE FEE	
59 Passenger Capacity		BALANCE OWED ON TRADE	
Add Remote Control Review Mirrors....\$250.00	250	SALES TAX	
RECORD OF TRADE-IN		DEPOSIT PAYMENT	
YEAR	MAKE	MODEL	TOTAL CASH SALE PRICE
VIN	MILEAGE		CASH DUE ON DELIVERY
BALANCE OWED TO			\$89,242.00
ADDRESS			NEW LIENHOLDER
BALANCE OWED			CREDIT DESIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
			INSURANCE DESIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
RECORD OF ADDITIONAL TRADE-IN UNITS SEE ATTACHED ADDENDUM			

## TERMS AND CONDITIONS

**Buyer acknowledges, agrees, represents and warrants as follows:**

- The terms of the agreement evidenced by this Purchase Order are contained on both the front and reverse sides hereof. This Purchase Order, when signed by an authorized Dealer representative, contains a complete and exclusive statement of such terms and Dealer has no obligations beyond or in addition to what is expressly set forth herein. There are no other terms and conditions, oral or written, and this Purchase Order supersedes all prior statements, representations and promises. The terms of this agreement may be supplemented, modified or changed only by a written instrument signed by Dealer.
- The Certificate of Title for the trade-in vehicle identified above (if any) is not a salvage title and no salvage title has ever been issued for such vehicle.
- The only material defects in the trade-in vehicle are the following (if no defects, write "None"): NA
- None of the emissions or safety restraint systems have been altered or removed by Truck Center Companies.
- No insurance of any kind is included in the agreement evidenced by this Purchase Order.
- If Dealer has agreed to arrange financing for the purchase of the vehicle and Dealer is unable to promptly assign the finance contract to an institutional lender on a "non-recourse" basis, Dealer may, at its option, terminate this agreement and such finance contract.
- I have read this Purchase Order, I have had an opportunity to ask questions of Dealer concerning it, and I have received a complete, signed copy of the Purchase Order.

NOTICE TO BUYER: Do not sign this Purchase Order before you read it or if it contains blank spaces. You are entitled to a copy of the Purchase Order you sign.

**CONTRACTUAL DISCLOSURE STATEMENT:**

The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. The term "window form" refers only to the F.T.C. used car "Buyers Guide", if one is present, and not to any other form or sign that might be in any window.

X \_\_\_\_\_ X **Corey Sundberg**  
 (Buyer's Signature) (Salesman Name)

X \_\_\_\_\_ ACCEPTED BY: X \_\_\_\_\_  
 (Co-Buyer's Signature) (Dealer or authorized representative)

**THE CONTRACT CONDITIONS OF THIS ORDER ARE CONTINUED ON THE REVERSE SIDE HEREOF**

# HEMINGFORD DISTRICT ADMINISTRATOR EVALUATION

Aligned to the Danielson Framework of Teaching

## ADMINISTRATOR INFORMATION

Principal/Administrator name:

Assignment:

School

Evaluator: Mr. Isom

School Year: 2019-2020

\_\_\_ Probationary \_\_\_

\_\_\_ Permanent \_\_\_

### Part I: Nebraska Effective Practices.

**EFFECTIVE PRACTICE: (1) Vision for Learning.** The principal uses multiple sources of information and engages key school community members to establish and communicate a shared vision and set of core values for teaching and learning that results in improved student achievement, reduction of achievement gaps, and enhanced student wellbeing.

Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The principal implements a systematic and comprehensive analysis of multiple sources of data and collaborates extensively and effectively with school and community members in order to shape a shared vision and set of core values that results in a high level of student achievement, closing of achievement gaps, and enhanced student well-being.
<input type="checkbox"/> Proficient	The principal analyzes multiple sources of data and engages key school and community members in order to shape a shared vision and set of core values designed to result in improved student achievement and enhanced student well-being.
<input type="checkbox"/> Basic	The principal conducts a limited analysis of data on current practices and outcomes and is inconsistent in engaging school and community members in shaping a vision and set of core values designed to result in improved student achievement and enhanced student well-being.
<input type="checkbox"/> Unsatisfactory	The principal ineffectively analyzes data or fails to engage key school and community members in shaping a vision and set of core values designed to result in improved student achievement and enhanced student well-being.

**Narrative Feedback (Required for Basic or Unsatisfactory rating)**

Click here to enter text.

