

## **Agenda**

1. Date Public Notice appeared in the Norfolk Daily News:
2. Call to Order
  - 2.1. Roll Call
  - 2.2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Public Comments & Communication
5. Reports & Discussion Items
  - 5.1. Policy Committee Report
6. Consent Agenda
  - 6.1. Minutes of Previous Meetings
  - 6.2. Personnel
    - 6.2.1. Contract Approval
    - 6.2.2. Resignations
7. Action Items
  - 7.1. Discuss, consider and take action to approve the 2026-2027 substitute teacher rates
  - 7.2. Discuss, consider and take action to approve the 2026-2027 salary structure for classified hourly employees
  - 7.3. Discuss, consider and take action to approve the 2026-2027 salary structure for classified salaried employees
  - 7.4. Discuss, consider and take action to approve the 2026-2027 salary structure for nurses
  - 7.5. Discuss, consider and take action to approve the 2026-2027 salary structure for school psychologists
  - 7.6. Discuss, consider and take action to approve the 2026-2027 salary structure for administrators
  - 7.7. Discuss, consider and take action to approve the reaffirmation of board policy 8330 - Formulation of Administrative Regulations
  - 7.8. Discuss, consider and take action to approve the first reading to adopt board policies 4032 - Staff Use of Artificial Intelligence & 6288 - Artificial Intelligence
  - 7.9. Discuss, consider and take action to approve the first reading of the revised board policy 2222 - Director of Business Services
  - 7.10. Discuss, consider and take action to approve the first reading of the revised board policy 8158 - Standing Committee on Government Relations
  - 7.11. Discuss, consider and take action to approve the first reading of the revised board policy 8272--Code of Ethics and Standards of Conduct
8. Future Meetings
9. Adjournment



## **Norfolk Public Schools Public Comment Information & Guidelines**

The Norfolk Public School's Board of Education values and welcomes input during the public comment times at all monthly Board meetings. Feedback is an essential part of the NPS Board's decision-making process, helping us to better understand and address the needs and concerns of the community. We encourage you to share your thoughts and ideas.

- At the first meeting of the month (2nd Monday), individual speakers will have up to five minutes to address the Board.
- For all other meetings, individual speakers will have up to three minutes, and the Board shall hear up to thirty cumulative minutes of public comment.
- These time limits are per speaker, per meeting, and may not be transferred or assigned to other speakers.
- Persons must be present in order to participate in the public comment section of the meeting. Phone conferencing, recording or other communication via electronic devices will not be allowed.
- Providing printed materials (paper no larger than 8.5 x 11 inches) to the Board is allowed.
- According to state law, members of the public who wish to comment must identify themselves, including their address, the name of the organization they represent and the topic that they wish to address. Public comment cards are available at the media table and need to be completed.
- Concerns related to school personnel need to be addressed to the Superintendent using the approved district protocol. Individuals who make false, defamatory, or slanderous statements during public comments may be held legally liable. Slanderous comments are not protected simply because they are made at a Board meeting.
- Persons attending Board meetings and/or speaking to the Board during public comment or during a public hearing must follow all requirements established by the Board, as well as all Board and staff directions in order to help maintain the order, proper decorum, safety and security, and the non-disruptive functioning of the Board meeting. These include, but are not limited to the following:
  - Refraining from applauding, cheering, jeering, or engaging in speech that defames any individual(s), or stymies or blocks meeting progress.
  - Refraining from the use of audio recordings, video recordings, or any digital still images, posters, signs, costumes, other props and/or photographs.
  - Refraining from abusive, offensive, disruptive, defamatory, hostile or threatening language, gestures, and conduct.
  - Staying in the areas identified by the Board as reserved for the public.
- If at any time persons appearing before the Board do not comply with these or any other Board requirements, the chair shall declare that person or persons out of order and require a change in behavior, delay or recess the meeting, or refuse permission to continue to address the Board, and ultimately may require the person or persons to leave the premises of the Board meeting.
- Board members cannot discuss or act upon matters that are not listed on the agenda. Therefore, Board members will not respond to comments or questions. If persons wish to request that an item be placed on a future Board agenda, contact the Superintendent's office during normal business hours.

## Policy Committee Meeting Minutes

Tuesday, February 17, 2026 at 9:00 AM

Location: Central Office

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### Attendance:

Board Members Present: Cindy Booth, Patti Gubbels, Tom Stanton (Chair)

NPS Staff Present: Bill McAllister, Callan Collins

### 1. Policies Reviewed

- 2222 - Director of Business Services - Revised
  - i. Updated the language to reflect “preferred” qualifications
- 8158 - Standing Committee on Govt Relations - Revised
  - i. Added language to state that the committee is responsible for submitting the Advocacy Belief Statements to the Board each year
- 8272 – Code of Ethics and Standards of Conduct - Revised
- 8330 - Formulation of Administrative Regulations - Reaffirm
- New AI Policies
  - i. Recommended language from lawyers
    - 1. 6288 - Artificial Intelligence - Adopt
    - 2. 4032 - Staff Use of Artificial Intelligence - Adopt
- Other policies discussed, but no revisions
  - i. 6113 - Electronic Communication Devices and Cell Phones
    - 1. Further discussion is needed, and additional planning will take place
  - ii. 1260 - Service Animals
    - 1. No recommended changes
  - iii. Student Demonstrations
    - 1. No recommended policy, following current laws

