Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, January 15, 2018
Middle School Conference Room - Hildreth - 7:00 AM

1. Call to Order. Roll Call

2. Announce location of posted Open Meetings Act

3. Consent Agenda

    3.A. Approval of Agenda

    3.B. Approval of minutes of Regular December 18, 2017 Board Meeting

    3.C. Approval of Claims

    3.D. Financial Report

4. Visitors and communication from the public

5. Action Items

    5.A. Reorganization of the Board of Education

    5.B. Approve Classified Handbook as presented.

5.C. Discuss, Consider, and take all necessary action to secure bids for the HVAC System at the Hildreth School Site.

5.D. Declare the Taurus and Mini Van as surplus items and authorize superintendent Dietz to dispose/sell these two vehicles.

5.E. Approve Wilcox-Hildreth Teacher Evaluation Tool.

5.F. Approve Superintendent Carl Dietz as Federal Programs Representative.

5.G. Excuse the absence of Kert Hansen

6. Discussion Items

6.A. Review and Discuss 2018-2019 School Calendar-see attached.

6.B. Discuss Administrative Contracts for the 2018-2019 School Year.

6.C. Discuss current board policies and if we want to adopt new district policies.

7. Administrator Report

7.A. Superintendent Report

7.B. Principal Report

8. Next Board Meeting:

9. Adjourn

Wilcox-Hildreth Public School

Board of Education Regular Meeting

Monday, December 18, 2017 ~ 7:00 AM

High School Media Center
404 E Sapp Street
P.O. Box 190
Wilcox, NE 68982

1. Call to Order. Roll Call

2. Announce location of posted Open Meetings Act

3. Consent Agenda

Motion by Kert Hansen, seconded by Roger Boyer, to approve the consent agenda. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Brent Hinrichs: Yea, Gary Jensen: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

3.A. Approval of Agenda

3.B. Approval of minutes of Regular November 20, 2017 Board Meeting

3.C. Approval of Claims

3.D. Financial Report

4. Visitors and communication from the public

5. Action Items

5.A. Approve sale of district owned house in Hildreth for $32,500.00

Motion by Brent Hinrichs, seconded by Gary Jensen, to approve the sale of the district owned house in Hildreth for $32,500.00.. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Brent Hinrichs: Yea, Gary Jensen: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

5.B. Approve purchase of new electronic key system for the both facilities.

Motion by Gary Jensen, seconded by Aaron Pistulka, to Approve purchase of new electronic key system for the Wilcox site.. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Brent Hinrichs: Yea, Gary Jensen: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

5.C. Approve the bid from Nebraska Lock & Key to have the exterior doors of the Wilcox building rekeyed.

Motion by Roger Boyer, seconded by Gary Jensen, to approve the bid from Nebraska Lock & Key to have the exterior doors of the Wilcox building rekeyed. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Brent Hinrichs: Yea, Gary Jensen: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

6. Discussion Items

7. Administrator Report

7.A. Superintendent Report

1. New accounting codes
2. Updating Board Policy

3. Classified Handbook
4. SPED Comparison with other area schools
5. Facility Updates
6. Curriculum guides
7. Playground updates in Wilcox and Hildreth

7.A.a. December Report from Mr. Dietz

7.B. Principal Report

1. Teacher evaluation model
2. New scoreboards for the Wilcox site have arrived
3. Carpet update for Wilcox gym lobby
4. Painting the Wilcox gym lobby
5. HS athletic updates
6. A presentation for staff, students and parents is being organized through KSB law firm on digital citizenship and anti-bullying during the month of January.

8. Next Board Meeting:

The next three months Board meetings will be held at 7:00 a.m on January 15, 2018 (Hildreth Conference Room), February 19, 2018 (Wilcox Media Center), and March 19, 2018 (Hildreth Conference Room).

9. Adjourn

Motion by Roger Boyer, seconded by Brent Hinrichs, to adjourn at 8:03 a.m.. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Brent Hinrichs: Yea, Gary Jensen: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

GENERAL FUND		
Balance 12/1/2016		**$2,620,146.67**
County Receipts	$63,708.14	
Motor Vehicle Taxes	$9,372.90	
Local License Fees	$600.00	
Interest Earned	$2,508.86	
Other Local Receipts	$300.00	
County Fines & Licenses	$1,613.16	
Homestead Exemption		
Other County Sources		
High Ability Learners		
State Aid		
SPED Programs	$25,659.00	
SPED Transportation		
State Apportionment		
Special Bldg		
Property Tax Relief		
Pro Rata Motor Vehicles	$706.27	
In Lieu of Taxes	$1,108.42	
Tax Credit		
Title I	$2,460.45	
Title IIA	$1,545.00	
IDEA Base		
IDEA Base Part B-2		
Misc Receipts	$346.36	
Grant	$1,000.01	
Apple Reimbursement		
Medicaid Reimb	$1,454.60	
Distance Learning	$958.33	
Lunch Tax/Retire	$3,479.66	
URM Service Fee	$1,498.83	
TOTAL RECEIPTS	**$118,319.99**	
Instructional Services	$148,862.78	
SPED Service	$61,994.27	
Student Support Service	$28,068.60	
Support Services - Staff	$6,949.63	
Board of Education	$2,721.15	
Executive Administration	$11,289.93	
Principal	$23,992.18	
Business	$8,374.77	
Operation-Maintenance	$32,821.49	
Regular Transportation	$18,360.77	
SPED Transportation	$528.87	
Community Service	$1,864.00	
Title I	$5,881.69	
Lunch Fund Expenses	$3,479.66	
IDEA (4400)	$0.00	
Transfers	$0.00	
MS Grant Expenses	$0.00	
URM	$1,498.83	
TOTAL EXPENDITURES:	**$356,688.62**	
Ending Balance 12/31/2016		**$2,381,778.04**