**Examples of Artifacts Standard 1:**

- Student achievement and testing data
- Statement of school vision, mission, values, beliefs and goals
- Evidence of stakeholder involvement in development and review of vision, mission, value, belief and goal statements
- Evidence of shared decision making and distributed leadership
- Newsletter/Blog/Social Media
- MTSS building meeting logs
- PLC artifacts
- Accreditation or documentation from AdvancEd or Nebraska Frameworks perceptual survey data (important for many standards)

<p><b>EFFECTIVE PRACTICE: (2) Developing Relationships.</b> The principal develops and supports productive relationships with students, staff, families and the community in an effort to support and enhance each student’s academic success and well-being.</p>	
Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The principal places a high priority on developing positive and productive relationships with students, staff, families, and the community in an effort to promote the school vision and support each student’s academic success and well-being.
<input type="checkbox"/> Proficient	The principal develops positive and productive relationships with students, staff, families, and the community in an effort to promote the school vision and support each student’s academic success and well-being.
<input type="checkbox"/> Basic	The principal attempts to develop positive and productive relationships with students, staff, families and the community, but these attempts may be haphazard or less than fully effective. As such, the potential for promoting the school vision and the potential for supporting student’s academic success and well-being is not fully realized.
<input type="checkbox"/> Unsatisfactory	The principal fails to effectively engage in the conversations and activities necessary to develop positive, productive relationships with students, staff, families, and the community. The principal fails to build support for the school’s vision and core values. The principal fails to realize the potential for promoting the school vision and supporting student’s academic success and well-being.
<p><b>Narrative Feedback (Required for Basic or Unsatisfactory rating)</b></p>	
<p><a href="#">Click here to enter text.</a></p>	

**Examples of Artifacts Standard 2:**

- School Improvement Plan
- School Profile
- Building Professional Learning Plan
- Building Newsletter/Blog/Social Media
- Customize reports through data warehouse
- Data Protocol Instrument
- Results of student performance
- Data, instruction, goals, and professional development and action plans all aligned
- Norm and criterion-referenced data, other school and community information
- Copy of school improvement plan
- Calendar showing time for teacher collaboration
- Walk-through data
- External review report
- Faculty meeting agendas
- MTSS data

<b>EFFECTIVE PRACTICE: (3) Continuous School Improvement.</b> The principal leads a continuous school improvement process that results in improved student achievement, enhanced student well-being, and greater school effectiveness.	
Evaluator Rating	Description
<input type="checkbox"/> Exemplary	In collaboration with members of the school community, the principal leads a systematic continuous school improvement process that results in change initiatives promoting improved student academic achievement, enhanced student well-being, and greater school effectiveness.
<input type="checkbox"/> Proficient	The principal leads a systematic continuous school improvement process that results in improved student academic performance, enhanced student well-being, and greater school effectiveness.
<input type="checkbox"/> Basic	The principal leads a continuous school improvement process but with inconsistent outcomes; as a result, improvement in student performance and school effectiveness are limited.
<input type="checkbox"/> Unsatisfactory	The principal is ineffective in leading the continuous school improvement process and fails to develop essential components of the process.
<b>Narrative Feedback (Required for Basic or Unsatisfactory rating)</b>	
Click here to enter text.	

**Examples of Artifacts Standard 3:**

- Student achievement and testing data
- Student drop-out data
- Documented use of formative assessment instruments to impact instruction
- Development and communication of goal-oriented personalized education plans for identified students
- Evidence of team development and evaluation of classroom lessons
- Use of research-based practices and strategies in classrooms
- Master school schedule documenting individual and collaborative planning for every teacher
- Reflection feedback conferences with teachers
- Collaboration cycle
- Principal attendance at PD
- Principal professional development activities
- Participate in grade level meetings
- Walk-through data
- PLC meeting notes
- Design team notes
- Board Reports
- Monitor use of instructional coach
- MTSS Data
- I/E time usage
- Building professional learning plans
- Work groups in content area

<b>EFFECTIVE PRACTICE: (4) Instructional Leadership.</b> The principal provides leadership to ensure the implementation of a rigorous curriculum, the use of effective teaching practices, and accountability for each student’s academic success and well-being.	
Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The principal provides systematic and collaborative leadership to ensure implementation of a rigorous curriculum, highly effective instruction, quality assessment practices, and accountability for student learning.
<input type="checkbox"/> Proficient	The principal provides leadership to ensure the implementation of a rigorous curriculum, effective instruction, assessment practices, and accountability for student learning.
<input type="checkbox"/> Basic	The principal provides limited leadership toward the implementation of a rigorous curriculum, effective instruction, assessment practices, and accountability for student learning.
<input type="checkbox"/> Unsatisfactory	The principal fails to provide effective leadership toward the implementation of a rigorous curriculum, effective instruction, quality assessment practices, and accountability for student learning.
<b>Narrative Feedback (Required for Basic or Unsatisfactory rating)</b>	
Click here to enter text	

