

BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010

HEMINGFORD PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING AGENDA

Monday, February 10, 2020

High School Library

The Board of Education of School District 07-0010 will meet on Monday, February 10, 2020 in the High School Library as duly advertised in the Hemingford Ledger.

- I. Routine Business
 - A. Call Meeting to Order
 - B. ROLL CALL
 - C. Excuse Absent Board Member(s)
- II. Approval of Agenda
- III. Regular Meeting Agenda
 - A. Public Participation (MAXIMUM OF 30 MINUTES ALLOTTED FOR THIS PORTION)
 - B. Correspondence
 - C. Consent Agenda
 - Approve minutes for 1/13 regular and 1/15 special, 2020 meeting
 - Approve Treasurer's Report
 - Approve School Activity Fund Report
 - Approve Receipts Summary Report
 - D. Payment of Claims
 - E. Certified Resignation
 - F. Policy 503.01 - Compulsory Attendance
 - G. Policy 415.01 - Support Staff Vacations, Holidays and Personal Leave
 - H. Policy 415.02 - SUPPORT STAFF PERSONAL ILLNESS LEAVE
 - I. Policy 504.06 - Student Appearance
 - J. Policy 603.01-Curriculum Development
 - K. 2020-2021 School Calendar
 - L. Certified Resignation
 - M. Superintendent Contract
 - N. PK-6 Principal
 - O. 7-12 Principal Contract
 - P. Certified Teacher Hire
 - Q. Math Curriculum Purchase
- IV. Discussion/Possible Action Items
- V. Administration Reports

- VI. Superintendent Report
- VII. Report from Board Committee

Negotiations--January 29, 2020--Administration contracts

- VIII. VIIA. Policy Review

0503.09 - 0504.17

- IX. Items For Next Board Meeting
- X. Adjournment

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010
HEMINGFORD PUBLIC SCHOOLS
HEMINGFORD, NEBRASKA
January 13, 2019

A regular meeting of the Board of Education of School District 07-0010 was called to order at 5:01 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, Randolph, Schumacher, Turek
Absent:

Visitors: Sherry Hunter, Whitney Dean, Jennifer Gasseling

Superintendent Isom shared with the board of the many thank you's from the staff in receiving Chamber Bucks at Christmas time. The staff appreciates the gesture.

Superintendent Isom took chaired the meeting to start the reorganization of the board.

Turek nominated Ansley for President. Horstman second. Schumacher moved to cease nominations and elect Ansley by acclamation. Randolph second. Motion carried on unanimous voice vote.

Ansley took over as Chair

Turek nominated Schumacher for Vice President. Second by Randolph. Motion by Cullan to cease nominations and elect Schumacher by acclamation. Second by Ansley. Motion carried on unanimous voice vote.

Horstman nominated Randolph for Secretary. Second by Turek. Motion by Ansley to cease nominations and elect Randolph by acclamation. Second by Schumacher. Motion carried on unanimous voice vote.

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

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

Motion by Turek to approve the claims in the General Fund in the amount of \$95,678.63. Second by Randolph. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye; Randolph-Aye—6-0-0—Motion carried

Motion by Randolph to approve the Social Science Standards as developed by NDE starting Fall of 2020. Second by Cullan. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye; Randolph-Aye—6-0-0—Motion carried

Motion by Cullan to accept the resignation-with regrets-of Shelly Smaha effective at the end of the 2019-2020 school year. Second by Horstman. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Schumacher-Aye; Turek-Aye; Randolph-Aye—6-0-0—Motion carried

Mrs. Dean-Third grade and Mrs. Gaessling-First grade presented on the new math curriculum. The current curriculum is not being produced anymore. It also does not align with the new Math standards. The committee reached out to the ESU for new curriculum. They decided to go with Math Expressions which will fill the needs of the District. It will be a challenge, but it is worth the update for the current state standards. They are hoping that a representative from the company will be able to come out and help with the transition. Mr. Arneson also presented on the curriculum and possibly bringing in Pre-K materials. Math Expressions also offers on-site training and coaching. He doesn't have the quote available yet.

Mrs. Plog- SPED

We have had two applicants for the special education position. We will keep advertising on Teach in Nebraska until the beginning of February. We are going to run the ad locally as well for a couple weeks and see if that brings in any additional applicants. The plan is to interview in February and have an applicant to present to you by the March board meeting.

We have two students with IEPs taking the ACT in April. Both have had their accommodations approved through ACT for that April date. We received notice of the approval very quickly this year. Mr. Arneson as the District Assessment Coordinator (DAC) submits the documentation for the ACT accommodations.

Rylie Wright, Hemingford Freshman, was chosen as Miss Harvest Moon Festival's Outstanding Teen 2020. She has chosen Autism Awareness as her platform. She will be doing activities and attending events throughout the year promoting Autism Awareness through the teen pageant program.

New Braille Note for Mileigh Krebs - Bill from NanoPac, \$4695. Her previous Braille Note we bought for \$5000 when she was in Kindergarten. This new Braille Note was purchased to go with her into the high school building. We did receive a trade-in for her old Braille Note, which is why it was not as expensive as the previous one. The new one has many features and new technology that should hopefully work for her until she graduates.

Mr. Arneson

NWEA MAP Growth testing in 2 weeks

Mr. Kluver

- We will start working on next year's calendar this month so I need a volunteer from the board to sit in on the discussions. Blanche and Justin would like to sit in
- I currently have 3 full application packets for the 7-12 PE position. The plan is to take applications the remainder of this week and then start scheduling interviews.

- We have posted both the 7-12 English and School Counselor positions.
- He has been working with CSC, WNCC and Mrs. Neefe to make a Dual Credit Nutrition course.

Superintendent Isom reported on a Rule 10 listening session that Mrs. Plog and he attended. Mr. Isom also shared with the board on his role on the BELF Board of Appraisers.

The building committee met on January 7, 2020 with Lee Davies. Continuing work on the building project.