ACCOUNT BALANCES	**31-Dec-16**
Depreciation	$981,146.50
General	$2,381,778.04
Lunch	$28,017.73
ADA	$527.91
Building (Hildreth)	Closed-Moved to Sp. Bldg.
Employee Benefit	$5,853.04
HS Activity	$122,600.41
MS Activity (Closed)	$0.00
HS Clearing	$5,303.86
MS Clearing	Closed-Moved to HS Clearing
Student Fee	$2,428.92
URM Fund	$38,993.26
Falcon Team Account	$1,034.45
Special Building Fund (Wilco›	$612,634.38
Total Funds	**$4,180,318.50**

DEPRECIATION FUND BREAKDOWN:	
Charter Reimb	$122,123.38
Transportation	$99,531.48
Building	$649,372.70
Track	$83,223.69
Interest	$26,895.25
TCD	$20,000.00
Total:	**$1,001,146.50**

GENERAL FUND BANK RECONCILIATION:

Bank Balance as of 12/31/20	$2,382,607.06
Outstanding Checks:	$829.02
Ending Balance:	**$2,381,778.04**

Report Date: 12/31/2016

GENERAL FUND		
Balance 12/1/2017		**$3,542,811.27**
County Receipts		
Motor Vehicle Taxes		
Local License Fees		
Interest Earned	$4,064.83	
Other Local Receipts		
County Fines & Licenses		
Homestead Exemption		
Other County Sources		
High Ability Learners		
State Aid	$2,969.00	
SPED Programs	$20,556.00	
SPED Transportation		
State Apportionment		
Special Bldg		
Property Tax Relief		
Pro Rata Motor Vehicles		
In Lieu of Taxes		
Tax Credit		
Title I	$2,829.88	
Title IIA	$127.00	
IDEA Base		
IDEA Base Part B-2		
Misc Receipts	$1,121.04	
Grant	$2,137.30	
Apple Reimbursement		
Medicaid Reimb		
Distance Learning	$666.66	
Lunch Tax/Retire	$3,746.09	
URM Service Fee	$1,379.65	
TOTAL RECEIPTS	**$39,597.45**	
Instructional Services	$141,443.80	
SPED Service	$26,532.31	
Student Support Service	$28,492.20	
Support Services - Staff	$13,438.25	
Board of Education	$3,018.41	
Executive Administration	$11,479.07	
Principal	$25,742.53	
Business	$6,490.20	
Operation-Maintenance	$43,932.48	
Regular Transportation	$22,163.26	
SPED Transportation	$376.09	
Community Service	$2,317.13	
Title I	$6,368.16	
Title IIA	$1,644.33	
Lunch Fund Expenses	$3,137.16	
IDEA (4400)	$37,864.56	
Transfers		
Carl Perkins Grant Exp.	$1,137.30	
URM	$1,379.65	
TOTAL EXPENDITURES:	**$376,956.89**	

ACCOUNT BALANCES:	**31-Dec-17**
Depreciation	$852,960.58
General	$3,205,451.83
Lunch	$72,220.04
ADA	$527.91
Employee Benefit	$5,900.50
HS Activity	$370,335.91
MS Activity (Closed)	$0.00
HS Clearing	$394.97
Student Fee	$4,532.23
URM Fund	$21,017.57
Falcon Team Account	$1,034.45
Special Building Fund	$285,207.98
Total Funds	**$4,819,583.97**

DEPRECIATION FUND BREAKDOWN:

Charter Reimb	$122,123.38
Transportation	$149,531.48
Building	$412,750.97
Track	$83,223.69
Interest	$35,331.06
Computer Hardware	$50,000.00
TCD	$20,000.00
Total:	**$872,960.58**

GENERAL FUND BANK RECONCILIATION:

Bank Balance as of 12/31/2017	$3,212,452.71
Outstanding Checks:	$7,000.88
Ending Balance:	**$3,205,451.83**

Ending Balance 12/31/2017 **$3,205,451.83**

Report Date: 12/31/2017

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1 Fund Number 01 GENERAL FUND			
Almquist, Maltzahn, Calloway, Luth PC	023643-203900	2016-17 Audit Fees	6,330.00
Total Almquist, Maltzahn, Calloway, Luth PC			6,330.00
Black Hills Energy	102 N. Stockton-Dec.	102 N. Stockton St. Dec.	2,330.01
Black Hills Energy	102 Stock-Dec	102 Stockton St. Dec 2017	817.36
Black Hills Energy	208 Stockton-Dec.	208 Stockton - Dec. 2017	349.32
Black Hills Energy	404 E. Sapp-Dec.	404 E. Sapp-Dec. 2017	212.42
Black Hills Energy	Hildreth-Dec.	Hildreth Site Gas	2,933.28
Total Black Hills Energy			6,642.39
Business World	637104	Supplies	47.97
Total Business World			47.97
Charter Communications	344122417	Fiber Optic Line/Distance Learning	406.70
Total Charter Communications			406.70
Computer Hardware	117376	Computer Adapter	12.95
Total Computer Hardware			12.95
Cooperative Producers Inc	Dec. Statement	Fuel	2,757.54
Total Cooperative Producers Inc			2,757.54
DAS State Accounting-Central Finance	1096269	Interregional Fee	234.93
Total DAS State Accounting-Central Finance			234.93
Eakes Office Solutions	7406993-0	Calendar Refill	2.59
Eakes Office Solutions	7407383-0	Batteries	24.99
Total Eakes Office Solutions			27.58
ESU #11	3280	Dec. Charges/TV Domain/Nearpod License	390.30
Total ESU #11			390.30
First National Bank/Omaha	Dec Invoices	Dec. Charges	1.75
Total First National Bank/Omaha			1.75
Flinn Scientific Inc	2168890	Acid Cabinet	828.23
Total Flinn Scientific Inc			828.23
Fritz's Market	001014	BOE Gift	1,350.23
Fritz's Market	Dec Invoices 2017	FCS/Concessions/Office/FFA	283.90
Total Fritz's Market			1,634.13
Frontier	Dec. Charges	Hildreth Phone Service	343.77
Total Frontier			343.77
GIbb, Tiana	4th Grade/Supplies	Classroom Supplies	32.49
Total GIbb, Tiana			32.49
Great Plains Communications	50365/Dec Bill	Phone Bill - Wilcox Site	392.03
Total Great Plains Communications			392.03