### 2. 9000's Bylaws of the Board to be included on the 3/9 Board agenda

- 9000 - General Statement - Reaffirm
- 9010 - Limits of Authority - Reaffirm
- 9100 - Legal Description - Reaffirm
- 9110 - Number of Members, Terms of Office - Reaffirm
- 9120 - Officers - Reaffirm
- 9121 - President - Revised
  - i. Added responsibilities to the role of Board President
- 9122 - Vice-President - Reaffirm
- 9123 - Treasurer - Reaffirm
- 9124 - Secretary - Reaffirm
- 9125 - Attorney - Reaffirm
- 9126 - Auditor - Reaffirm
- 9127 - Individual Members - Reaffirm
- 9140 - Removal From Office - Reaffirm

- 9141 - Board Member Attendance - Reaffirm
  - 9200 - Formulation, Adoption, Amendment of Policies - Reaffirm
  - 9210 - Adoption and Amendment of Bylaws - Reaffirm
  - 9220 - Approval and Amendment of Administrative Regulations - Reaffirm
  - 9300 - Regular Meetings - Reaffirm
  - 9301 - Special Meetings - Reaffirm
  - 9310 - Advance Delivery of Meeting Materials - Revised
    - i. Language changed from 'shelved' to 'postpone'. Also added that citizens may 'request to' have an item placed on the agenda.
  - 9320 - Order of Business - Revised
    - i. Language updated to include when the Order of Business may be changed
  - 9330 - Parliamentary Procedure - Reaffirm
  - 9340 - Minutes - Revised
    - i. Revised language to reflect the current practice of posting meeting minutes on the District's website for the public and the Board
  - 9341 - Voting - Reaffirm
  - 9350 - Methods of Operation/Quorum - Reaffirm
  - 9360 - Board/School District Records - Reaffirm
  - 9370(a) - Open Sessions - Revised
    - i. Updated language allowing public comment at each board meeting
  - 9370(b) - Closed Sessions - Reaffirm
3. The Policy Committee recommends approval of the proposed revisions and reaffirmations to the listed policies. These items will be presented to the Board for approval on 2/23 and 3/9.
  4. Next Policy Committee Meeting:
    - The next policy meeting will be March 16, 2026
      - i. The next section of policies to be reviewed: 6000s - Instruction and Administrative Rules

Meeting adjourned at 10:45 AM

Norfolk Public Schools  
Board of Education Regular Meeting  
Monday, February 9, 2026 5:30 PM  
NPS Central Administration Office  
512 West Phillip Avenue  
Norfolk, NE 68701

Teri Bauer: Absent  
Cindy Booth: Present  
Brenda Carhart: Present  
Dr. Patti Gubbels: Present  
Steve McNally: Present  
Tom Stanton: Present

1. Date Public Notice appeared in the Norfolk Daily News: February 2, 2026
2. Call to Order
  - A. The Norfolk Public School District's Board of Education regular meeting was called to order at 5:30 PM by President Carhart.
    - 2.1. Roll Call - See attendance above. A statement was made declaring a quorum.

Motion to excuse the absence of Teri Bauer at 5:30 PM passed with a motion by Tom Stanton and a second by Dr. Patti Gubbels.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

- 2.2. Declaration of a Legal Meeting - The meeting was declared legal.
3. Pledge of Allegiance
4. Presentations & Special Recognition
  - 4.1. Focus on the Students
    - A. Video shared by Woodland Park students highlighting the school's increased focus on the importance of reading.
  - 4.2. Award for Excellence
    - A. Award for Excellence presented to Colleen Petty - School Secretary, Lincoln Montessori Elementary.
5. Public Comments & Communication
  - A. Two members of the community spoke during the public comment period.
6. Information and Discussion Items
  - 6.1. Finance & Facilities Report – Speaker: Erik Wilson
    - A. The total amount of claims to be approved on the consent agenda by specific fund are listed below:  
General Fund = \$710,269.14  
Nutrition Fund = \$275,370.36  
Subsidiary Fund = \$9,650.85  
Employee Benefit Fund = \$8,080.00  
Senior High Activity Fund = \$52,441.50

January 2026 Senior High Activity Fund Checks: \$32,980.00  
Junior High Activity Fund = \$4,952.89  
January 2026 Junior High Activity Fund Checks: \$780.00  
Student Fee Fund = \$1,279.12

- 6.2. Teaching & Learning Report - Speaker: Jared Oswald
  - Spring Assessment Preparation
  - Materials Orders
  - Continued PLC Work
- 6.3. Student Programs Report - Speaker: Lynette Mitzel
  - Special Education update
  - Nurses Update
  - ELPA-21 assessment update
- 6.4. Student Services Report - Speaker: Chuck Hughes
  - Crisis Response Team Training
  - Parent/Teacher Conferences
  - Safety Team
  - ESU Winter Workshop Presentation
  - Junior High Cell Phone Report
- 6.5. Human Resources & Accreditation Report - Speaker: Angie Baumann
  - Interviews for 2026-2027
  - Binding Agreements due March 15
  - Upcoming Job Fairs
- 6.6. Superintendent's Report - Speaker: Bill McAllister
  - Honor to work with the District leaders
  - Principal Evaluations have been completed
  - Policy Committee meeting on February 17th
  - Government Relations Committee meeting weekly
7. Committee Reports
  - 7.1. Finance & Facilities Committee Report
    - A. The Finance and Facilities Committee met on February 9th. The committee discussed and reviewed:
      - Claims/Board Bills
      - Negotiations
      - Buses
      - Facilities update
  - 7.2. Government Relations Committee Report
    - A. The Government Relations Committee met on January 16, January 22, January 30, and February 5, with minutes from each meeting included for review. The committee has been meeting weekly to discuss a large number of bills and has provided either written or in-person testimony on eight bills to date. The committee continues to monitor numerous additional bills. The committee is recommending approval of the NPS Advocacy Belief Statements. The purpose of these statements is to authorize the committee to provide testimony on behalf of Norfolk Public Schools.