Policies 501.00 through 503.08 were reviewed. Policy 503.01 needs wording change to match up with state law.

Next month Policies 503.09 – 504.17

Certified resignation, Superintendent contract.

Meeting was adjourned at 6:08 PM by Ansley.

Mary Curtis
Board Clerk

Blanche Randolph
Board Secretary

The next board meeting is scheduled for Monday, February 10, 2020 at 5:00 PM at Hemingford High School.

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010
HEMINGFORD PUBLIC SCHOOLS
HEMINGFORD, NEBRASKA
January 15, 2020

A special meeting of the Board of Education of School District 07-0010 was called to order at 12:00 PM in the Board Room at Mobius by Justin Ansley. Notice of the meeting was posted in advance of the meeting. Board members were notified in advance of the meeting.

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

Visitors: NASB Representative Marcia Herring, Mandy Plog, Eric Arneson, Daniel Kluver

Marcia Herring led the board and administration through a goal setting session. The previous goals from October 2018 were revisited. Marcia then went committee by committee and talked about what each committee would like to accomplish. The goals will be shared at the first board meeting they are available.

After a tour of the school, the meeting was adjourned at 5:45 PM by President Ansley.

Mary Curtis
Board Clerk

Blanche Randolph
Board Secretary

Current Cash Balance Report

SELECTED Data

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

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1010 Athletics	43,199.04	3,025.50	3,888.69	0.00	42,335.85
1020 Athletic Club / Concession Stand	20,643.09	5,841.00	3,801.17	0.00	22,682.92
1030 Cheerleaders	362.71	0.00	0.00	0.00	362.71
1040 Volleyball	0.00	0.00	0.00	0.00	0.00
1050 CC Fundraiser	278.40	0.00	0.00	0.00	278.40
A ATHLETICS Totals:	64,483.24	8,866.50	7,689.86	0.00	65,659.88
B CLUBS AND ORGANIZATIONS					
3010 DC Trip-World Stride	22,076.28	905.00	3,110.45	0.00	19,870.83
3020 Dramatics	-2,150.74	0.00	0.00	0.00	-2,150.74
3030 FFA	12,985.74	9,695.39	6,261.65	0.00	16,419.48
3040 FCCLA	1,655.40	0.00	0.00	0.00	1,655.40
3050 Honor Society	-109.55	0.00	0.00	0.00	-109.55
3060 FB Concessions Stand	0.00	0.00	0.00	0.00	0.00
3070 Music	6,195.86	0.00	0.00	0.00	6,195.86
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	1,815.20	0.00	0.00	0.00	1,815.20
3110 Health Professions Club	989.17	0.00	0.00	0.00	989.17
3120 Yearbook	19,334.43	60.00	0.00	0.00	19,394.43
3200 Science	470.00	0.00	0.00	0.00	470.00
B CLUBS AND ORGANIZATIONS Totals:	67,613.73	10,660.39	9,372.10	0.00	68,902.02
C MISCELLANEOUS					
4010 Courtesy Fund	112.20	845.00	30.00	0.00	927.20
4020 Elementary Teachers	11,126.17	298.50	170.50	0.00	11,254.17
4025 High School Teachers	8,743.83	20.00	812.00	0.00	7,951.83
4040 Miscellaneous / Student Stuff	1,487.08	135.99	160.00	0.00	1,463.07
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
C MISCELLANEOUS Totals:	23,776.06	1,299.49	1,172.50	0.00	23,903.05
D CLASSES					
2020 Class of 2020 - Seniors	5,102.88	527.50	0.00	0.00	5,630.38
2021 Class of 2021 - Juniors	4,241.75	0.00	0.00	0.00	4,241.75
2022 Class of 2022 - Sophomores	4,299.23	0.00	0.00	0.00	4,299.23
2023 Class of 2023 - Freshman	2,130.28	0.00	0.00	0.00	2,130.28
2024 Class of 2024 - 8th Grade	787.00	0.00	0.00	0.00	787.00
2025 Class of 2025 -- 7th Grade	339.00	0.00	0.00	0.00	339.00
D CLASSES Totals:	16,900.14	527.50	0.00	0.00	17,427.64
Report Totals:	172,773.17	21,353.88	18,234.46	0.00	175,892.59

**Financial Report
Hemingford Public Schools
February 10th, 2020**

General Fund 01-15-2020	\$ 776,597.67
Misc – Jan	\$90,378.19
Interest on Deposits – Jan	\$407.91
State Aid	<u>\$92,061.00</u>
	\$182,847.10

Balance General Fund 01-15-2020	\$959,444.77
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Tax Receipts – Feb 2020 (Dawes Unavailable)	\$312,933.02
Bills –Feb 2020	\$74,661.68
Payroll – Feb 2020	<u>\$494,204.05</u>
Total Expense – Feb 2020	\$ 568,865.73

Total Available Funds 02-10-2020	\$ 703,512.06
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Balance Building Fund -01-15-2020	\$1,290,161.32
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Tax Receipts – Feb 2020 (Dawes Unavailable)	\$29,632.09
Interest – Jan 2020	\$785.62
Bills & Transfers	
NLAF Transfer	\$400,000.00
Tritle Plumbing	\$11,000.00

Balance Building Fund 02-10-2020	\$909,579.03
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CD's	\$425,895.96
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18 Month CD \$120,000 – Interest to Date \$1427.84 – Balance \$121,427.84
24 Month CD \$150,000 – Interest to Date \$2324.06 – Balance \$152,324.06
30 Month CD \$150,000 – Interest to Date \$2324.06 – Balance \$152,324.06
(Statements for CD's are received annually or when they mature)

Balance Nebraska Liquid Asset Fund 01-21-2020	\$400,000.00
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Interest – Jan 2020	\$164.83
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Balance NLAF 02-10-2020	\$400,164.83
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Revenue Journal (Reprint)