Vendor Name	Invoice Number	Description	Amount
H.W. Willson Company (The)	346980	2018 Subscription (Current Biography Mon	179.10
Total H.W. Willson Company (The)			179.10
Hometown Leasing	047	Copy Machine Lease Payment	1,348.62
Hometown Leasing	048	Copy Machine Lease Payment	1,348.62
Total Hometown Leasing			2,697.24
HR Direct	INV5503752	Poster Guard 1 Year	74.99
Total HR Direct			74.99
Intellicom Computer Consulting Inc	212854	Phone & Paging Not working in Ag Room	700.00
Total Intellicom Computer Consulting Inc			700.00
Jaymar Business Forms, Inc.	055482	W-2/1099 Forms	99.58
Total Jaymar Business Forms, Inc.			99.58
Jostens, Inc	20717535	Diplomas	91.02
Total Jostens, Inc			91.02
Jw Pepper Of Minn	03545651	Music	127.89
Total Jw Pepper Of Minn			127.89
Kat's Korner Market	Dec 2017 Invoices	FCS/Lunch Fund	103.18
Total Kat's Korner Market			103.18
Kearney Daily Hub	Jan-May Subscription	Jan-May Subscription 2018 High School	35.00
Total Kearney Daily Hub			35.00
KSB School Law	4028	Emails-Personnel Matter	189.00
Total KSB School Law			189.00
Lambert, Nurita	Bus License/Lambert	Bus License Fee	7.50
Total Lambert, Nurita			7.50
Mary Martin	12/20/17	Classroom Supplies	45.77
Total Mary Martin			45.77
Menards - Kearney	47758	Supplies	39.21
Total Menards - Kearney			39.21
Minden Courier	12/18 BOE Minutes	BOE Minutes-Dec.	53.00
Minden Courier	BOE Notice	BOE Meeting Notice	7.85
Total Minden Courier			60.85
Navratil, Ken	Safety Audit-Rule 10	Annual Rule 10 Safety Audit	425.00
Total Navratil, Ken			425.00
NE DOL/Boiler Inspection	108230	Boiler Inspection	118.00
Total NE DOL/Boiler Inspection			118.00
Nebraska Safety and Fire Equipment, Inc.	85681	Fire Alarm System Inspection-Wilcox Site	95.00
Total Nebraska Safety and Fire Equipment, Inc.			95.00

Vendor Name	Invoice Number	Description	Amount
Pat Beck	12/20/17	Accompany Choir	234.80
Total Pat Beck			234.80
Raynor Garage Doors of Ce. Ne.,	24206	Remote Control/Repair Teacherage Garage	202.00
Total Raynor Garage Doors of Ce. Ne.,			202.00
S & W Auto Parts	937764	Anti freeze	48.97
Total S & W Auto Parts			48.97
Schepler Storage	171871	3 Months Storage Rent	450.00
Total Schepler Storage			450.00
Schepler, Wayne	Bus Permit	Bus Permit Reimbursement	7.50
Total Schepler, Wayne			7.50
School Specialty	208119757094	Gray Panels - Set of 2	275.42
Total School Specialty			275.42
Supply Works	422606814	Vac Motor/Gasket Vacuum Motor	170.20
Total Supply Works			170.20
Svoboda's True Value	C109049	Keys/Cords	23.01
Svoboda's True Value	C109584	Sprayer/Spray Paint	44.34
Svoboda's True Value	C110002	Paint	72.47
Svoboda's True Value	C110142	Utility Tote	29.98
Svoboda's True Value	C110670	Black Tote	29.98
Svoboda's True Value	D133383	Cord/Bulbs	30.48
Svoboda's True Value	D134116	Salt Softner/Screws	60.22
Svoboda's True Value	D134920	Screws	2.76
Total Svoboda's True Value			293.24
Thompson Company (The)	1989678	Can Liners	224.10
Thompson Company (The)	1995932	Can Liners/Supplies	247.61
Total Thompson Company (The)			471.71
Time Management Systems, Inc.	203160	AOD Maintenance Contract for Dec.	137.50
Total Time Management Systems, Inc.			137.50
Town & Country Service	9477	Parts/Tie Straps	5.72
Town & Country Service	9492	Parts	8.84
Town & Country Service	9577	2007 Chev. Truck Tires	361.98
Town & Country Service	9603	Parts/Wiper Blades	25.68
Town & Country Service	9616	Parts	9.98
Town & Country Service	9654	2007 Bus #7	229.00
Town & Country Service	9655	2014 Bluebird	242.50
Town & Country Service	9656	2013 Bluebird	356.24
Town & Country Service	9659	2010 Chev Truck	125.31
Total Town & Country Service			1,365.25
University of Nebraska - Kearney	UNK Honor Choir	UNK Honor Choir	120.00
Total University of Nebraska - Kearney			120.00