**Examples of Artifacts Standard 4:**

- Newsletters (Staff and/or school)
- Surveys for various topics (i.e. staff, climate, etc)
- Club listings
- Evidence of shared decision making and distributed leadership
- Establishing recognition criteria and structures that are utilized for students and staff
- Documented use of Design Team in decision making
- Student achievement and testing data (MTSS)
- Existence and documented work of professional learning communities
- Teacher retention data
- Teacher engagement data (Gallup)
- Student Assistance Team Logs (SAT)
- PBIS Documents
- Individual student goals
- Communication with parents about student progress
- Student achievement data
- Teacher retention rates
- Teacher/staff perception
- Exit Interviews
- Welcome packets
- ELL family representation on Community Clubs
- Cultural awareness events
- Hope and Engagement data
- SEL activities

<p><b>EFFECTIVE PRACTICE: (5) Staff Leadership.</b> The principal builds a professional community within the school and develops the professional capacity and practice of personnel by recruiting, selecting, developing, retaining, supporting, and leading teachers and staff in accord with the school’s vision and core values.</p>	
Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The principal builds a highly effective and engaged professional community within the school and develops the professional capacity and practice of personnel by consistently recruiting, selecting, developing, supporting, retaining, and leading high-quality teachers and staff in accord with the school vision and core values.
<input type="checkbox"/> Proficient	The principal develops a professional community within the school and develops the professional capacity and practice of personnel by recruiting, selecting, developing, supporting, retaining, and leading high-quality teachers and staff in accord with the school vision and core values.
<input type="checkbox"/> Basic	The principal’s understanding and use of effective personnel practices is inconsistent or ineffective, and improvements are needed in the functions of recruiting, hiring, retaining, developing, supporting or leading high quality teachers and support staff in ways that accord with the school’s vision and core values. The teachers and support staff are not yet formed into an effective professional community.
<input type="checkbox"/> Unsatisfactory	The principal fails to effectively recruit, hire, retain, develop, support and lead high quality teachers and support staff in ways that accord with the school’s vision and core values. The principal’s personnel practices are ineffective, and a high functioning professional community has not been formed.
<p><b>Narrative Feedback (Required for Basic or Unsatisfactory rating)</b></p>	
<p>Click here to enter text.</p>	

**Examples of Artifacts Standard 5:**

- Student achievement and testing data
- Teacher retention data
- Teacher professional growth plans
- Master school schedule documenting individual and collaborative planning for every teacher
- Record of professional development provided staff
- Impact of professional development on student learning
- Collaboration Cycle Documentation (Framework for Teaching)
- Record of collaboration with Human Resources department
- Record of completion of evaluation
- Mentorship programs
- Portfolio artifacts
- Exit survey data

<b>EFFECTIVE PRACTICE: (6) Systems Management.</b> The principal manages the organization, operations, and resources of the school to provide a safe, efficient, and effective learning environment for all students and staff.	
Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The principal has a broad and deep understanding of school management functions and systematically undertakes them. The principal's highly effective management of the organization, operations, and resources of the school results in a learning environment that is safe, highly effective, highly efficient, and in accordance with the vision of the school.
<input type="checkbox"/> Proficient	The principal ensures a safe, efficient, and effective learning environment for students and staff by competently managing the organization, operations, and resources of the school in accordance with the vision and core values of the school.
<input type="checkbox"/> Basic	The principal displays a basic understanding of and willingness to carry out school management functions, but he/she is inconsistent or not fully effective in managing, the organization, operations, and resources of the school in accordance with the school vision and core values. As a result, there may be problems that result in a learning environment that has some concerns related to safety, efficiency, or effectiveness.
<input type="checkbox"/> Unsatisfactory	The principal's understanding of management functions is incomplete or his/her willingness or ability to carry out those functions is limited. The principal ineffectively manages the organization, operations, and resources of the school, resulting in a school that has an unsafe, inefficient, or ineffective learning environment.
<b>Narrative Feedback (Required for Basic or Unsatisfactory rating)</b>	
Click here to enter text.	