Fiscal Year: 2020

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received
Journal: 130 02/05/2020 Revenue Journal							
Entry	01/20/2020	BBC Treasurer	DD		Local Taxes	A 300001880	Comm 1st
1	01-1-01100-000				Local District Taxes		0.00 470,603.23
Entry	01/20/2020	Dawes Treasurer	DD		Local Taxes	A 300001880	Comm 1st
1	01-1-01100-000				Local District Taxes		0.00 154,431.30
Entry	01/20/2020	Sheridan Treasurer	DD		Local Taxes	A 300001880	Comm 1st
1	01-1-01100-000				Local District Taxes		0.00 33,218.59
Entry	01/20/2020	BBC Treasurer	DD		Fines	A 300001880	Comm 1st
1	01-1-02110-000				County Fines & License Fees		0.00 610.47
Entry	01/20/2020	St of NE	DD		State Aid	A 300001880	Comm 1st
1	01-1-03110-000				State Aid To Districts		0.00 92,061.00
Entry	01/20/2020	St of NE	DD		Title Reimbursement	A 300001880	Comm 1st
1	01-1-04505-000				Title I - Current		0.00 50,178.00
Entry	01/20/2020	St of NE	DD		Title II Reimbursement	A 300001880	Comm 1st
1	01-1-04509-000				Title II-A Tchr/Prin Training		0.00 8,088.00
Entry	01/20/2020	St of NE	DD		SpEd SA FFR	A 300001880	Comm 1st
1	01-1-03500-000				State Sources		0.00 28,674.00
Entry	01/20/2020	Haas	9167		BX BS	A 300001880	Comm 1st
1	01-1-09000-000				Non Program Receipts		0.00 1,276.12
Entry	01/20/2020	Schumacher	11258		BX BS	A 300001880	Comm 1st
1	01-1-09000-000				Non Program Receipts		0.00 1,435.06
Entry	01/20/2020	Misc Deposits	DD		Misc	A 300001880	Comm 1st
1	01-1-09000-000				Non Program Receipts		0.00 116.54
Entry	01/20/2020	BOW	DD		Interest on Deposits	A 300001880	Comm 1st
1	01-1-01510-000				Interest On Investments		0.00 407.91
Totals for Journal 130							0.00 841,100.22

Bank Account Totals			
A	300001880	Comm 1st State Bank	841,100.22

Fund Summary		Receivable	Received
01	GENERAL FUND	0.00	841,100.22

BILLS FOR FEBRUARY 2020

	VENDOR		FOR	AMOUNT
1	ACR Glass		Window Repairs	\$ 599.69
2	Action Communicatio		Radio Maintenance	\$ 33.61
3	Alliance Family Medic		Health Exam	\$ 175.00
4	Apple Store		Computer Supplies	\$ 77.00
5	Black Hills Energy		Natural Gas	\$ 4,648.21
6	Blick Art Materials		Art Supplies	\$ 335.79
7	Bloedorn Lumber		Supplies	\$ 266.64
8	Bluffs Facility Solution		Supplies	\$ 3,361.75
9	Buds Pest Control		Bug Prevention	\$ 100.00
10	Chadron Public School		SpEd Services	\$ 287.45
11	Chef Works		FCS Supplies	\$ 309.07
12	Chromebook Parts		Computer Supplies	\$ 115.97
13	CPI		Training	\$ 1,510.58
14	CrossRoads Music		Music Supplies	\$ 25.55
15	Culligan Water		Softwater Maintenance	\$ 239.83
16	Darrens Carquest		Supplies	\$ 135.54
17	DAS State Accounting		Internet Fee	\$ 229.32
18	Demco		Elementary Supplies	\$ 94.89
19	Discovery Education		Streaming License	\$ 1,600.00
20	Center for Education &		Subscription	\$ 159.00
21	Education Week		Subscription	\$ 79.00
22	ESU #13		SpEd Services	\$ 6,028.89
23	Elan Visa		supplies/travel	\$ 3,488.79
24	Environmental Air Tec		Furnace Filters	\$ 491.07
25	Farmers Coop		Supplies	\$ 2.00
26	GoldenWest		Off-Site Backup	\$ 595.00
27	GreatAmerican Financ		Copier Lease	\$ 940.00
28	Harris School Solution		1095 Forms	\$ 85.50
29	Hemingford Chamber		Dues	\$ 100.00
30	Hemingford Coop Tele		Telephone/Camera	\$ 6,907.94
31	Hemingford Ledger		Adv/Printing	\$ 1,218.70
32	Hemingford Utilities		Utility Service	\$ 6,956.00
33	Hill Top Electric		Office Lights	\$ 881.02
34	Huss Auto Repair		Vehicle Maintenance	\$ 790.53
35	Ideal Linen		Supplies	\$ 938.28
36	Innovative Office		Toners	\$ 788.88
37	Keating and Associate		125 Fee	\$ 140.00
38	KSB School Law		Legal	\$ 735.00
39	Kully		Supplies	\$ 3,897.56
40	Learning Ally		Renewal	\$ 990.00
41	Lincoln Electric		Voag Supplies	\$ 450.11
42	Marbow Music		Instument Repairs	\$ 172.50
43	Midwest Technology		Voag Supplies	\$ 285.70
44	NASB		Dues/Fees	\$ 4,586.00
45	NCEBVI		SpEd Services	\$ 4,444.44
46	NRCSA		Fee	\$ 210.00

BILLS FOR FEBRUARY 2020

47	Occupational Therapy	SpEd Services		\$ 1,733.64
48	Panhandle Sales & Ser	Locks/Keys		\$ 537.00
49	Paradise	Carwash		\$ 60.00
50	Quill	Supplies		\$ 431.62
51	Rabens Market	Supplies		\$ 369.45
52	Rocky Mountain Air Sc	Voag Supplies		\$ 365.00
53	Science Olympiad	Science		\$ 12.00
54	Simon Contractors	Gravel		\$ 397.48
55	Soar Pediatric	SpEd Services		\$ 1,950.26
56	Synchrony Bank -- Am	Library Books		\$ 441.22
57	Time for Kids	Elementary Supplies		\$ 71.20
58	Twenty First Century	Supplies		\$ 1,610.58
59	Uline	Supplies		\$ 156.26
60	Verizon	Cell Phones		\$ 256.96
61	Westco	Fuel		\$ 5,726.21
62	WPCI	Health Exam		\$ 35.00
			TOTAL	\$ 74,661.68
	BUILDING FUND			
	Tritle Plumbing	Hot Water Heaters		\$ 11,000.00
		TOTAL		\$ 11,000.00