Vendor Name	Invoice Number	Description	Amount
Verizon	9798042158	Cell Phone Bill	30.35
Total Verizon			30.35
Village Of Hildreth	Dec Utilities	Dec. Utilities	1,891.40
Total Village Of Hildreth			1,891.40
Village Of Wilcox	Dec Utilities	Dec. Utilities - Wilcox Site	4,546.73
Total Village Of Wilcox			4,546.73
VISA	Hinrichs/Dec Cc Char	Hinrichs CC Dec 2017	123.67
VISA	Patterson/Dec CC Cha	Dec. CC Charges/Patterson	256.30
VISA	WHSchool/Dec CC	WHPS Dec CC charges	29.16
Total VISA			409.13
Wilcox-Hildreth Clearing Acct	Dec 2017 Claims	Dec. Clearing Acct. Claims	2,341.79
Wilcox-Hildreth Clearing Acct	Nov2017	Nov. G.F. Clearing Reimbursement	1,399.08
Total Wilcox-Hildreth Clearing Acct			3,740.87
Windstream	Jan2018 Phone Hildre	Hildreth Site - Phone Superintendent Off	6.22
Total Windstream			6.22
Wizard's Castle	12/20/17 Jelden	2 Laminated Writing Posters	13.00
Total Wizard's Castle			13.00
Woodward's Disposal Seervice	8773-2459	Document Destruction Service	70.00
Total Woodward's Disposal Seervice			70.00
Fund Number 01			39,655.38
Checking Account ID 1			39,655.38

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	**Monthly Category Expenses:**																
2			**Bdgt 17-18**	Sept Exp	Oct Exp	Nov Exp	Dec Exp	Jan Exp	Feb Exp	Mar Exp	Apr Exp	May Exp	June Exp	July Exp	Aug Exp	Total	Balance
3	1100's	Instruction	**$2,495,500**	$147,567	$144,564	$141,071	$142,852	$141,799									
4	1200's	SPED	**$514,500**	$22,795	$26,066	$27,137	$26,532	$24,378									
5	2100's	Sup Ser Pupils	**$250,600**	$29,754	$9,136	$8,781	$28,682	$8,965									
6	2200's	Sup Ser Staff	**$221,500**	$14,049	$13,334	$14,687	$13,532	$13,659									
7	2310's	Board	**$58,000**	$475	$2,413	$2,413	$3,018	$8,249									
8	2320's	Exec Admin	**$154,900**	$10,930	$10,970	$12,888	$11,479	$11,546									
9	2400's	Principal	**$342,000**	$24,954	$24,965	$25,633	$25,743	$24,603									
10	2500's	Business	**$129,000**	$1,010	$10,714	$5,069	$6,490	$4,466									
11	2600's	Main & Oper	**$693,000**	$54,468	$42,985	$43,254	$43,932	$35,842									
12	2750's	Reg Trans	**$266,500**	$19,045	$18,772	$19,664	$22,163	$16,987									
13	2760's	SPED Trans	**$2,600**		$0	$0	$376	$0									
14	3000's	HAL & Community	**$45,000**	$2,797	$570	$1,118	$1,932	$50									
15	3500's	State Categorical	**$2,000**	$386	$235	$235	$1,304	$642									
16	4000's	Federal	**$123,400**	$13,431	$5,927	$23,512	$45,877	$6,259									
17	6000's	Summer School	**$5,500**														
18	8000's	Transfers	**$90,000**														
19	9000's	Non-Program															
20		EMC Reimbursement															
21	Total		**$5,394,000**	$341,659	$310,649	$325,463	$373,913	$297,446	$0	$0	$0	$0	$0	$0	$0	$1,649,129	$3,744,871
22																	
23	**Total Monthly Expenses:**																
24	General		**$4,746,000**	$305,047	$278,421	$274,578	$299,823	$266,167	$0	$0	$0	$0	$0	$0	$0	$1,424,037	$3,321,963
25	SPED		**$517,100**	$22,795	$26,066	$27,137	$26,908	$24,378	$0	$0	$0	$0	$0	$0	$0	$127,285	$389,815
26	Federal		**$123,400**	$13,431	$5,927	$23,512	$45,877	$6,259	$0	$0	$0	$0	$0	$0	$0	$95,006	$28,394
27	Total		**$5,386,500**	$341,273	$310,414	$325,228	$372,609	$296,804	$0	$0	$0	$0	$0	$0	$0	$1,646,328	$3,740,172
28																	
29	**Total Yearly Expenses:**																
30	General		**$4,656,000**	$305,047	$583,469	$858,047	$1,157,870	$1,424,037	$1,424,037	$1,424,037	$1,424,037	$1,424,037	$1,424,037	$1,424,037	$1,424,037	$1,424,037	$3,231,963
31	SPED		**$517,100**	$22,795	$48,861	$75,998	$102,907	$127,285	$127,285	$127,285	$127,285	$127,285	$127,285	$127,285	$127,285	$127,285	$389,815
32	Federal		**$123,400**	$13,431	$19,358	$42,870	$88,747	$95,006	$95,006	$95,006	$95,006	$95,006	$95,006	$95,006	$95,006	$95,006	$28,394
33	Total		**$5,296,500**	$341,273	$651,687	$976,915	$1,349,524	$1,646,328	$1,646,328	$1,646,328	$1,646,328	$1,646,328	$1,646,328	$1,646,328	$1,646,328	$1,646,328	$3,650,172
34																	
35	**Total Unencumbered:**																
36	General		**$4,746,000**	$4,440,953	$4,162,531	$3,887,953	$3,588,130	$3,321,963	$3,321,963	$3,321,963	$3,321,963	$3,321,963	$3,321,963	$3,321,963	$3,321,963		
37	SPED		**$517,100**	$494,305	$468,239	$441,102	$414,193	$389,815	$389,815	$389,815	$389,815	$389,815	$389,815	$389,815	$389,815		
38	Federal		**$123,400**	$109,969	$104,042	$80,530	$34,653	$28,394	$28,394	$28,394	$28,394	$28,394	$28,394	$28,394	$28,394		
39	Total		**$5,386,500**	$5,045,227	$4,734,813	$4,409,585	$4,036,976	$3,740,172	$3,740,172	$3,740,172	$3,740,172	$3,740,172	$3,740,172	$3,740,172	$3,740,172		
40																	
41	Gen Budget Avg Spend Down			$4,350,658	$3,954,842	$3,559,500	$3,163,684	$2,768,342	$2,373,000	$1,977,658	$1,581,842	$1,186,500	$791,158	$395,342	$0		
42	Total Budget Avg Spend Down			$4,944,680	$4,494,820	$4,045,500	$3,595,640	$3,146,320	$2,697,000	$2,247,680	$1,797,820	$1,348,500	$899,180	$449,320	$0		