**Examples of Artifacts Standard 6:**

- School financial information (i.e. budget, eFinance, bank accounts, activity accounts)
- School safety and behavioral expectations
- Master school schedule documenting individual and collaborative planning for every teacher
- Evidence of formal and informal systems of communication
- Dissemination of working agreements and clear norms
- Evidence of ability to confront conflict and then reach consensus (Meeting minutes.)
- Building Professional Learning Plan
- Levering Technology for organization
- Student /staff/parent community perceptions
- Compliance with Nebraska Department of Education Rules
- Safety drill log
- Critical Issues Reflection
- Student Response Protocol
- CPI trainings
- EA trainings

<b>EFFECTIVE PRACTICE: (7) Culture for Learning.</b> The principal creates a school culture that values equity of educational opportunity, promotes culturally responsive practices, and enhances the academic, social, physical, and emotional development of all students.	
Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The principal collaborates effectively with staff to create and maintain a school culture that values equity of educational opportunity, promotes culturally responsive practices, and enhances the academic, social, physical, and emotional development of all students.
<input type="checkbox"/> Proficient	The principal collaborates with staff to create and maintain a school culture that values equity of educational opportunity, promotes culturally responsive practices, and enhances the academic, social, physical, and emotional development of all students.
<input type="checkbox"/> Basic	The principal collaborates with staff in an attempt to create and maintain a school culture that values equity of educational opportunity, promotes culturally responsive practices, and enhances the academic, social, physical, and emotional development of all students, but these efforts may lack consistency or effectiveness. As a result, student growth may be less than expected.
<input type="checkbox"/> Unsatisfactory	The principal fails to provide the leadership to create and maintain a school culture that values equity of educational opportunity, promotes culturally responsive practices, and enhances the academic, social, physical, and emotional development of all students.
<b>Narrative Feedback (Required for Basic or Unsatisfactory rating)</b>	
Click here to enter text.	

**Examples of Artifacts Standard 7:**

- Newsletters
- Surveys
- Business partnerships
- Community Involvement evidence
- Stakeholder Involvement evidence
- School Profile
- Social Media
- Parent meetings
- Interactions with students. (Before school/after school, lunch duty, recess, outside of school through attendance at activities, etc)
- School wide Enrichment Clusters

<p><b>EFFECTIVE PRACTICE: (8) Professional Ethics and Advocacy.</b> The principal acts with fairness, integrity, and a high level of professional ethics, and advocates for policies of equity and excellence in support of the vision and core values of the school.</p>	
Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The principal models an exceptionally high level of fairness, integrity, and professional ethics and provides leadership to staff and colleagues in these qualities; the principal is a strong advocate for policies of equity and excellence in support of the vision and core values of the school.
<input type="checkbox"/> Proficient	The principal consistently acts with fairness, integrity, and a high level of professional ethics, and advocates for policies of equity and excellence in support of the vision and core values of the school.
<input type="checkbox"/> Basic	The principal usually acts with fairness, integrity and an acceptable level of professional ethics; he/she advocates for policies of equity and excellence but may be inconsistent or less than fully effective in doing so.
<input type="checkbox"/> Unsatisfactory	The principal does not routinely act with the expected degree of fairness, integrity, and professional ethics and lapses in these behaviors may occur; he/she is not an effective advocate for his/her school or the educational system.
<p><b>Narrative Feedback (Required for Basic or Unsatisfactory rating)</b></p>	
<p>Click here to enter text.</p>	

**Examples of Artifacts Standard 8:**

- Evidence of Student Groups
- Decision-making matrix
- District Committees
- Community Committees
- Perception Surveys
- Work with outside agencies

**SUMMARY OF EFFECTIVE PRACTICES:**

**Areas of Strength**

Click here to enter text.

**Areas of Development**

Click here to enter text.

- Plan for Improvement (Optional)
- Plan for Assistance attached (required for rating “Unsatisfactory”)

**Part II: Principal/Administrator Action Plans.** Combined rating.

For probationary principals/administrators, Action Plans are reviewed during the first semester evaluation conference and rated during the second semester evaluation conference. For permanent administrators, Action Plans are reviewed at the annual conference

Evaluator Rating	Description
<input type="checkbox"/> Exemplary	Results across all Action Plans demonstrate that objectives have been met or exceeded to a significant degree. Improvement in student achievement or school/district performance as a result of the Plans exceeds expectations. Plan design is exemplary and implementation strategies were carried out in a highly effective fashion. The results can serve as a model for other administrators.
<input type="checkbox"/> Proficient	Results across all Action Plans demonstrate that objectives have been met or nearly met on an overall basis. Significant improvement in student achievement or school/district performance as a result of the Plans is evident. Plan design evidenced appropriate quality and/or rigor and implementation strategies were carried out effectively.
<input type="checkbox"/> Basic	Results across all Action Plans demonstrate that objectives have been met in part. Some improvement in student achievement or school district performance as a result of the Plans is evident. Plan design may have been somewhat lacking in quality and/or rigor and implementation strategies were not carried out as effectively as expected.
<input type="checkbox"/> Unsatisfactory	Results across all Action Plans demonstrate that objectives have not been achieved or have been achieved at a level that is significantly below expectations. Improvement in student achievement or school/district performance as a result of the Plans has been minimal. Plan design may have evidenced insufficient quality and/or rigor and implementation strategies were not carried out effectively.