7.3. Activities Committee Report

A. The Activities Committee met on January 14th, and the minutes were attached. The Senior High and Junior High Activities Directors were present and shared updates on student activities participation numbers. The committee also discussed Arrow Stage Lines and the growth in wrestling.

7.4. Norfolk Public Schools Foundation Committee Report

A. The Norfolk Public Schools Foundation Board met on January 19th for their annual meeting. During the meeting, the board approved the slate of officers including Lindsay Schellpeper Simpson as President, Tracey Buettner as Vice President, April Pearson as Secretary, and Brenda Carhart as Treasurer. The 2026 budget was reviewed and approved. The scholarship award amounts and endowment disbursements were reviewed and approved. Updates were provided by the Executive Director and Superintendent highlighting Foundation activities, recent donations, and ongoing district initiatives.

8. Approve Consent Agenda

Motion to approve the consent agenda at 6:15 PM passed with a motion by Dr. Patti Gubbels and a second by Tom Stanton.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

8.1. Minutes of Previous Meetings

A. Minutes from the 2 meetings on January 12th, January 20th, and January 21st were reviewed.

8.2. Personnel

8.2.1. Contract Approval

A. Sigel, Scott, 2026 - 2027 Senior High Spanish Teacher

8.2.2. Resignations

- Melissa Jantz - Principal, Little Panthers Preschool
- Katie Wright-Oswald - 5th Grade Teacher, Middle School
- Patti Hagedorn - Science Teacher, Junior High
- Christina Morrow - Science Teacher, Senior High
- Robyn Pospisil - Special Education Teacher, Senior High

8.3. Claims

A. Claims were reviewed. Conflict statements were read by McNally and Stanton.

9. Action Items

9.1. Discuss, consider and take action to approve the second and final reading of the revised board policies: 3131 – Procurement Plan and 3132 – Internal Controls

A. There have been no additional changes to these policies since the first reading on January 12th. Policies were attached.

Motion to approve the second and final reading of the revised board policies: 3131 - Procurement Plan and 3132 - Internal Controls at 6:17 PM passed with a motion by Tom Stanton and a second by Cindy Booth.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve

McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

9.2. Discuss, consider and take action to approve the 2026-2027 Little Panthers  
Preschool Calendar

A. 2026-2027 Little Panthers Preschool Calendar was attached.

Motion to approve the 2026-2027 Little Panthers Preschool Calendar at 6:18 PM passed with a  
motion by Cindy Booth and a second by Dr. Patti Gubbels.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve

McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

9.3. Discuss, consider and take action to approve the bid for school pictures and ID  
services

A. Received 4 bids from Barksdale School Portraits, Lifetouch, Midwest School  
Services, and Strawbridge Studios

B. I am recommending the Board approves Lifetouch as the provider of the  
District School Pictures and ID Services. This 5-year agreement is strictly a  
service agreement with no cost to the District.

Motion to approve the 5-year agreement with Lifetouch as the provider for school pictures and  
ID services at 6:19 PM passed with a motion by Steve McNally and a second by Dr. Patti  
Gubbels.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve

McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

9.4. Discuss, consider and take action to approve the purchase of a 2027 Blue Bird  
Vision Route Bus for a price of \$137,162

A. As presented in the facilities and transportation plan, we are working to  
update our transportation vehicles. With this purchase, we will rotate an  
older route bus to backup status and sell an even older backup bus. As part  
of the transportation plan, funds have been saved in the depreciation  
account in anticipation of this expense. We requested bids from vendors  
and received 3 responses. All were very similar in price and met our  
needs. The bus from Nebraska Central Equipment did come in at the  
lowest price and is available yet this spring for delivery.

Motion to approve the purchase of a 2027 Blue Bird Vision Route Bus for a price of \$137,162 at  
6:21 PM passed with a motion by Tom Stanton and a second by Steve McNally.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve

McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

9.5. Discuss, consider and take action to approve the purchase of a new 2025 Thomas  
Built Minotour Bus for a price of \$106,115

A. We are also in need of a new Minibus to replace a 2007 Minibus. This will  
be used for transportation of Special Education students and comes with a  
wheelchair lift. We received bids from 3 vendors for this purchase. All 3  
met our needs, but Truck Center Companies presented the lowest bid of  
\$106,115. This is a new bus, it just has a new 2025 Chevy chassis that the  
bus is built on. As with the previous agenda item, this is a planned

purchase that we have been budgeting for and is in alignment with our transportation plan.

Motion to approve the purchase of a new 2025 Thomas Built Minotour Bus for a price of \$106,115 at 6:24 PM passed with a motion by Tom Stanton and a second by Dr. Patti Gubbels.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

9.6. Discuss, consider and take action to approve the Norfolk Public Schools Advocacy Belief Statements

A. These Advocacy Belief Statements are the recommendation of the Government Relations Committee. This would give the Government Relations Committee the right to advocate via written correspondence or face-to-face testimony to indicate whether we support, oppose, or remain neutral on specific legislation proposed in the Nebraska Unicameral. This is not a policy and will need to be reviewed each year.