Wilcox-Hildreth Public School
2017-2018



Handbook For
Classified Employees

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INTRODUCTION

Welcome to Wilcox-Hildreth Public Schools. This handbook is intended to be used by classified employees to provide general information and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

Wilcox-Hildreth Schools employs support personnel in order to carry out the operation of the School District. Non-certificated departments include: para-educators, custodial/maintenance, secretarial, and bus drivers.

It is important to remember that non-certificated employees have an impact on the lives of our students, just as teachers and other professional members of the staff. Without the proper completion of tasks by the non-certificated employees, the children in our community will not receive a quality education.

The purpose of this booklet is to provide the non-certificated employees, both new and present, with a set of guidelines concerning the benefits and procedures of Wilcox-Hildreth Public Schools. In writing this booklet, the use of legal words and phrases has been avoided as much as possible. It is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information which, hopefully, will contribute to the harmonious and efficient operation of Wilcox-Hildreth Public Schools.

Should questions arise, please feel free to contact the Superintendent's Office or Central Office's Office for additional information (478-5265).

TIME CARDS AND PAY DATES

Each non-certificated employee paid on an hourly rate must use time clock (if available) or fill out a timecard (if time clock is not available) for each week. The pay period consists of one month worked to be paid the 10th day of the following month. Payments will be deposited electronically by the district office on the 10th of each month. If the 10th falls on a holiday or weekend, payments will be deposited on the previous working day.

The employee shall receive a copy of "Time Sheet" for review. All discrepancies MUST be reported to district office PRIOR to payment. In addition, all timesheets must be approved by a supervisor and submitted to district office. Failure to get approval may result in delay of payment until the next time period.

Time Cards (used only if Time Clock system is not available)
It is possible that some employees may not have access to the Time Clock program. Employees will complete a timecard in this case. Be sure to fill in your name, school/position, and the work week dates. Write down on time cards **only actual** hours worked, just as if you had punched a time clock. Time will be figured by the District Office staff.

Hourly employees are not to "volunteer" time in any circumstance. They are to "clock-in" when they arrive and "clock out" when they leave while remaining within the predetermined number of hours.

If an employee takes a one-day job related trip, all the time spent traveling between cities is counted as hours worked. However, time spent traveling between home and other public conveyance is not compensated. If the travel requires an overnight stay, time spent traveling to and from another city is counted as hours worked only to the extent that it falls within the employee's regular work hours, even on days which are not normal work days.

Timesheets and Time Cards are to be accurate, signed, approved by your supervisor, and submitted to District Office prior to payment.

A staff absence report must be filed if leave is used.

Direct any questions regarding your paycheck to the District Office (478-5265).

EMPLOYMENT

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Classified employees may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. If at all possible, employees are expected to give two week notice of intention to terminate employment. Written notice of resignation should be addressed to the appropriate administrator or supervisor.

COMPLAINT PROCEDURES

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

INCLEMENT WEATHER CONDITIONS

Non-certificated employees who do not report for work on days of inclement weather will not be paid for the time missed.

403(b) Eligibility

If an employee chooses to participate in the school's 403(b) plan, the district will withhold employee elected deferrals from the employee's paycheck at a participation rate determined by the employee. A variety of investment options may exist based upon current plan information.

Eligibility to participate is determined by current plan rules. Paperwork to begin deferrals is available in the district office.

MEAL/LUNCH BREAKS

Non-certificated employees who work an entire day are required to take a 30 minute lunch break per day.

The lunch break is to be scheduled so as not to disrupt building or departmental functions.
Rest breaks are subject to departmental needs and are not guaranteed on a day-to-day basis. If rest breaks are approved, the breaks should be no longer than 15 minutes for each half-day worked.

WORKERS COMPENSATION INSURANCE

All employees of the School District are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Central Office within 24 hours of the accident, Workers Comp. Insurance claims should only be made on reported accidents.

NON-CERTIFICATED PERSONNEL BENEFITS

Employees filling regularly scheduled positions are eligible for benefits when specific criteria is met per benefit. Temporary employees are not eligible for benefits. Summer employment performed by 9 month employees is considered temporary employment and not eligible for any benefits during that period of employment.

PERSONAL LEAVE

All non-certificated persons who are considered full time/12-month contracts will be allowed to use three Sick Leave Days for Personal Leave.

SICK LEAVE

Beginning **Para professionals** will accrue 1 sick leave day per month, accumulated up to 5 days during the first year of employment. Unused Sick Leave will be carried over to the following year to a maximum of 30 days. After the first year of employment, 5 days will be added each year up to a maximum of 30 days.

Building secretaries (10 ½ month employees) begin their career with 5 Sick Leave Days and will accrue one additional day per month. Two of these sick days may be used for Personal Leave. Unused Sick Leave will be carried over to the following year to a maximum of 30 days. After the first year of employment, 5 days will be added each year up to a maximum of 30 days.