Ramona Huckle
860 CR 67
Hemingford, NE 69348

Mr. Charles Isom, Superintendent
Hemingford Public Schools
P. O. Box 217
Hemingford, NE 69348

Dear Mr. Isom:

Please accept this as formal notice of my resignation from the position of Hemingford Public Schools--K-12 School Counselor.

After careful consideration, I have made the decision to retire from the teaching profession at the end of the 2019-2020 school year. Working for Hemingford Public Schools has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this system.

I will miss all of my work family and the school system a great deal. It has been a joy to work with the students, Board of Education, the Administration, and staff at Hemingford Public Schools. We have the best school around.

Thank you for giving me the opportunity to work with all the wonderful people throughout the years. I have been truly blessed.

Sincerely,

A handwritten signature in cursive script that reads "Ramona Huckle". The signature is written in black ink and is positioned above the printed name.

Ramona Huckle

COMPULSORY ATTENDANCE

Any child who will reach six years of age prior to January 1 of the current year and who has not reached eighteen years of age shall meet the requirements of mandatory school attendance. Any such child shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child.

Any child of mandatory attendance age must by law regularly attend a public, private, denominational, parochial school or a combination of such schools not less than the entire school term of the school(s) which the child attends. This does not apply to a child who has obtained a high school diploma or received a General Equivalency Diploma, completed the program of instruction offered by a non-accredited or non-approved school, has reached the age of 18, or who is at least 16 years old and whose parent or guardian has withdrawn the child from school in the manner prescribed by state statute.

Excusal from the "full-time" requirement of the compulsory education law can be granted by the superintendent for a child between 16 and 18 years of age having completed the work of the eighth grade when legal employment due to necessity has been obtained by the student and such a request has been made by a parent/guardian.

Withdrawal To Age 6

The parent/guardian of any child who will not reach six years of age prior to January 1 of the current school year and who is enrolled, may discontinue that enrollment according to procedures provided by the district.

Minimum Age

The district will not admit any child into kindergarten unless the child will reach the age of five years on or before July 31, except as follows:

1. the board shall admit a child who will reach the age of five years by October 15 if;
 - a. the parent provides an affidavit stating that the child attended kindergarten in another district, or
 - b. the family will be relocating to another district that allows admission within the current year, or
 - c. the child is capable of carrying the work of kindergarten which can be demonstrated through recognized assessment procedures approved by the board. Each school board shall approve and make available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten.

Approved _____ Reviewed _____ Revised _____

The district will use the Developmental Indicators for the Assessment of Learning (DIAL-4) to meet the requirement for a recognized assessment procedure to determine if a child not 5 years of age on or before October 15 of the current year is capable of carrying the work of kindergarten. The board shall update these procedures as the board deems appropriate.

Early Withdrawal at Age Sixteen

A person who has legal or actual charge or control of a child who is at least sixteen years of age may withdraw the child from school if an exit interview is conducted as required below, or if a signed notarized release form is filed with the Commissioner of Education as required by law for a child enrolled in a school that elects not to meet accreditation or approval requirements.

The exit interview shall be conducted at the time and place selected by the superintendent or the superintendent's designee upon receiving the written request of any person who has legal or actual charge or control of a child who is at least sixteen years of age if the child is enrolled in a school operated by the school district or resides in the school district and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the superintendent or the superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include other school district personnel or the child's principal or such principal's designee if the child is enrolled in a private, denominational, or parochial school.

At the exit interview, the person making the written request shall present evidence that the person has legal or actual charge or control of the child and that the child would be withdrawing due to either:

- a) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- b) an illness of the child making attendance impossible or impracticable.

The superintendent or superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign the withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Any withdrawal form signed by the person making the written request shall be valid only if:

- a) the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- b) the superintendent or superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent or the superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either:
 - 1) financial hardships requiring the child to be employed to support the child's family or dependents of the child, or
 - 2) an illness making attendance impossible or impracticable.

Legal Reference: Neb. Statute 79-201 et seq.

Cross Reference: 502 Student Admissions

SUPPORT STAFF VACATIONS, HOLIDAYS AND PERSONAL LEAVE

The board shall determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for Support Staff.

Regular full-time employees are provided the following paid holidays.

1. Friday before Easter
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Day after Thanksgiving
7. Christmas Day
8. January 1

School Time Employees are provided the following paid holidays.

1. Labor Day
2. Thanksgiving
3. Christmas
4. January 1
5. Friday before Easter

Vacations: Regular full-time employees will be provided with vacation time. Effective September 1, 1996 employees will be granted a day or more each month for vacation. This may be accumulated or may be used as it is granted. Vacation days cannot accumulate to more than 20 days. Employees may be paid in lieu of vacation. No more than ten (10) days may be paid in a school year. A school year is defined as September 1 to August 31.

Employees who wish to be paid in lieu of taking vacation must notify the superintendent by July 1 of how many days they wish to take payment for. Payment for the vacation days can be taken any time after September 1 until January 1 following the notification July 1. Payment will be based upon the hourly wage prior to July 1.

Vacation days may be used to extend holiday vacations with permission of the superintendent. Work requirements and schedules of District #10 will take precedence over the convenience of the employee. Employees who have less than seven years of employment prior to September 1 will be given one (1) day per month for vacation.