**Narrative Feedback (Required for Basic or Unsatisfactory rating)**

Click here to enter text.

- Plan for Improvement attached (Optional)
- Plan for Assistance attached (required for rating “Unsatisfactory”)

**Part III: Individual Professional Development Plan.** (Attach plan)

Evaluator Rating	Description
<input type="checkbox"/> Exemplary	The Individual Professional Development Plan's goals have been met or exceeded in all respects. There is evidence that implementation and completion of the Plan has led to significant, positive, and lasting change in job performance.
<input type="checkbox"/> Proficient	The Individual Professional Development Plan's goals have been met or nearly met on an overall basis. There is evidence that implementation and completion of the Plan has led to a positive change in job performance.
<input type="checkbox"/> Basic	The Individual Professional Development Plan's goals have not been met or have been only partially met on an overall basis. There is limited evidence to date that implementation of the Plan has led to a positive change in job performance.
<input type="checkbox"/> Unsatisfactory	The Individual Professional Development Plan's goals have not been met to a satisfactory degree. Implementation of the plan has not led to a positive change in job performance.
<b>Comments (Required for Basic or Unsatisfactory rating):</b>	
Click here to enter text.	

- Plan for Improvement attached (Optional)
- Plan for Assistance attached (required for rating "Unsatisfactory")

**Part IV: Local District Standards (Optional).** Local standards may be evaluated in either or both semesters.

Local District Standards Meets District Standards	Meets District Standards
<input type="checkbox"/>	<input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span>

**Part V: Overall Rating** - An overall rating is provided in the second semester conference only for probationary principals/administrators. For permanent administrators, an overall rating is provided at the final conference of the summative year.

Evaluator Rating	Description
<input type="checkbox"/> Exemplary	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for all evaluative criteria and exceeds expected performance in many respects. He/she is actively engaged in professional improvement and provides leadership to other school/district administrators.
<input type="checkbox"/> Proficient	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for the evaluative criteria on an overall basis and is actively engaged in professional improvement and school and/or district leadership efforts.
<input type="checkbox"/> Basic	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for most evaluative criteria and is satisfactorily participating in an improvement plan for those criteria rated below "Proficient."
<input type="checkbox"/> Unsatisfactory	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate.

**Evaluator's Comments:**

**Areas of Strength**

Click here to enter text.

**Areas of Development**

Click here to enter text.

- Plan for Improvement (Optional)
- Plan for Assistance

**Principal/Administrator Signature:** \_\_\_\_\_

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

**Evaluator Signature:** \_\_\_\_\_

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

*My signature certifies that the evaluation results have been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond in writing to any issues contained in the evaluation. 7*

January 11, 2021

School District #10  
PO Box 217  
Hemingford, NE 69348

Dear Hemingford Administrators and School Board Members

It is with excitement that I formally present this as my letter of resignation from Hemingford Schools after being employed with this district for 30 years. Add this to my short start in Haxtun, CO and it will be a total of 32 years of teaching. It has been a rollercoaster of a ride for sure and one that I am proud to have been on!

I was very fortunate to have been hired by the late and great Don Hanks. He knew that I was Rex's girlfriend and would be staying for a while. Boy wasn't that the truth! With Lyle Fodnes as my principal and co-teacher, I learned a lot of patience, wisdom, and the power of a microphone. From there I have had the pleasure of working with eight other administrators during my time as an instructor. Each one offered insight and new ideas that helped with growth and a better understanding of students, the workplace, and my own teaching style. Several staff members have left before me. Many of them were my greatest ally and closest confidants. They are excellent people and I cherished my time with them while having great students surrounding us.

My fondest memories will include all my friendships made with fellow teachers that are either still within the school system or have since moved on to other job opportunities. Couple that with the opportunity to teach and coach all three of my own kids and you have one blessed mama! Back in the day, I was fortunate enough to teach students that had drive, ambition, and the desire to make each other better by encouraging, supporting, and being kind. My own kids were very lucky to have been from this small town which taught them large city values. They were blessed to have been state qualifiers, state champions, and state representatives. They learned that the skies the limit and self-doubt was the only thing standing in the way.

Unfortunately, I was also a part of the world-wide school transformation with the pandemic that loomed over us all. It certainly put a twist on the education part of a child's life, much less that of a parent that was quickly transformed into a full time home school teacher. The effect of online learning is definitely something that I still have not gotten used to. I am a go getter that relishes in activities with the students. The

pandemic has put a huge damper on that and I am saddened for the students to not know how much fun school can be! But for my 31 years prior to this, I am forever grateful for all the opportunities and for my administrators being supportive when I had a wacky idea, asked for an early dismissal for an activity, or a new lens for the yearbook camera so I could capture every moment!