Secretaries (12 month employees) begin their career with 10 sick days per year. Unused Sick Leave will be carried over to the following year to a maximum of 40 days. Sick Leave will never be less than 10 days at the start of each school year. After the first year of employment, 5 days will be added each year up to a maximum of 40 days.

Custodians and Maintenance employees (12 month employees) begin their career with Wilcox-Hildreth with 7 sick days per year and will accrue one additional day per month. Unused Sick Leave will be carried over to the following year to a maximum of 20 days. Sick Leave will never be less than 7 days at the start of each school year. After the first year of employment, 5 days will be added each year up to a maximum of 40 days.

A "Day" of such leave with pay shall be defined as the average number of hours worked by the employee not to exceed 8 hours. i.e. an employee normally working 4 hours daily would receive 4 hours of pay at the regular hourly rate for each day of leave. An individual shall not be eligible for the full 10 days of leave or any portion thereof until such time as it becomes "earned". i.e. (An employee sick two days after the first month of employment would be eligible for one "day" of leave with pay. The second "day" would be regarded as a day without pay.)

Seasonal or temporary employees shall not be eligible for such leave. Accumulated Leave may be used for serious illness or death in the employee's immediate family. Immediate family shall mean husband, wife, mother, father, son or daughter, and in-laws, grandchildren and grandparents.

BEREAVEMENT

Secretaries, Paras, Custodians and Maintenance employees will be allowed to use Sick Leave Days for Bereavement.

FAMILY AND MEDICAL LEAVE POLICY

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The “leave year” for purposes of the FMLA shall be the School District’s fiscal year.

Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent of the Board of Education. Employees shall be required to submit medical certification to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent’s or the School Board’s discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition or from sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An “equivalent position” for FMLA restoration purposes shall, in the case of non-certificated employees or positions, be it a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board of Education.

VACATION DAYS

Each employee who is employed by the Wilcox-Hildreth Public Schools on a regular twelve month basis will be eligible for 10 days of vacation with pay at the conclusion of one 12 month period of employment, and an additional day after each 5 years of employment. (Seasonal or temporary employees shall not be eligible for vacation or holiday leave). Vacation Days will not accrue and must be used during the calendar year in which they were earned.

A day for vacation leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight hour day. Vacation schedules shall be arranged with the immediate supervisor and approved by the Superintendent.

Twelve-month employees, who have completed continuous employment with the District as twelve-month employees, shall be granted additional days on the following schedule:

Continuous employment	extra vacation days	total vacation days
5 years	1 day	11 days
10 years	2 days	12 days
15 years	3 days	13 days
20 years	5 days	15 days

MILITARY AND FAMILY MILITARY LEAVE

Military leave shall be granted as defined in Board Policy 4038. A copy of this policy is available in the district office.

JURY DUTY

Salaried employees selected to serve on jury duty will be paid the difference daily from what the courts allow them and what they would have earned in a regular working day. All employees paid on an hourly basis may keep all money allowed them by the courts for daily duties and expenses and mileage. Hourly employees will not be paid for the time missed from work.

All School district employees shall report back to their school as soon as it is practically possible. Example: If jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

OTHER LEAVE

All other employees who wish leave to attend meetings, which pertain to their school position, must receive prior approval from their supervisor.

MILEAGE AND EXPENSES

All convention, conferences, meetings, schools, clinics and school business trips when approved by the Superintendent, Administrator and/or Board of Education shall be reimbursed at the current approved rate per mile if a private car is used in the event a school vehicle is not available. All normal expenses will also be allowed.

HOLIDAY PAY

Each 10 ½ month building secretary shall be compensated for 6 holidays with pay each year. The holidays shall be New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. Each full time, 12 month classified employee shall be compensated for 7 holidays with pay each year. The holidays shall be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. 12-month classified employees will have one floating holiday each year. A "day" for vacation and holiday leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight hour day. The rate of pay for such leave shall be the regular hourly rate.

OVERTIME

All overtime must be approved by a building administrator prior to any hourly employee working overtime hours.

RETIREMENT BENEFITS

Working twenty hours per week or more requires a deduction from your earnings at the current rate, with the District paying an additional amount equivalent to 101% of your contribution. Retirement funds may be recovered if the employee leaves the school system. A member who terminates employment with Wilcox-Hildreth Public Schools may:

A. Leave the account on an inactive basis in order to draw a retirement benefit (the employee must have five years of creditable service).

OR

B. Receive a refund of the account. An application must be filed with the Nebraska Retirement System.

Nebraska School Retirement System
P.O. Box 94816
Lincoln, NE 68509
1-800-245-5712 or
1-402-471-2053

INSURANCE

Insurance

A premium payment for Nebraska Educators Health Alliance Family Blue Preferred $900 Deductible Plan pre-admission certification medical, hospital and single dental insurance shall be provided monthly for each employee who is approved and assigned at least 35 hours per week when hired as a twelve month employee.

If insurance selections are not made prior to 30 days of employment, it may either carry stipulations or not be available.

COBRA BENEFITS

Consolidated Omnibus Budget Reconciliation Act
Public Law 99-272

Continuation of health coverage for 18 months is available to:
(The employee will incur the cost of the coverage)

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of health coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of age.

Each covered employee or eligible dependent/spouse should notify the Ogallala Public Schools Business Office of a qualifying event, within 30 days of the event which triggers the continuation offer. Wilcox-Hildreth Public Schools will send the notice which explains the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of: A) receipt of the notice or B) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The premium shall be paid by the person electing the continuation coverage.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the Specified Period (Cobra coverage 18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium.
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan then available under the Plan.

CELL PHONE/CAMERA CELL PHONE/ CAMERA USAGE

The District prohibits employees from using cellphones while instructing students or when driving on official District business. Employees may use their own cell and/or camera phone during their lunch breaks only. Photos may not be taken on District property without the specific permission of District administrators. This prohibition applies to cameras of all types including camera cell phones.