Employees who have more than seven (7) years of employment by September 1 will receive 1.25 days per month for vacation. Employees, who have more than fifteen (15) years of service prior to September 1, will receive 1.5 days per month for vacation. All

Approved _____ Reviewed _____ Revised _____

File: 415.01

requests for vacation days must be filed with the superintendent of schools through the business manager. The business manager will keep record of all vacation days each employee has used or has accumulated. Employees may carry forward those days accumulated prior to September 1, 1996.

The Board of Education recognizes that from time to time employees because of illness, injury or personal reasons will be required to be absent from work. Because of the nature of their relationship with students and other employees, it is not expected of employees to report to duty with infectious diseases. Therefore, the Board will provide a plan for leaves and absences designed to help members of the support staff maintain their physical health and discharge necessary and important obligations.

All support staff personnel after absence from duty shall file a certificate with the business manager indicating the reason for the absence, the date or dates of the absence, and the type of leave granted. This certificate shall also be signed by the Superintendent of Schools. The business manager shall maintain all necessary records of absences and accumulated sick leave. Employees shall make all necessary arrangements with their immediate supervisor prior to the absence for medical appointments and funerals. The certificate will be filed prior to or immediately after the absence. Sick leave taken for death in the immediate family must be arranged with the Superintendent of Schools. Only under special circumstances will more than five days of sick leave be allowed for death or illness in the immediate family.

Sick leave taken for serious illness in the immediate family must also be arranged by the Superintendent of Schools. Any special circumstance not specifically covered by the policies concerning leaves shall be decided by the Superintendent of Schools.

Personal Leave: Regular full-time employees are allowed 2 days of personal leave to attend to business that normally cannot be conducted after work or on weekends. Personal leave is not to be used for personal pleasure or as a vacation. School time employees and part time employees are allowed 3 days **1 day** of personal leave during a normal work year. Personal leave may be taken to attend the funeral of friends or relatives not part of the immediate family. Employees should be judicious in their use of personal leave.

Other Leave: Employees may request through the Superintendent of Schools to be excused from work for a period of time as agreed upon by the employee and superintendent. This leave will be without pay. This leave is intended only for special circumstances not covered by other paid leave days.

Support staff will be paid only for the hours they would have been scheduled for the day. Vacation shall not be accrued from year to year without a prior arrangement with the superintendent.

Cross Reference: 410.01 Certificated Empl. Vacations, Holidays and Pers. Leave
 602.01 School Calendar

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

We ask that parents and students accept their responsibility and students come to school for educational purposes and not to display clothing or an appearance, which may be disruptive to the educational setting. All students are expected to dress and groom themselves neatly in clothes that are suitable and appropriate for school. School personnel reserve the right to determine if an individual student's clothing is not appropriate for school. Shorts of mid-thigh length, or longer, may be worn during the periods of daylight savings time only. Grades 7-12 may wear shorts that meet this guideline year round.

Students must provide suitable clothing when required by teachers in classes where safety is a priority. Tank tops, hats, mid-rife shirts, "cut-off shorts", or any other clothing which may be too revealing are not allowed. Clothing with obscene sayings or gestures, etc. will not be permitted, as well as clothing that depicts or promotes drugs; alcohol, tobacco, violence, and gang-related activity. Students wearing inappropriate clothing will be required to change.

If time is missed from school or a class as a result of continued occurrences, missed class time will be made up.

It shall be the responsibility of the superintendent, in conjunction with the principals, to implement this policy.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Neb. Statute 79-526

Cross Reference: 501 Objectives for Equal Educ. Opportunities for Students

Approved _____ Reviewed _____ Revised _____

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

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We ask that parents and students accept their responsibility and students come to school for educational purposes and not to display clothing or an appearance, which may be disruptive to the educational setting. All students are expected to dress and groom themselves neatly in clothes that are suitable and appropriate for school. School personnel reserve the right to determine if an individual student's clothing is not appropriate for school. Shorts of mid-thigh length, or longer, may be worn during the periods of daylight savings time only. Grades 7-12 may wear shorts that meet this guideline year round.

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If time is missed from school or a class as a result, ^{due to continued occurrences, missed class} it will be required to be made up two-fold. ~~time may need to be made up.~~ Additional violations will result in further disciplinary action. ^{will be made up.}

It shall be the responsibility of the superintendent, in conjunction with the principals, to implement this policy.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
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Neb. Statute 79-526

Cross Reference: 501 Objectives for Equal Educ. Opportunities for Students

Approved _____ Reviewed _____ Revised _____

CURRICULUM DEVELOPMENT

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised when necessary according to the timelines set out by the superintendent. These timelines will provide for periodic review of each curriculum area.

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the superintendent shall propose a curriculum that will:

- fulfill the philosophy of the school district;
- reflect the educational and operational needs assessment of the school district;
- articulate courses of study from kindergarten through grade twelve;
- identify minimum objectives for each course and, at the elementary level, for each grade;
- provide for the evaluation of the procedures and methods for attaining the objectives;
- provide for objective monitoring of a student's progress;
- provide for the needs of vocational and college bound students;
- include, if feasible, the course offerings requested by the students;
- provide measurable quality academic content standards by the dates specified in Part 004 of Rule 10 that are the same as, equal to or more rigorous than the adopted state standards of the Nebraska Department of Education.

The above mentioned standards include the English Language Arts Standards, Mathematics Standards, Science Standards and Social Studies Standards as approved by NDE.

Any changes from the specific standards as approved by NDE in those four areas will be attached to this policy.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum changes and revisions and, if needed, to develop administrative regulations for curriculum development and recommendations to the board.

Legal Reference: NDE Rule 10
20 U.S.C. § 1232h (1994).
34 C.F.R. Pt. 98 (1996).