As for my future plans, that is yet to be determined! This has been my only professional job since my college graduation. It will be nice to just relish in the moment and to see where life takes me. My husband is happy to keep me busy with farm duties, while I hope to spend time with my own kids while they still enjoy doing so!

Thank you for all the opportunities that have been offered to me and the trust into starting the RSVP class. May the future of education stand on solid ground and be held in person from here on out! Laughing with friends face to face while sliding down a homemade waterslide, is something that every student needs to experience in their lifetime. ☺

Sincerely

A handwritten signature in black ink, appearing to read "Kay Horstman". The signature is fluid and cursive, with a large initial "K" and "H".

Kay Horstman

Business, computer, yearbook, RSVP, video production,  
student council, and STRIV personnel

# Hemingford Public School District #10

Hemingford, NE

## Administrator's Contract of Employment

**THIS CONTRACT** made by and between the School District of Hemingford, No. 10 in the county of Box Butte, in the State of Nebraska, hereinafter referred to as "District" and **Eric Arneson**, a legally qualified Administrator, hereinafter referred to as "Administrator."

**WITNESSETH:** That the Board of Education of the District hereby agrees to employ the Administrator above named in the schools of the district for a school year, which shall begin in August of 2020, and end in May of 2021, and shall consist of 205 days of service and that the Administrator hereby agrees to accept such employment at a salary of \$84,505 with an additional \$1416 for curriculum development and under the following conditions:

VIZ: To be Elementary Principal and DAC.

1. The salary shall be payable in 12 equal installments. The first installment shall be payable on the 15th day of August, 2020, and the remaining installments shall be payable on the 15th day of each month thereafter. The Board retains the right to adjust the annual salary upward during the term of this contract, as an amendment, without such adjustment constituting a new or amended contract or extending the term of this contract.

2. During the term of this contract, in the event the Administrator violates any provisions of this agreement, or performs any act or does anything which is materially harmful to the employer, or which, substantially inhibits the Administrator's ability to discharge the duties as set forth herein, including, but not limited to (a) becoming legally disqualified to administer in the State of Nebraska; (b) participation in any fraud; (c) causing any intentional damage to property; (d) engaging in any unlawful act; (e) becoming physically or mentally disabled; (f) insubordination; (g) neglect of duty; or (h) immorality; then the Administrator may be discharged; provided the Administrator has been given the cause or causes for discharge in writing and has been given an opportunity for and due notice of a hearing before the Board prior to official action being taken. Nothing contained herein shall prevent the suspension of the Administrator, with pay, from his duties during the pendency of such proceedings.

3. The Administrator hereby agrees to be governed by the policies of the Board of Education of the District and that duties to be performed by him under this contract shall be subject to assignment by the Superintendent of the District with the approval of the Board; and further agrees to devote full time, during days of school to his position and in all respects, to diligently and faithfully perform the assigned duties as Administrator to the best of his professional ability.

4. The Administrator hereby affirms that he is not under contract with another School Board or Board of Education within this State covering a part or all of the same times of performance as is contemplated by this agreement. The Administrator further affirms that at the beginning of the term of this contract he holds or will hold a Nebraska Teaching Certificate and a Nebraska Administrative Certificate, which are or will be in full force and effect for the period covered by this contract. It is understood and agreed that this contract is not valid until the certificates, as herein listed, are registered in the office of the Superintendent of Schools in this school and that the Administrator shall not be compensated for any services prior to the date of registrations of these certificates.

5. The Administrator agrees to: (a) be responsible for the detailed organizations of the curriculum of the school and for the administration of the instructional program; (b) maintain and enforce student discipline; (c) maintain attendance records; (d) maintain student files; (e) administer the general policies and programs of the Hemingford District #10 Schools as they

apply to his building and for making available to his staff all general school regulations as they are enacted; (f) keep the Superintendent fully advised as to the conditions and needs of the school; (g) be responsible for taking all reasonable precautions to safeguard the health and general well-being of his staff and of the children in his school; (h) evaluate the efficiency of each member of the staff in his building in accordance with directions from the Superintendent; and (i) perform other duties as the Superintendent may direct.

6. Should the Administrator be unable to perform any or all of his duties by reason of illness, accident, or other disability beyond his control, and such disability exists for a period of more than his accumulated sick leave during any school year, the Board may in its discretion make a proportionate deduction from the salary stipulated herein. If, in the opinion of the Board, such disability is permanent, irreparable, or of such nature as will make the performance of the Administrator's duties impossible, the Board may in its discretion, terminate this agreement, whereupon the respective duties, rights, and obligations of both parties shall be terminated.