Motion to approve the Norfolk Public Schools Advocacy Belief Statements at 6:28 PM passed with a motion by Steve McNally and a second by Tom Stanton.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

9.7. Discuss, consider and take action to approve the 2026-2027 Negotiated Agreement for Non-Supervisory Certificated Staff

A. The Board Negotiations subcommittee and the Teachers Union have been in discussions since the end of Oct. There were many things discussed and minor changes to the language for the 2026/2027 school year. Those changes are shown in the attached document with strikethroughs and red lettering. One of the more substantial changes this year is that we have agreed to adjust the salary schedule from a 4.5% by 4.5% scale to a 4% by 4% scale. This is a positive change for all parties as it allows the District to increase our base salary from \$39,848.50 to \$44,045 for next year. By providing a more competitive starting salary we hope to attract more teachers to NPS and be able to fill open staffing positions. That increase in starting wage also translates to increases in coaching salaries to help the District fill open positions there as well. The Teachers Union has presented these changes to their members and the agreement was approved. The next step in the process is approval from the Board of Education. If approved this evening, I will begin working on all other classes, so those can be presented to the Board and information shared with all staff prior to contract deadlines.

Motion to approve the 2026-2027 Negotiated Agreement for Non-Supervisory Certificated Staff at 6:31 PM passed with a motion by Tom Stanton and a second by Dr. Patti Gubbels.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

9.8. Discuss, consider and take action to approve the Superintendent of Schools Contract

- A. To approve the two-year contract for Erik Wilson as the Superintendent of Norfolk Public Schools

Motion to approve the two-year contract for Erik Wilson as the Superintendent of Norfolk Public Schools at 6:37 PM passed with a motion by Steve McNally and a second by Tom Stanton.

Teri Bauer: Absent, Cindy Booth: Yea, Brenda Carhart: Yea, Dr. Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 5, Nay: 0, Absent: 1

- 9.9. Discuss, consider and take action regarding the resignation of Amber Kittle, effective January 14, 2026 due to extreme extenuating circumstances

- A. Amber Kittle, ELL Teacher, Norfolk Junior High

- B. Angie Baumann recommended that the Board does not approve the resignation.

Motion to accept the resignation of Amber Kittle, effective January 14, 2026 due to extreme extenuating circumstances at 6:39 PM failed with a motion by Tom Stanton and a second by Steve McNally.

Teri Bauer: Absent, Cindy Booth: Nay, Brenda Carhart: Nay, Dr. Patti Gubbels: Nay, Steve McNally: Nay, Tom Stanton: Nay

Yea: 0, Nay: 5, Absent: 1

11. Future Meetings

- A. The 2nd regular monthly meeting of the Board of Education is scheduled for Monday, February 23rd, 2026 at Noon.

- B. The following regular meeting of the Board of Education will be held on Monday, March 9th, 2026 at 5:30 PM.

12. Adjournment

- A. The meeting adjourned at 6:41 PM.

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Chairperson

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Superintendent

## **Certified Substitute Compensation Proposal 2026/27**

	<b><u>2026/27</u></b>	<b><u>2025/26</u></b>
Daily Rate (Certified & Local)	\$170	\$165
Retired NPS Teacher	\$180	\$175
*Long-Term Sub Rate (Cert & Local)	\$236	\$212
*Retired NPS Teacher	\$241	\$217
1 Period Sub	\$40	\$40
20 days/semester	\$150 one time bonus	\$150

\*These 2 rates are determined by the daily rate of the base salary in the negotiated agreement.

The starting wages for all new classified employees (2026/2027)					
	HS Diploma GED & SUBS	30 College Hours	AA/60 College Hours	90 College Hours	BA or 120 Hours
Para 1	\$18.75	\$19.00	\$19.23	\$19.48	\$19.72
Para 2	\$19.01	\$19.24	\$19.50	\$19.75	\$20.01
Para 3	\$19.19	\$19.45	\$19.71	\$19.96	\$20.20
Para 4	\$19.90	\$20.17	\$20.44	\$20.71	\$20.96
Secretary 1	\$18.72	\$18.96	\$19.19	\$19.43	\$19.69
Secretary 2	\$20.28	\$20.55	\$20.83	\$21.10	\$21.38
Secretary 3	\$22.61	\$22.92	\$23.23	\$23.55	\$23.87
Business Office	\$24.61	\$25.01	\$25.41	\$25.80	\$26.20
Custodial/Maintenance 1	\$21.94	\$22.24	\$22.54	\$22.86	\$23.16
Custodial/Maintenance 2	\$24.93	\$25.27	\$25.64	\$25.98	\$26.34
Title IX (Native American Liaison)	\$22.46	\$22.77	\$23.08	\$23.39	\$23.70
Migrant Recruiter	\$21.74	\$22.05	\$22.33	\$22.63	\$22.92
ELL Translator	\$23.78	\$24.13	\$24.45	\$24.79	\$25.13
Occupational/Physical Therapy Assistant Para	\$20.59	\$20.87	\$21.15	\$21.43	\$21.70
Accompanist	\$25.42	\$25.79	\$26.14	\$26.51	\$26.88
Specialists (Deaf Interpreter, SLPA, COTA)	\$25.59	\$25.96	\$26.33	\$26.69	\$27.06
Seasonal Help	\$19.89				
Security	\$20.65				
Bus Driver	\$26.39				
Bilingual / Program Specialist					\$0.33
Night Duty					\$0.44
Charge of Building - Elementary					\$0.50
Supervising More Than 1 Custodian - MS, JH, SH					\$0.64
Supervising Night Custodial Staff-MS, JH, SH					\$0.64
Bus Driving with CDL / Para 4 positions are not eligible					\$0.64
Bus Driving / Para 4 positions are not eligible					\$0.44
3 Person Mini Bus Route Team					\$1.00
2 Person Mini Bus Route Team					\$1.50
Para 2 or 4 with CDL					\$0.20
	****Eligible only for one incentive pay rate****				
***Exceptions from this schedule will need to be approved by Human Resources***					
Category Descriptions					
Custodial/Maintenance 1	Building Custodial, General Maintenance				
Custodial/Maintenance 2	Carpenter, Electrician, Plumber, Mechanic, SH,JH,MS Head, Custodial Manager, Welder				
Para 1	Classroom				
Para 2	Sped, ELL, Alternative Educ., Library/Media, Hearing Impaired				
Para 3	Audio-Visual Tech., Technology Assistant, Health Tech				
Para 4	Sped high need and ED programs which includes Sped driving				
Secretary 1	General office assignment				
Secretary 2	CO, SH, JH, MS, Elem				
Secretary 3	SH Principal, CO Admin Assistants				
Business Office Personnel	Accounts Payable, District Subsidiary, Payroll				
**All New hires that are full-time will be offered single health and dental coverage paid 100% by the district**					
An additional \$250 per month will added to those classified employees who take Health/Dental coverage that is Employee/Spouse, Employee/Children or Family					