Cross Reference: 102 Educational Philosophy of the District
104 Educational and Operational Planning
604 Instructional Curriculum
606 Instructional Materials

Approved _____ Reviewed _____ Revised _____

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- reflect the educational and operational needs assessment of the school district;
- articulate courses of study from kindergarten through grade twelve;
- identify minimum objectives for each course and, at the elementary level, for each grade;
- provide for the evaluation of the procedures and methods for attaining the objectives;
- provide for objective monitoring of a student's progress;
- provide for the needs of vocational and college bound students;
- include, if feasible, the course offerings requested by the students;
- provide measurable quality academic content standards by the dates specified in Part 004 of Rule 10 that are the same as, equal to or more rigorous than the adopted state standards of the Nebraska Department of Education.

The above mentioned standards include the English Language Arts Standards (2014), Mathematics Standards (2015), Science Standards (2010) and Social Studies Standards (2012) as approved by NDE. Any changes from the specific standards as approved by NDE in those four areas will be attached to this policy.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum changes and revisions and, if needed, to develop administrative regulations for curriculum development and recommendations to the board.

Legal Reference: NDE Rule 10
20 U.S.C. § 1232h (1994).
34 C.F.R. Pt. 98 (1996).

Cross Reference: 102 Educational Philosophy of the District
104 Educational and Operational Planning
604 Instructional Curriculum
606 Instructional Materials

Approved _____ Reviewed _____ Revised _____

Hemingford Public Schools

2020-2021 School Year

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First Semester

Aug 10	New Teacher Orientation				
Aug 11-13	Teacher Inservice				
Aug 14	First Days of School				
Aug 17	Regular Day Schedule				
Sept 7	Labor Day				
Oct 13	Last Day of 1st Quarter - 42 days				
Oct 14	Teacher Inservice - Parent Conferences				
Oct 15-16	Fall Break				
Nov 25-27	Thanksgiving Break				
Nov 26	Thanksgiving Day				
Dec 22	Last Day of 2nd Quarter / 1st Semester - 44 days				
Dec 23-Jan 3	Christmas Break				
Dec 25	Christmas Day				

Second Semester

Jan 1	New Year's Day				
Jan 6	Teacher Inservice				
Feb 12	Winter Break				
Feb 15	Teacher Inservice				
Mar 16	Last Day of 3rd Quarter - 47 days				
Mar 17	Teacher Inservice - Parent Conferences				
Mar 18-19	Spring Break				
Apr 2 - 5	Easter Break				
Apr 4	Easter Day				
May 7	Seniors Last Day				
May 15	Graduation				
May 21	Last Day of 4th Quarter / 2nd Semester - 43 days				
May 24-25	Teacher Inservice				
May 31	Memorial Day				

176 Student Days
185 Teacher Days

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
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28	29	30	31			

April 2021						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 6, 2020

Mr. Charles Isom
Superintendent
Hemingford Public Schools
911 Niobrara
Hemingford, Nebraska 69348

Dear Mr. Isom:

Please accept my resignation from the position of K-12 vocal and instrumental music upon the conclusion of the 2019-2020 school year.

I have appreciated the opportunity to teach this past year, as well as the support from the administration, faculty, and staff.

I wish the best for the newly hired music teacher.

Sincerely,

A handwritten signature in blue ink that reads "Susan Shaver". The signature is written in a cursive style with a large, looped initial "S".

Susan Shaver

Hemingford Public School District #10

Hemingford, NE

Superintendent Contract of Employment

This Contract is made by and between the Board of Education, of Hemingford Public School, District #10, Box Butte County and **CHARLES ISOM**.

Witnesseth: In accordance with action taken by the Board as recorded in minutes of the meeting held on the 10th day of February 2020, the Board agrees to employ the Superintendent and the Superintendent agrees to accept such employment subject to the terms and conditions set forth below.

Section 1. Term of Contract. The Superintendent shall be employed for a period of 24 months or one year, beginning July 1, 2020, and ending on June 30, 2022.

Section 2. Salary. In consideration of an annual salary of **\$110,000.00** the Superintendent agrees to perform faithfully the duties of Superintendent of Schools as prescribed by the laws of the State of Nebraska and by policies and directives of the Board. The annual salary shall be paid in 12 equal installments in accordance with the policy of the Board governing payment of other professional staff employees of the District. Notwithstanding Section 17 of this Contract, the Board may adjust the Superintendent's annual salary upward and may pay such sums in addition to the amount of the Superintendent's salary set forth above during the term of this Contract as it deems appropriate without such adjustment or payments in addition to salary constituting a new contract or extending the length of the Contract. The Superintendent's salary specified in the paragraph shall not be reduced during the term of this Contract.

Section 3. Professional Status. The Superintendent affirms that he is not under contract with the board of education of another school district covering any part of the term of this Contract. During the term of this Contract the Superintendent shall hold a valid and appropriate certificate to act as a superintendent of schools in the State of Nebraska that he shall register in the office of the Superintendent of Hemingford Public Schools as required by law.

Section 4. Superintendent's Duties. Subject to the approval of the Board, the Superintendent shall be responsible for organizing, reorganizing and arranging the administrative and supervisory staff of the district in a manner that best serves the interests of the District. He shall administer the instructional and business affairs of the District. He shall be responsible for selecting, placing, and transferring personnel. He shall be responsible for initiating all personnel matters that require action by the Board, including making recommendations to the Board concerning the termination or discharge of any certificated personnel. The Superintendent agrees to devote his time, skill, labor and attention to his duties under this Contract. With the expressed permission of the Board, he may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations.

Section 5. Board-Superintendent Relationship. The Board shall be primarily responsible for formulating and adopting board policies. The Superintendent shall be the chief administrative officer for the District and shall be primarily responsible for implementing board policies. The parties agree, individually and collectively, not to interfere with or usurp the duties or responsibilities of the other party. The Board members, individually and collectively, will promptly refer all criticisms, complaints and suggestions to the attention of the Superintendent for action, study, or recommendation, as appropriate.