COMPUTER AND EMAIL USAGE

Computers, computer files, the email system, and software furnished to employees are District property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees in obtaining work related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is limited to job-related activities. Personal use of the Internet is not permitted.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of the Internet access provided by the District in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;

- Attempting to break into the computer system of another organization or person;
- Refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services;
- Sending anonymous email messages;
- Engaging in any other illegal activities.

ATTACHMENT

EMPLOYMENT AGREEMENT Form A - Indefinite Term

This employment agreement is made by and between Wilcox-Hildreth Public Schools, (Kearney County School District 1), hereinafter referred to as the "District," and _____,"Employee." hereinafter referred to as the Employee."

WITNESSETH: Wilcox-Hildreth Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

SECTION 1. Term of Contract. This contract shall commence on the _____ day of _____, ____.

SECTION 2. Duties of Employee. The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

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

SECTION 4. Compensation. The wage of the Employee shall be $_____ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

SECTION 5. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

SECTION 6. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

SECTION 7. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

SECTION 8. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

SECTION 9. Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

SECTION 10. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

_____ _____

Employee Date

_____ _____

Superintendent Date

TEACHER/EDUCATIONAL SPECIALIST FORMATIVE/SUMMATIVE EVALUATION

District Name: Click here to enter text.

TEACHER/SPECIALIST INFORMATION:

Teacher/Specialist Name: Click here to enter text.
School(s) 1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Grade/Subject Area: Click here to enter text.
Evaluator: Click here to enter text.
School Year: Click here to enter text.

☐ Probationary
☐ Year 1 ☐ Year 2 ☐ Year 3 (locally determined)
☐ Semester 1 (Formative-Ratings required)
☐ Semester 2 (Summative-Ratings required)

☐ Permanent
☐ Formative (Ratings optional)
☐ Summative (Ratings required)

Part I: Nebraska Effective Practices. Probationary teachers/educational specialists are rated on the Effective Practices each semester based on at least one formal observation for a full instructional period and such other observation data or artifacts as may have been collected. Permanent teachers/specialists are rated on the Effective Practices at the end of the summative year.

EFFECTIVE PRACTICE: (1) Foundational Knowledge. The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher demonstrates a current and comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development and achievement
☐ Proficient	The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.
☐ Basic	The teacher demonstrates limited knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development and achievement.
☐ Unsatisfactory	The teacher demonstrates a lack of knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development, and achievement.

Comments (Required for Basic or Unsatisfactory rating):

Click here to enter text.

EFFECTIVE PRACTICE: (2) Planning and Preparation. The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher purposefully and consistently integrates a comprehensive knowledge of content, pedagogy, students, and standards with the established curriculum to develop units, lessons, and other learning experiences that support the growth of individual student learning, development, and achievement.
☐ Proficient	The teacher consistently integrates knowledge of content, pedagogy, students, and standards with the established curriculum to develop coherent and rigorous units, lessons, and activities that support the growth of student learning, development, and achievement.
☐ Basic	The teacher demonstrates a basic knowledge of content, pedagogy, students, and curriculum standards, but fails to integrate them consistently to develop units, lessons, and learning activities.
☐ Unsatisfactory	The teacher displays a very limited knowledge of content, pedagogy, students, or curriculum standards, and/or fails to develop coherent and rigorous units, lessons, and learning activities.

Comments (Required for Basic or Unsatisfactory rating):

Click here to enter text.

EFFECTIVE PRACTICE: (3) The Learning Environment. The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher creates and consistently maintains an exceptional learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
☐ Proficient	The teacher creates and maintains an effective learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
☐ Basic	The teacher strives to create and maintain a learning environment that fosters positive relationships and promotes active student engagement in learning, development and achievement; however, the results are not consistent.
☐ Unsatisfactory	The teacher fails to create and/or maintain an effective or engaging learning environment.

Comments (Required for Basic or Unsatisfactory rating):

Click here to enter text.

EFFECTIVE PRACTICE: (4) Instructional Strategies. The teacher uses effective instructional strategies to ensure growth in student achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher consistently uses highly effective instructional strategies that result in continuous growth in learning for each student.
☐ Proficient	The teacher regularly uses effective instructional strategies to ensure growth in student achievement.
☐ Basic	The teacher strives to use effective instructional strategies to ensure growth in student achievement, but has inconsistent results.
☐ Unsatisfactory	The teacher fails to use effective instructional strategies and growth in student achievement is below expectations.

Comments (Required for Basic or Unsatisfactory rating):

Click here to enter text.

EFFECTIVE PRACTICE: (5) Assessment. The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.

Evaluator Rating	Description
☐ Exemplary	The teacher is viewed as an assessment leader for the building/district. He/she consistently and systematically creates and uses multiple methods of formative and summative assessment to measure student progress. The teacher disaggregates data for use in planning, preparing for instruction, and reporting.
☐ Proficient	The teacher consistently and systematically develops and uses multiple methods of formative and summative assessment to measure student progress. The teacher uses assessment results when planning, preparing for instruction, and reporting.
☐ Basic	The teacher has limited understanding of the various methods of assessment, and/or the teacher uses assessment results inconsistently.
☐ Unsatisfactory	The teacher has little or no understanding of assessment methods and uses them inconsistently or incorrectly. Assessment results are ignored or not used appropriately.

Comments (Required for Basic or Unsatisfactory rating):

Click here to enter text.

EFFECTIVE PRACTICE: (6) Professionalism. The teacher acts as an ethical and responsible member of the professional community.