**Norfolk Public Schools Classified Salary Structure 26-27**

<u>Work Days</u>	<u>Position</u>	<u>Salary Range</u>		<u>Per Diem Range</u>		<u>Longevity</u>
		<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
260	District Network Administrator	\$85,640.00	\$95,640.00	\$329	\$368	\$105,640
260	District Maintenance Supervisor	\$75,640.00	\$85,640.00	\$291	\$329	\$95,640
260	District Network Administrator / Support	\$68,640.00	\$78,640.00	\$264	\$302	\$88,640
260	Student Information System Administrator	\$68,640.00	\$78,640.00	\$264	\$302	\$88,640
260	Asst. District Maintenance Supervisor	\$65,640.00	\$75,640.00	\$252	\$291	\$85,640
260	Communications Director	\$65,640.00	\$75,640.00	\$252	\$291	\$85,640
260	District Transportation Coordinator	\$58,500.00	\$68,500.00	\$225	\$263	\$78,500
260	Asst. to the Superintendent / Foundation	\$52,640.00	\$62,640.00	\$202	\$241	\$72,640
260	Aftershock Program Director	\$52,640.00	\$62,640.00	\$202	\$241	\$72,640
260	Athletic Trainer	\$48,500.00	\$58,500.00	\$187	\$225	\$68,500
220	Sixpence Facilitator	\$43,500.00	\$53,500.00	\$198	\$243	\$63,500

**Salary Schedule Placement:** Initial placement of a newly hired employee shall be determined by the superintendent of schools or their designee in relation to experience, background and skills. Deviations from the salary structure may be warranted in extenuating circumstances

NORFOLK PUBLIC SCHOOLS  
 School Nurses  
 2026/2027 Year

Base Salary: **\$ 41,840.00**

Step	RN	RN+9	RN+18	RN+27	BSN	MSN
		College Hrs or 135 CEUs	College Hrs or 270 CEUs	College Hrs or 405 CEUs		
<b>1</b>	1 41,840	1.045 43,723	1.09 45,606	1.135 47,488	1.18 49,371	1.225 51,254
<b>2</b>	1.045 43,723	1.09 45,606	1.135 47,488	1.18 49,371	1.225 51,254	1.27 53,137
<b>3</b>	1.09 45,606	1.135 47,488	1.18 49,371	1.225 51,254	1.27 53,137	1.315 55,020
<b>4</b>	1.135 47,488	1.18 49,371	1.225 51,254	1.27 53,137	1.315 55,020	1.36 56,902
<b>5</b>	1.18 49,371	1.225 51,254	1.27 53,137	1.315 55,020	1.36 56,902	1.405 58,785
<b>6</b>	1.225 51,254	1.27 53,137	1.315 55,020	1.36 56,902	1.405 58,785	1.45 60,668
<b>7</b>	1.27 53,137	1.315 55,020	1.36 56,902	1.405 58,785	1.45 60,668	1.495 62,551
<b>8</b>	1.315 55,020	1.36 56,902	1.405 58,785	1.45 60,668	1.495 62,551	1.54 64,434
<b>9</b>	1.36 56,902	1.405 58,785	1.45 60,668	1.495 62,551	1.54 64,434	1.585 66,316
<b>10</b>	1.405 58,785	1.45 60,668	1.495 62,551	1.54 64,434	1.585 66,316	1.63 68,199

Appendix A-1

**NORFOLK PUBLIC SCHOOLS**

**2026-2027 Salary Schedule**

**\$ 44,045**

Vertical: 4% of Base (4.5% on Steps 9 and up on M.A. through PHD)