Section 6. Discharge. The Board may cancel this contract for just cause by vote of a majority at any time. "Just Cause" shall include, but not be limited to, (a) any material breach of a provision of this Contract or any action that substantially inhibits his ability to discharge duties under this Contract, (b) incompetence, (c) immorality, (d) intemperance, (e) cruelty, (f) conviction of a felony, (g) neglect of duty, (h) general neglect of the business of the district, (i) unprofessional conduct, or (j) physical or mental

incapacity that renders the Superintendent incapable of performing the essential functions of his position. If the Board wishes to consider canceling the Superintendent's employment, it shall notify him in writing of its intention and of the alleged ground(s) for considering cancellation. Within seven (7) calendar days of the receipt of such notice, the Superintendent may make a written request to the President of the Board for a hearing. The procedures for such a hearing shall be those prescribed by statute for considering the cancellation of certificated employee's contract.

Section 7. Physical Examination. The Superintendent agrees to comply with any Board request that he undergo a comprehensive physical and or mental examination performed by a physician or physicians of the Board's choosing. He agrees to authorize the physician performing such and each examination to provide the Board with a written assessment whether the Superintendent can perform the essential functions of his position. The District shall pay the cost of such examinations and physicians reports that are not paid for by the Superintendent's insurance.

Section 8. Transportation. The Board shall provide the Superintendent with transportation required in the performance of his official duties or shall reimburse him for such transportation at the maximum rate permitted by law.

Section 9. District Paid Residence. The Superintendent, for the convenience of the Board of Education and as a condition of the Superintendent's employment, to ensure efficient operation, management, and supervision of the district with which the Superintendent is charged, shall reside in the house owned by the district located at 900 Ogallala Street in Hemingford, Nebraska. The Board of Education is responsible for paying the utilities including electricity, water, sewer, trash removal and natural gas. The board shall pay maintenance costs, real property taxes or special assessments, if any, and real property insurance costs on the house. The Superintendent shall be responsible for the every day care and upkeep of the house and grounds. The Superintendent shall be responsible for insurance for personal property kept within the house.

Section 10. Annual Vacation. The Superintendent shall be allowed Eighteen days of vacation leave during each Contract year to be used at his discretion, provided that he shall take vacation when his presence is not required in the district and when he has taken care of his responsibilities. Working days shall include all weekdays of a Contract year except for official school holidays and scheduled breaks. Unused vacation leave shall not carry over from one contract year to another. Unused vacation leave shall lapse at the end of the superintendent's employment and he shall not be compensated for it.

Section 11. Professional Development. With the approval of the Board, the Superintendent shall continue his professional development by attending appropriate professional meetings at the local, state, and national levels. The district shall pay the expenses of such approved attendance. The Board shall set annually in the district budget of expenditures the amount of funds available for expenses of the Superintendent.

Section 12. Fringe Benefits. The Superintendent shall receive the following fringe benefits. (a) Family Medical and Family Dental Insurance; (b) a term life policy with a \$50,000 Death Benefit; (c) membership dues to local, state and national professional associations.

Section 13. 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.

Section 14. No Penalty for Release or Resignation. There shall be no penalty for release or resignation by the Superintendent from this Contract; provided, no resignation shall become effective until expiration of the Contract unless accepted by the Board, and the Board shall fix the date when the resignation shall take effect.

Section 15. Compensation Upon Termination. Upon lawful termination of this Contract for any reason outlined in this Contract, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual salary period in which the termination occurs. The Superintendent shall refund any portion of the salary paid, but not earned, prior to the date of termination of this Contract.

Section 16. Governing Laws. The parties shall be governed by all applicable state and federal laws and regulations in performance of their respective duties and obligations under this contract.

Section 17. Non-renewal Notice. If the Board intends to consider the non-renewal of this Contract, it shall notify the Superintendent in writing not later than February 15, 2021. If the Board does not so notify the Superintendent, the Contract shall automatically renew for a period of one year from and after the Contract ending date in Section 1 of this Contract. The Board may require the Superintendent to accept the renewal of his contract within fourteen (14) days. If the Superintendent does not submit a written acceptance or renewal by the deadline, he shall be deemed to have rejected continued employment, and this shall constitute just cause for termination of employment as of the ending date of the Contract.

Section 18. Amendments to be in Writing. The parties may modify or amend this Contract only in writing, with the amendment or modification duly authorized and executed by the Superintendent and the Board.

Section 19. Severability. If any portion of this Contract shall be declared invalid or unenforceable by court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

In Witness Whereof, the parties have executed this Contract on the dates indicated below.

Executed by the Board this 10th day of February 2020.

Secretary, Board of Education

President, Board of Education

Executed by the Superintendent this 10th day of February 2020.

Superintendent of Schools

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, 2021, and shall consist of 213 days of service and that the Administrator hereby agrees to accept such employment at a salary of \$85,647 with an additional \$1416 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, 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 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 _____ 2020.

_____, Chairman, Board of Education
Justin Ansley

_____, Secretary, Board of Education
Blanche Randolph

Executed this _____ day of _____ 2020.

_____, Administrator
Daniel Kluver



Hemingford Public SCHOOLS

2020-21 District Goals

**Mr. Charles Isom
Superintendent**

Board of Education

Justin Ansley, Board President

Brett Cullan

Rick Horstman

Blanche Randolph

Trish Schumacher

Troy Turek

Administrators

Mr. Erick Arneson, PK-6 Principal

Mr. Dan Kluver, Sr., 7-12 Principal

Mandy Plog, Special Education Director

Hemingford Public Schools Mission

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

Hemingford Public Schools Mission

Our vision at Hemingford Public Schools is to cooperatively work with parents and the community to provide a safe and healthy learning environment for all students. We provide and promote opportunities for high academic achievement, capitalizing on student career interests and aptitudes while encouraging student involvement and accomplishments to prepare accountable, responsible, self-disciplined, successful citizens for a changing global society.

Goal I: Student Learning and Achievement

Objective: To provide learning opportunities that prepare and empower students to be engaged through equitable, challenging, creative, and rigorous curriculum and instruction.