7. Leaves and Fringe Benefits

A. Sick Leave. The Administrator shall be allowed 8 days of sick leave per contract year. Unused sick leave can accumulate to 50 days. Sick leave is governed as follows:

- 1) Sick leave will cover absence due to personal illness or medical appointments. Sick leave may also be taken for illness of spouse or children or medical appointments with spouse or children if necessary. In addition sick leave may be taken for serious illness in the immediate family. Immediate family includes spouse, children, parents, spouse's parents, siblings, grandchildren, and grandparents.
- 2) Sick leave will provide for time to attend the funeral of any relative or friend.
- 3) After five continuous days of absence, a Medical Doctor's statement may be required by the Board to substantiate the need for continued sick leave utilization. Should absence continue beyond the five continuous days, the Board may request another Medical Doctor's statement to certify the Administrator's ability to return to work.

B. PTO Days. The Administrator shall receive 5 PTO days per contract year. Any unused PTO days in the contract year will rollover to the Administrator's sick leave accumulating up to 50 days.

C. Transportation. The Board shall provide the Administrator with transportation required in the performance of his duties or shall reimburse him for such transportation at the maximum rate permitted by law.

D. Professional Development. The Administrator shall attend appropriate professional meetings at the local, state, and national level, and such attendance shall not be taken against the Administrator's allowable leave days. Such attendance shall be paid by the Board of Education to the extent as permitted by state law and Board policy. The Board shall set annually in the district budget of expenditures the funds to cover such expenses.

E. Professional Dues. The District shall pay the Administrator's membership in state and national professional associations.

F. Life Insurance. The Board of Education shall provide the Administrator a \$50,000 group term life insurance policy.

G. Health/Dental Insurance. The Administrator shall receive a choice of Blue Cross/Blue Shield health insurance with family dental with the plan provided other certificated employees or an annuity as provided other certificated employees.

H. Legal Actions. In the event of any legal actions threatened or filed against the Administrator as a result of the performance of duties under this Contract, or the

Administrator's position as Administrator for the School District, including professional practice complaints against the Administrator, the Board shall provide a legal defense to the Administrator, to the maximum extent permitted by law.

8. No Penalty for Release or Resignation. There shall be no penalty for release or resignation by the Administrator from this Contract; provided no resignation shall become effective until expiration of the Contract unless accepted by the Board, and the Board shall affix the time at which the resignation shall take effect.

9. This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract. This contract shall be deemed to have been entered into subject to all provisions of the Laws of the State of Nebraska.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_, Chairman, Board of Education  
Justin Ansley

\_\_\_\_\_, Secretary, Board of Education  
Blanche Randolph

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_, Administrator  
Eric Arneson

# Hemingford Public School District #10

Hemingford, NE

## Administrator's Contract of Employment

**THIS CONTRACT** made by and between the School District of Hemingford, No. 10 in the county of Box Butte, in the State of Nebraska, hereinafter referred to as "District" and **Daniel Kluver**, a legally qualified Administrator, hereinafter referred to as "Administrator."

**WITNESSETH:** That the Board of Education of the District hereby agrees to employ the Administrator above named in the schools of the district for a school year, which shall begin in August of 2021, and end in May 2022, and shall consist of 213 days of service and that the Administrator hereby agrees to accept such employment at a salary of \$88,216.41 with an additional \$1436 for curriculum development; under the following conditions:

VIZ: To be Secondary Principal.

1. The salary shall be payable in 12 equal installments. The first installment shall be payable on the 15th day of August, 2021, and the remaining installments shall be payable on the 15th day of each month thereafter. The Board retains the right to adjust the annual salary upward during the term of this contract, as an amendment, without such adjustment constituting a new or amended contract or extending the term of this contract.

2. During the term of this contract, in the event the Administrator violates any provisions of this agreement, or performs any act or does anything which is materially harmful to the employer, or which, substantially inhibits the Administrator's ability to discharge the duties as set forth herein, including, but not limited to (a) becoming legally disqualified to administer in the State of Nebraska; (b) participation in any fraud; (c) causing any intentional damage to property; (d) engaging in any unlawful act; (e) becoming physically or mentally disabled; (f) insubordination; (g) neglect of duty; or (h) immorality; then the Administrator may be discharged; provided the Administrator has been given the cause or causes for discharge in writing and has been given an opportunity for and due notice of a hearing before the Board prior to official action being taken. Nothing contained herein shall prevent the suspension of the Administrator, with pay, from her duties during the pendency of such proceedings.