Horizontal: 4% of Base

<b>Step</b>	<b>K EDS</b>	<b>L PHD</b>
<b>1</b>	**Psyc Internship Year Certified Teacher Schedule	
<b>2</b>	\$ 68,710 1.560	\$ 70,472 1.600
<b>3</b>	\$ 70,472 1.600	\$ 72,234 1.640
<b>4</b>	\$ 72,234 1.640	\$ 73,996 1.680
<b>5</b>	\$ 73,996 1.680	\$ 75,757 1.720
<b>6</b>	\$ 75,757 1.720	\$ 77,519 1.760
<b>7</b>	\$ 77,519 1.760	\$ 79,281 1.800
<b>8</b>	\$ 79,281 1.800	\$ 81,043 1.840
<b>9</b>	\$ 81,263 1.845	\$ 83,025 1.885
<b>10</b>	\$ 83,245 1.890	\$ 85,007 1.930
<b>11</b>	\$ 85,227 1.935	\$ 86,989 1.975
<b>12</b>	\$ 87,209 1.980	\$ 88,971 2.020
<b>13</b>	\$ 89,191 2.025	\$ 90,953 2.065
<b>14</b>	\$ 91,173 2.070	\$ 92,935 2.110
<b>15</b>	\$ 93,155 2.115	\$ 94,917 2.155

\*\*Psychologist Interns will be placed on the Certified Negotiated Teacher's Agreement based on their education and experience. They will be placed accordingly on the School Psychologist Salary Schedule upon successful completion of their Educational Specialist Degree.

School Psychologists may work up to 10 extended contract days each year based upon prior approval.

**Norfolk Public Schools Administrative Salary Structure 26-27**

\* Superintendent Discretion to be used in salary placement based upon administrator's experience. Deviations from the salary structure may be warranted in extenuating circumstances

Administrative Contract Days	Level	Position	Salary Placement Range	Daily Rate based upon salary	Starting Longevity Salary
200	1	SH Dean of Students	For Initial Placement, certified schedule plus 12 days per diem of the certified base for SH (\$2,811), 20 days per diem for JH (\$4,686)		Follow Certified longevity system
208	1	JH Dean of Students/7-8 Activities Director			
220	2	Assistant Principal 5-6	\$92,057-\$98,057 (\$6,000)	\$418-\$445	\$122,057
220	2	Assistant Principal 7-8	\$92,057-\$98,057 (\$6,000)	\$418-\$445	\$122,057
230	3	Assistant Principal 9-12	\$101,439-\$107,907(\$6,000)	\$441-\$469	\$131,907
230	3	Assistant Principal 9-12	\$101,439-\$107,907(\$6,000)	\$441-\$469	\$131,907
230	3	Activities Director 9-12	\$101,439-\$107,907(\$6,000)	\$441-\$469	\$131,907
230	4	PK/Elementary Principal(s)	\$105,907-\$111,907(\$6,000)	\$460-\$486	\$135,907
260	4	M.S. Principal	\$113,907-\$119,907(\$6,000)	\$438-\$461	\$143,907
260	4	J.H. Principal	\$113,907-\$119,907(\$6,000)	\$438-\$461	\$143,907
260	5	High School Principal	\$127,907-\$133,907(\$6,000)	\$491-\$515	\$157,907
260	6	District Director of Student Programs	\$131,907-\$137,907(\$6,000)	\$507-\$530	\$161,907
260	6	District Director of Student Services, Safety and Technology	\$131,907-\$137,907(\$6,000)	\$507-\$530	\$161,907
260	6	District Director of Human Resources and Accreditation	\$131,907-\$137,907(\$6,000)	\$507-\$530	\$161,907
260	6	District Director of Teaching and Learning	\$131,907-\$137,907(\$6,000)	\$507-\$530	\$161,907
260	6	District Director of Business, Maintenance, & Facilities	\$131,907-\$137,907(\$6,000)	\$507-\$530	\$161,907
260	7	Associate Superintendent (Includes the job of one of the level 6 positions)	Additional \$5,000 to level 6 range \$136,907 - \$142,907	\$526-\$549	\$166,907
Extra Salary Incentives (Additional one time salary increase upon completion of degree)					
		Ed.S.	\$2,000		
		EdD. / Ph.D.	\$3,000		

\*\*Administrative employees hired prior to the 2025-2026 contract year will receive an annual \$11,428 benefit package which can be applied to Single Health or taken as cash in lieu

\*\*Administrative employees hired for the 2025-2026 contract year and after, will qualify for the benefit system

\*\*All 260 day contract administrators receive 20 vacation days annually which can be used through the calendar year with prior approval from the Superintendent

Internal Board Policies - Methods of OperationFormulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: August 11, 2014  
Date of Reaffirmation: April 10, 2017  
Date of Reaffirmation: January 28, 2021

Personnel - All EmployeesStaff Use of Artificial Intelligence

As Artificial Intelligence becomes increasingly common, staff need clear guidelines on the permissible and prohibited uses of AI tools in the workplace.

Permissible Uses of AI

Staff may use AI tools in the following contexts, provided they adhere to the specific guidelines outlined below:

1. Teachers may use AI-driven educational platforms to enhance personalized learning;
2. AI tools can assist in creating instructional materials, such as generating quizzes, lesson plans, or practice exercises, provided that these tools do not infringe on copyright or misrepresent factual information;
3. AI tools may be used to assist staff in preparing memos, essays, emails, or other documents in a timely manner, so long as the staff member reviews and ensures the accuracy of such documents;
4. AI-based training platforms may be used for staff development purposes, offering personalized learning paths or professional growth opportunities; and
5. Any other use approved in advance by the administration.
6. Limited to District approved AI platforms.