Strategy I. Expand learning programs and curriculum to support a quality learning experience at Hemingford Public Schools.

(Adopted January 2020)

Performance Indicators	<ul style="list-style-type: none"> a. Add dual credit Math to expand curriculum offerings. b. Grow CTE and STEM at the Jr./Sr. High level. c. Inform and encourage participation in the School to Work Program areas to expand CTE curriculum to engage students in career readiness learning. 		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	
	<ul style="list-style-type: none"> d. Promote and encourage students to participate extra-curricular activities to enhance student's overall educational experience. (Consider providing an activities bus route to address transportation obstacles.) 		Action Steps, Data, and Evidence of Progress
Timeline	Responsible		

Goal I: Student Learning and Achievement

Objective: To provide learning opportunities that prepare and empower students to be engaged through equitable, challenging, creative, and rigorous curriculum and instruction.

Strategy II. Expand learning opportunities to support the career/college readiness curriculum. *(Adopted January 2020)*

Performance Indicators	e. Dedicate professional development time and resources to support the staff's review of the district Math curriculum, align to the standards, and ensure vertical/horizontal alignment to support student transitions from grade to grade and level to level.		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	
	f. Complete scope and sequence for all core curriculum courses.		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	

Goal II: Budget Management

Objective: To sustain a commitment to provide a safe and healthy learning environment while remaining fiscally responsible to patrons.

Strategy I. Align and manage resources to support a quality and safe learning environment for staff and students.

(Adopted January 2020)

Performance Indicators	<p>a. Create a plan to upgrade and expand district facilities and grounds to provide safe, healthy and adequate learning space to support the programs and learning opportunities provided by the district.</p>		<p>Action Steps, Data, and Evidence of Progress</p>
	Timeline	Responsible	
	<p>b. Continue to explore and plan for facility needs and upgrades to support a safe and healthy learning environment and space to align with the expansion of district programs and services to grow learning opportunities for students.</p>		<p>Action Steps, Data, and Evidence of Progress</p>
	Timeline	Responsible	

Goal II: Budget Management

Objective: To sustain a commitment to provide a safe and healthy learning environment while remaining fiscally responsible to patrons.

Strategy I. Align and manage resources to support a quality and safe learning environment for staff and students.

(Adopted January 2020)

Performance Indicators	c. Assess and consider the need for the growth of staff members to support the current and expanded programs and services. (Staff may include, but are not limited to: CTE courses, Special Education, Guidance Counselors, Music, and Bus Drivers)		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	
	d. Sustain district cash reserves in a fiscally responsible manner.		Action Steps, Data, and Evidence of Progress
Timeline	Responsible		

Goal II: Budget Management

Objective: To commit the resources necessary to support a highly qualified staff and grow retention.

Strategy II. Provide a competitive wage and benefit package to enhance the ability to hire. *(Adopted January 2020)*

Performance Indicators	a. Commit the resources necessary to provide full-family insurance.		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	
	b. Develop a policy to address cash in lieu for staff who option out of health insurance benefits.		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	

Goal II: Budget Management

Objective: To commit the resources necessary to support a highly qualified staff and grow retention.

Strategy III. Provide incentives to support the professional advancement of staff. *(Adopted January 2020)*

Performance Indicators	<p>a. Review and update the district reimbursement policy for staff. *Will the district require staff who participate in the program to remain in the district for a specific number of years following completion of coursework. *Define the parameters for participation to ensure a return on investment for the district. *Staff member participating in the program must receive a passing grade for tuition reimbursement.</p>		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	
			Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	

Goal III: Buildings and Grounds

Objective: To provide a quality and safe learning environment designed to support effective instruction and the success of all students.

Strategy I. Identify and adopt a Long-Term Facilities Plan to ensure the present and future facility needs support the mission, vision, needs, and goals of the district.

(Adopted December 2019)

Performance Indicators	a. Identify measures to acquire land to support the growth and expansion of the school district to support learning for all students and eliminate all modular buildings.		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	
	b. Develop and adopt a short-long-term facility plan to support the maintenance and upkeep of facilities and grounds and to ensure all facilities provide a safe learning environment for staff and students.		Action Steps, Data, and Evidence of Progress
	Timeline	Responsible	

 Charles Isom, Superintendent
Dan Kluver, High School Principal
Eric Arneson, Elementary School Principal

PO Box 217
Hemingford, NE
68842

DATE

Dear PARENTS OF STUDENT,

I'm writing this letter to request your assistance regarding STUDENT's school attendance. I'm concerned that he has been absent the equivalent of twelve days this school year. According to our handbook:

Section 4: Ten Day Rule

SB Policy: 503.04

Students who are absent from school ten days (excused or unexcused) during any semester will have their attendance reviewed and may lose credit for that semester. Loss of credit may result regardless of the student's class grade record.

Also, if your child is absent from school 20 or more days in the school year a letter is sent to the County Attorney. This is a requirement that was passed by the Nebraska Legislature in the spring of 2011.

Every day that one of the children misses school is one less we can provide an educational opportunity to learn. We want to provide them with the best possible education we can, but it takes all of us working together to accomplish this to make sure that he is in school.

I'm certain that you understand our desire to cultivate a successful learning climate in the classroom. It is difficult for a student to succeed in school if he does not attend regularly. It is essential that students attend school on a consistent basis to ensure continuity of instruction.

When STUDENT is absent, he misses out on important instructional lessons where key concepts or skills are introduced. This puts him at a disadvantage when he returns because of gaps in his learning and it is very difficult for him to stay caught up with his classes that are more challenging to him. It is important for the school and home to work together to insure success at school. We need your cooperation. Please help us improve STUDENT's attendance. We hope that the rest of this year can be a rewarding and successful one.

Sincerely,



Daniel Kluver, Principal

CC: Charles Isom, Superintendent





PO Box 217
Hemingford, NE
68848



Charles Isom, Superintendent
Dan Kluver, High School Principal
Eric Arneson, Elementary School
Principal