3. The Administrator hereby agrees to be governed by the policies of the Board of Education of the District and that duties to be performed by her under this contract shall be subject to assignment by the Superintendent of the District with the approval of the Board; and further agrees to devote full time, during days of school to her position and in all respects, to diligently and faithfully perform the assigned duties as Administrator to the best of her professional ability.

4. The Administrator hereby affirms that she is not under contract with another School Board or Board of Education within this State covering a part or all of the same times of performance as is contemplated by this agreement. The Administrator further affirms that at the beginning of the term of this contract she holds or will hold a Nebraska Teaching Certificate and a Nebraska Administrative Certificate, which are or will be in full force and effect for the period covered by this contract. It is understood and agreed that this contract is not valid until the certificates, as herein listed, are registered in the office of the Superintendent of Schools in this school and that the Administrator shall not be compensated for any services prior to the date of registrations of these certificates.

5. The Administrator agrees to: (a) be responsible for the detailed organization of the curriculum of the school and for the administration of the instructional program; (b) maintain and enforce student discipline; (c) maintain attendance records; (d) maintain student files; (e) administer the general policies and programs of the Hemingford District #10 Schools as they apply to her building and for making available to her staff all general school regulations as they are enacted; (f) keep the Superintendent fully advised as to the conditions and needs of the school; (g) be responsible for taking all reasonable precautions to safeguard the health and general well-being of her staff and of the children in her school; (h) evaluate the efficiency of

each member of the staff in his building in accordance with directions from the Superintendent; and (i) perform other duties as the Superintendent may direct.

6. Should the Administrator be unable to perform any or all of her duties by reason of illness, accident, or other disability beyond her control, and such disability exists for a period of more than her accumulated sick leave during any school year, the Board may in its discretion make a proportionate deduction from the salary stipulated herein. If, in the opinion of the Board, such disability is permanent, irreparable, or of such nature as will make the performance of the Administrator's duties impossible, the Board may in its discretion, terminate this agreement, whereupon the respective duties, rights, and obligations of both parties shall be terminated.

7. Leaves and Fringe Benefits

A. Sick Leave. The Administrator shall be allowed 8 days of sick leave per contract year. Unused sick leave can accumulate to 50 days. Sick leave is governed as follows:

- 1) Sick leave will cover absence due to personal illness or medical appointments. Sick leave may also be taken for illness of spouse or children or medical appointments with spouse or children if necessary. In addition sick leave may be taken for serious illness in the immediate family. Immediate family includes spouse, children, parents, spouse's parents, siblings, grandchildren, and grandparents.
- 2) Sick leave will provide for time to attend the funeral of any relative or friend.
- 3) After five continuous days of absence, a Medical Doctor's statement may be required by the Board to substantiate the need for continued sick leave utilization. Should absence continue beyond the five continuous days, the Board may request another Medical Doctor's statement to certify the Administrator's ability to return to work.

B. PTO Days. The Administrator shall receive 5 PTO days per contract year. Any unused PTO days in the contract year will rollover to the Administrator's sick leave accumulating up to 50 days.

C. Transportation. The Board shall provide the Administrator with transportation required in the performance of her duties or shall reimburse her for such transportation at the maximum rate permitted by law.

D. Professional Development. The Administrator shall attend appropriate professional meetings at the local, state, and national level, and such attendance shall not be taken against the Administrator's allowable leave days. Such attendance shall be paid by the Board of Education to the extent as permitted by state law and Board policy. The Board shall set annually in the district budget of expenditures the funds to cover such expenses.

E. Professional Dues. The District shall pay the Administrator's membership in state and national professional associations.

F. Life Insurance. The Board of Education shall provide the Administrator a \$50,000 group term life insurance policy.

G. Health/Dental Insurance. The Administrator shall receive a choice of Blue Cross/Blue Shield health insurance with family dental with the plan provided other certificated employees or an annuity as provided other certificated employees.

H. Legal Actions. In the event of any legal actions threatened or filed against the Administrator as a result of the performance of duties under this Contract, or the Administrator's position as Administrator for the School District, including professional practice complaints against the Administrator, the Board shall provide a legal defense to the Administrator, to the maximum extent permitted by law.

8. No Penalty for Release or Resignation. There shall be no penalty for release or resignation by the Administrator from this Contract; provided no resignation shall become effective until expiration of the Contract unless accepted by the Board, and the Board shall affix the time at which the resignation shall take effect.

9. This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract. This contract shall be deemed to have been entered into subject to all provisions of the Laws of the State of Nebraska.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_, Chairman, Board of Education  
Justin Ansley

\_\_\_\_\_, Secretary, Board of Education  
Blanche Randolph

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_, Administrator  
Daniel Kluver