Prohibited Uses of AI

The following uses of AI are strictly prohibited for school district staff:

1. Staff may not use AI-generated content (e.g., essays, lesson plans, assignments) without proper citation or attribution, particularly when presenting such work as their own creation;
2. Staff must be vigilant about students using AI tools to generate assignments or other academic work and must ensure students understand the importance of academic integrity.
3. AI-generated content must not infringe upon intellectual property rights;
4. AI tools should not be used in ways that allow for the dissemination of inaccurate or misleading information. Staff are responsible for verifying the accuracy of any AI-generated materials used in teaching, administrative work, or communication with students and parents;
5. AI-generated assessments, quizzes, and other educational content must be thoroughly reviewed to ensure they reflect correct information and align with the district's educational standards; and
6. AI tools should not be used to collect, store, or process confidential student data.

Date of Adoption: [Insert Date]

InstructionArtificial IntelligenceIntroduction

Norfolk Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Date of Adoption: [Insert Date]

AdministrationDirector of Business Services, Maintenance and FacilitiesResponsibility

Directly responsible to the Superintendent.

Preferred Qualifications

1. Education: Master's Degree in educational administration.
2. Certification: Valid Nebraska administrative and supervisory certificate.
3. Experience: Minimum of five years in education and previous experience in administration ~~is preferred.~~  
Superintendent certificate ~~preferred.~~

## Duties

The Director of Business Services, Maintenance and Facilities is expected to:

1. Function under the supervision and direction of the Superintendent.
2. Participate as an active and contributing member of the administrative and central office teams.
3. Attend all regular meetings of the Board of Education and special meetings related to areas of responsibilities.
4. Stay current on rules and regulations pertinent to area of responsibility.
5. Perform duties and responsibilities assigned by the Superintendent.
6. Be responsible for the care of all financial records and accounts.
7. Be responsible for receiving, depositing, and investing of all revenues of the district.
8. Keep financial records in the necessary form and manner to conform to the requirements of the State Department of Education and State Auditor and supervise the preparation of reports required by law.
9. Prepare the annual budget in cooperation with the administrative team and under the direction of the Superintendent.
10. Cooperate with the district directors and building principals for the purchasing, soliciting of bids, placing orders for labor, materials, and supplies of any and all descriptions.
11. Cooperate with the district directors and building principals concerning recommendations for equipment and materials related to the instructional program.
12. Cooperate with the various federal program coordinators for extended services as to the involvement of federally-funded programs and to aid in correlating the business procedures in administering federal funds.
13. Recommend actions regarding appropriations and salary as related to the personnel and the operation of the auxiliary services under his/her supervision.
14. Provide for the integration and coordination of non-instructional services such as purchasing, maintenance, operation, warehousing, and transportation, with the instructional program.

15. Manage the development of a systematic insurance program for the school district which includes procedures for determining needs and adequacy of coverage, obtaining and evaluating bids, recommending contracts to be awarded, and maintaining an insurance file.
16. Assist the Superintendent in the planning and building of all new structures and the remodeling of old structures.
17. Review, revise, monitor and administer the pay schedule for certified and classified staff.
18. Direct the activities of the transportation director.
19. Direct the activities of the grounds director.
20. Direct the activities of the maintenance director
21. Manage all state reports and records necessary for transportation.
22. Manage the development of a plan for the systematic maintenance and replacement of all district vehicles.
23. Direct the activities of the food services director in the operation of the school lunch program.
24. Conduct internal audits for the purpose of ensuring budgets are in accordance with fiscal practices.
25. Monitor budget allocations, expenditures, fund balances and related activities for the purpose of ensuring allocations are accurate and within budget limits.
26. Provide leadership in projecting and financial planning for future years.
27. Participate in contract negotiations with employee groups.
28. Oversee compliance of all state and federal regulations related to areas of responsibility, including, but not limited to NDE Rules 1, 2, and 8.

The Superintendent will develop administrative regulations containing a specific job description for the Director of Business Services, Maintenance and Facilities.

Date of Adoption:	October 13, 2014
Date of Revision:	February 11, 2019
Date of Revision:	January 13, 2020
Date of Reaffirmation:	November 11, 2024

Internal Board Policies - OrganizationStanding Committee on Government Relations

It shall be the policy of Norfolk Public Schools that the Committee on Government Relations shall consist of three members. The responsibilities of this committee will be to participate in a variety of government relation activities. This shall include attending related meetings (such as “Town Hall” meetings and meetings of the Greater Nebraska Schools Association), monitoring legislation for potential impact on the district and advocating for the district accordingly. This may also include contacting government officials in writing or in person and testifying before the legislature on behalf of the district.

Each December, the Committee is responsible for submitting the Norfolk Public Schools Advocacy Belief Statements to the Board for review and approval.

Date of Adoption: March 13, 2017  
Date of Revision: January 28, 2021  
Date of Reaffirmation: December 8, 2025

Internal Board Policies - Board MembersCode of Ethics and Standards of Conduct

Board members' actions, verbal and nonverbal, reflect the attitude and the belief of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to the responsibility of duty.

It shall be the policy of Norfolk Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics and Standards of Conduct.