Evaluator Rating	Description
☐ Exemplary	The teacher serves as a role model for ethical and responsible behavior and serves as a leader in the professional community.
☐ Proficient	The teacher consistently models ethical and responsible behavior as a member of the professional community.
☐ Basic	The teacher understands ethical and responsible behavior, but is inconsistent in demonstrating a high level of professional practice
☐ Unsatisfactory	The teacher fails to act in an ethical and/or professional responsible manner.

Comments (Required for Basic or Unsatisfactory rating):

Click here to enter text.

EFFECTIVE PRACTICE: (7) Vision and Collaboration. The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development and achievement.	
Evaluator Rating	**Description**
☐ Exemplary	The teacher takes a leadership role in contributing to and promoting the vision of the school and continuously collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
☐ Proficient	The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
☐ Basic	The teacher strives to promote the vision of the school and to collaborate with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement, but with limited or inconsistent results.
☐ Unsatisfactory	The teacher fails to contribute to and promote the vision of the school. The teacher fails to recognize his/her responsibility to collaborate with students, families, colleagues, and the larger community, and to share responsibility for the growth of student learning, development, and achievement.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

SUMMARY OF EFFECTIVE PRACTICES:

Areas of Strength
Click here to enter text.
Areas of Development
Click here to enter text.

☐ Plan for Improvement attached (Optional)

☐ Plan for Assistance attached (required for rating "Unsatisfactory" on any of the Effective Practices)

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

Local District Standards Meets District Standards	Meets District Standards	
☐ Not Applicable	☐ YES	☐ NO

Part III: Overall Rating. An overall rating is provided in the second semester conference only for probationary teachers/ specialists. For permanent teachers/specialists, an overall rating is provided at the final conference of the summative year.

Evaluator Rating	Description
☐ Exemplary	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for all evaluative criteria and exceeds expected performance in many respects. He/she takes a leadership role in professional development and school leadership activities.
☐ Proficient	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for the evaluative criteria on an overall basis and is actively engaged in professional development and school leadership efforts.
☐ Basic	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for most evaluative criteria and is satisfactorily participating in an improvement plan for those criteria rated below "Proficient."
☐ Unsatisfactory	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

Narrative Feedback
Areas of Strength
Click here to enter text.
Areas of Development
Click here to enter text.

☐ Plan for Improvement (Optional)

☐ Plan for Assistance

Teacher/Specialist 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.

Wilcox-Hildreth Public School
2018-2019
School Calendar

August

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	1

September

S	M	T	W	T	F	S
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

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

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

December

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					

Aug.	Fall sports practice begins
Aug. 13-14	Inservice
Aug. 15	**School begins 11:30 dismiss**
Sept. 3	NO SCHOOL - Labor Day
Sept. 20	P/T Conf 2:00-8:00 1:00 dismiss
Sept. 21	No School
Oct: 18	1st quarter ends (45 days)
Oct: 19	NO SCHOOL Fall Break
Nov. 21-23	NO SCHOOL - Thanksgiving break
Dec. 21	Early dismiss 11:30
Dec. 23	End of first semester (42/87 days)
Dec. 24-Jan. 3	CHRISTMAS BREAK
Jan. 7	School Begins
Feb. 7	P/T Conf 2:00-8:00 1:00 dismiss
Fe. 8	NO SCHOOL
Mar. 1	NO SCHOOL - Spring break
Mar. 8	NO SCHOOL - Spring break
Mar: 16	End of third qt. (46 Days)
Apr. 19-22	Easter Break
May.	Commencement ??
May. 17	End of sem (45/91days)
May. 20	Last Day for Teachers

January

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

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

March

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

April

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

May

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	

Total Student Days	**178**
Total Teacher Days	**183**
First Semester Days	**88**
Second Semester Days	**90**

2:30 dismissal every Friday
INSERVICE

Staff Inservice-No School
Students Return
End of Qtr.or Sem.
No School

Student Days by Month

Aug	14	Jan	19
Sept	18	Feb	19
Oct	22	Mar	19
Nov	19	Apr	20
Dec	15	May	13

Wilcox-Hildreth Public Schools
Monthly Board Notes
Prepared for the Wilcox-Hildreth Public Schools Board of Education

January 15, 2018

To: Wilcox-Hildreth Board of Education
From: Carl Dietz, Superintendent

DISCUSSION ITEMS- 1. 2018-19 School Calendar. 2. Board Policies. 3. Administrative Contracts.

Superintendent's Report:

A. FINANCES
- ❖ 30% of the budget is spent compared to: January 2017 29%, (33% of the year complete).
- ❖ The General Fund Cash Balance is $3,205,451 or approximately $900,000 higher than last January.
- ❖ Through January 2018 we have spent $1,653,193 compared to $1,674,019 last year, and $1,829,113 two years ago.
- ❖ Payroll was down this month by about $10,000, which is typical for December payroll and Christmas break. Typically we spend about $11,000 more each month compared to last year. Our monthly bills were about $10,000 less than last January also. We are still in line to spend about $4.3 million this fiscal year and should have about $3 million in cash balance at the end of the year.

B. BUILDINGS AND GROUNDS:
- ❖ The front hallway has been painted at Wilcox and the carpet should be installed soon.
- ❖ I have met with Rutt's and plan to meet with two other HVAC companies to get ideas about how to fix our current boiler at Hildreth and make plans for a new system.
- ❖ Snow removal at both sites could be better. Justin and I plan to meet with the maintenance staff this week to see how we can do a better job of snow removal.

C. NEGOTIATIONS: A lot of schools have settled which I've included the updates in my Weekly Notes.

D. OTHER:
1. The winter sports season is going very well and will be winding down before we know it with conference, sub-district and district competition coming in the next few weeks.
2. Certified staff Letters Of Intent were distributed to staff on Friday, so we will soon have an idea how many staff plan to return.