1. ~~As a member of the local Board of Education, representing all the citizens of the Norfolk School District, each Board member will recognize:~~
  - a. ~~That he or she has been entrusted with the educational development of the children and youth of the community.~~
  - b. ~~That the community expects that the first and greatest concern of a school Board member will be the best interest of each and every one of the young people enrolled in the district's schools.~~
  - c. ~~That the future welfare of this community, of this state, and of our nation depends in the largest measure upon the quality of education provided in Norfolk Public Schools to meet the needs of every learner.~~
  - d. ~~That members of the Board of Education must collectively take the initiative in helping all the people in this community to have updated, accurate information about the public schools system, and to provide the finest possible school programs, school staff, and school facilities.~~
  - e. ~~That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the Norfolk community.~~
  - f. ~~That a school Board member must never neglect his or her personal obligation to the community and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.~~
2. ~~In view of the foregoing consideration, it must be the constant endeavor of each school Board member:~~

- ~~a. To devote time, thought and study to the duties and responsibilities of a school Board member so that he/she may render effective and creditable service.~~
- ~~b. To work with fellow school Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in Norfolk Public Schools.~~
- ~~c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.~~
- ~~d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media on the basis of this fact.~~
- ~~e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself or any other individual or agency apart from the total interest of the school system.~~
- ~~f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of Norfolk Public Schools as it is to plan for the business of the school district.~~
- ~~g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.~~
- ~~h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in Norfolk Public Schools with respect to the establishment of policy on current school operation and proposed future developments.~~
- ~~i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its community, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.~~

As a Norfolk Public School Board member, I will:

**1. Scope of Authority:**

Accept that the authority of the NPS Board is derived from the State which is responsible for the organization and operation of public schools, and which determines the degree of discretionary power exercised by the Board representing the people of the Norfolk community.

**2. Purpose/Focus:**

Focus on district policy development, goal setting, planning, efficient use of resources, and evaluation, to promote the largest measure of educational development for all NPS children and young adults, and further the welfare of this community, of the State, and of the Nation.

**3. Character:**

Be honest, fair, and impartial and act with integrity and civility. I will assume positive intent in others, model excellence, and uphold the public trust.

**4. Board Member Relations and Decision-Making Conduct:****a. Express Opinions/Encourage Discussion:**

Encourage board member free expression and honor different opinions and perspectives, share my views in an open, honest manner while working for consensus and Board harmony.

**b. Respect:**

Voice opinions respectfully, accord others with respect, make no disparaging remarks in or out of the board meeting, about other members of the Board or their perspectives. I will maintain positive relations with other board members, administrators, school staff, and members of the public. I will recognize the integrity of my predecessors and the merit of their work.

**c. Open-Mindedness:**

Approach decision-making with an open mind and rely on data and professional expertise to determine how to vote. I will determine how to vote only after board discussion and deliberation.

**d. Commitment, Preparation, Engagement:**

Honor the commitment entrusted to me by the public to be an effective board member and to make informed decisions. I will diligently prepare for and attend all board and committee meetings, devote time, thought, and study and actively participate so I contribute the best service possible to Norfolk Public Schools.

**5. Trustworthiness in Stewardship:**

Fulfill the obligation I have to the Norfolk community by respecting and obeying Nebraska state statutes including the Open Meetings Act, being knowledgeable about

NPS educational programs, ensuring efficient use of district resources, following district policies, and representing programs, priorities, and academic progress accurately. I expect that board meeting time be spent both on learning about education programs and ensuring efficient use of education resources.

**a. Exercise Independent Judgment:**

Uphold my personal obligation to the community, school, and State by maintaining individual judgment and by not making personal promises, taking private action that may compromise my performance of responsibilities, or surrendering that individual judgment to benefit myself or other individuals or groups.

**b. Avoid Conflict of Interest and Avoid Actions for Personal Gain:**

Avoid any conflict of interest or appearance of impropriety and not use my board membership for my own personal advantage, receive directly or indirectly any gift or compensation for making a recommendation or casting a vote.

**c. Respect Authority of the Whole:**

Acknowledge that legal authority rests with the Board and not with me as an individual board member. As such, I will not take any private action or make any commitments that may compromise the Board or administration. I will abide by and uphold the final majority decisions of the Board regardless of how I voted. When speaking in public, I will provide a disclaimer that my comments are mine alone and do not necessarily reflect the position of the NPS Board.

**d. Maintain Confidentiality:**

Respect the confidentiality of privileged information and will not disclose privileged information including that shared in closed board sessions. I will vote for closed sessions if the situation requires it, however, I will not support meetings that violate the Open Meetings Act.

**6. Professional Development:**

Model continuous learning by studying educational issues, participating in board training activities provided by education organizations, sharing experience and knowledge with other board members, and networking with other local school board members in an effort to be the most effective school board member possible.

**7. Community:**

Listen to those who communicate with the Board and direct individual community member concerns to appropriate staff. I will be responsive to and seek input from community members. I will encourage the Board to provide updated, accurate information to the community about public school system priorities and programs, and I will balance the needs of the community with needs of the school and act in the best interest of the school.

**8. Policy:**

Comply with updated board policies and state and federal laws and regulations, as well as guidance from the Superintendent, when making Board decisions. I will work with other board members to establish effective board policies and delegate the authority for implementation of policy to the Superintendent and professional and non-professional staff members who work with the Superintendent. I will provide policy support for school administrators in the performance of their duties.

**9. Superintendent Relations:**

Strive for a positive working relationship with the Superintendent, respecting the Superintendent’s responsibility to advise and keep the Board informed, to implement board policy, and to administer the district. I will maintain open and honest communication with the Superintendent, collaborate to identify and measure performance goals, and evaluate the Superintendent as required by law.

**10. Personnel Relations:**

Acknowledge that the only Board employee is the Superintendent and that other prospective employees are recommended to the Board for appointment. The responsibility for employing and evaluating school personnel rests with administrators. I do not have the authority to give directives to any school administrator or employee.

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

Date of Adoption: August 11, 2014  
Date of Revision: April 10, 2017  
Date of Reaffirmation: January 28, 2021