

## Agenda

1. Signature of Notification
2. Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors
  1. Acknowledge Open Meeting Laws
    - i. The Board of Education reserves the right to enter into Executive Session for the protection of the public interest; or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
    - ii. Notice of this meeting was published in the Gering Citizen on August 15, 2013.
3. Excuse Absent Board Members
4. Consent Agenda\*
  1. \*Sequence of agenda items subject to change. Please plan to attend the entire meeting.
  2. Approval of Agenda/Amendment of Agenda Items
  3. Approval of Minutes from Previous Board Meetings
  4. Approval of Claims/Bills
  5. Personnel Items
    - i. Contract Approvals
      1. Recommendation to Hire .5 FTE Careers Teacher (Yarnell)
    - ii. Resignations
5. Recommendation to Approve Consent Agenda
6. Patron Comments
  1. The Board recognizes the importance of citizen participation in school business. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the Board shall set a 3 minute time limit per patron, not to exceed a total of 30 minutes for all comments.
7. Reports & Discussions
  1. Recognition of Accomplishments
  2. Curriculum Committee Report
  3. Facilities Committee Report
  4. Business Committee Report
    - i. Financial Report - The Business Committee reviewed all bills for this consent agenda. Bills unique to this month were discussed for clarification. The total amount of bills approved in the consent agenda for the month of July, 2013 by specific funds are as follows:
      1. Trial Balance Summary
      2. Fund Balances
      3. Schedule of Investments Held
      4. Financial Statement
      5. Revenues: General Fund=\$507,027.38; Depreciation Fund=\$573.83; Cafeteria Fund=\$3.94; Activities Fund=\$8,847.77; Fees Fund=\$0.

5. Personnel Committee Report
6. Student Services Report
7. Summer School Report
8. Superintendent's Report
8. Recommendation to Enter into a Hearing for Fee Waivers
9. Recommendation to Adjourn Hearing for Fee Waivers
10. Action Items
  1. Recommendation to Approve the Access of this Expenditure Exclusion for Additional Budget Authority
  2. Recommendation to Re-Approve Policy 504.19 - Student Fees
  3. Recommendation to Approve the Bluffs Facility Solutions Contract for Custodial Services
  4. Recommendation to Approve 2.5% Increase to Classified Staff Wages
  5. Recommendation to Approve the 2013-2014 Classified Staff Handbook
11. Tentative Committee & Meeting Dates
12. Board Comments
13. Executive Session to Discuss a Personnel Matter and Collective Bargaining
14. Adjournment

**Regular Business Meeting**

July 15, 2013 6:00 PM  
City of Gering  
Council Chambers

**Attendance Taken at 6:00 PM:**

Present Board Members:  
Mike Brunner  
Alan Doll  
BJ Peters  
Dr. Jerry Upp

Absent Board Members:  
Brian Copsey  
Mary Winn

**1. Signature of Notification**

**2. Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors**

**2.1. Acknowledge Open Meeting Laws**

**2.1.1. The Board of Education reserves the right to enter into Executive Session for the protection of the public interest; or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.**

**2.2. Notice of this meeting was published in the Gering Citizen on July 11, 2013.**

Notice of this meeting was published in the Gering Citizen on Thursday, July 11, 2013.

**3. Excuse Absent Board Members**

**Motion Passed:** passed with a motion by Mike Brunner and a second by Dr. Jerry Upp.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

**4. Consent Agenda\***

**4.1. \*Sequence of agenda items subject to change. Please plan to attend the entire meeting.**

**4.2. Approval of Agenda/Amendment of Agenda Items**

**4.3. Approval of Minutes from Previous Board Meetings**

**4.4. Approval of Claims/Bills**

**4.5. Personnel Items**

**4.5.1. Contract Approvals**

**4.5.2. Resignations**

**5. Recommendation to Approve Consent Agenda**

**Motion Passed:** passed with a motion by BJ Peters and a second by Mike Brunner.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

## **6. Patron Comments**

**6.1. The Board recognizes the importance of citizen participation in school business. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the Board shall set a 3 minute time limit per patron, not to exceed a total of 30 minutes for all comments.**

## **7. Reports & Discussion Items**

### **7.1. Recognition of Accomplishments**

**7.1.1. The Gering Citizen Newspaper has published a 2013-2014 Calendar. These calendars are on sale for \$5 and 100% of the proceeds will be donated to the Gering High School Booster Club.**

Lisa Betz of the Gering Citizen presented their 2013-2014 Calendars, which are on sale for \$5 each. All proceeds will be donated to the Gering High School Booster Club. Specifics about the calendar were discussed.

### **7.2. Activities Eligibility Update**

High School Principal Eldon Hubbard distributed an excerpt from the High School Staff Handbook related to eligibility for NSAA student activities. It states that if a student is failing a course, that student must work with their instructor or attend ELO classes. The student must also provide their coach or sponsor with evidence that that procedure has been followed. Failure to do so will result in ineligibility for that week. Activities Director Glen Koski will cross reference the down list to assure those needing help receive it. Koski will also have access to I Campus so that he may review grades for all activity participants and follow up with coaches and/or sponsors. The original Activities Handbook was adopted eleven years ago and has been revised several times. Hubbard indicated that Activity Directors had a difficult time embracing the Activities Handbook, therefore this information is being inserted into the Staff Handbook for easy access for coaches and sponsors. The High School's Student Handbook underwent a significant re-write last year and it now includes activity participation information, thus providing this information to parents as well. Hubbard indicated that this information will now be included in the Staff Handbook also. Non-staff coaches and sponsors will be provided with this information. Hubbard stated that policies and rules have been removed from the handbooks and are now referenced.

### **7.3. Curriculum Committee Minutes**

Peters provided a recap of the Curriculum Committee meeting, where they discussed ordering of language arts materials and reaffirmed that the Curriculum Committee will make language arts a priority.

### **7.4. Facilities Committee Minutes**

Upp informed the Board that the Facilities Committee met at the City of Gering's softball diamonds to discuss the school district utilizing these fields instead of the fields at the Carpenter Center. The City initially expressed interest in the district using the fields east of pool, however after examining these fields the Committee would prefer to utilize fields 4 & 5 just south of the pool, as those fields provide lighting, bleachers, parking and access to public restrooms. Minimal work would need to be done to fields 4 and 5, such as the installation of higher lighting and fencing. The Committee asked that Koski coordinate a meeting between the City's Parks & Recreation Committee and the district's Facilities Committee for further discussion.

Upp also stated that Koski approached the Committee for support in seeding the empty field north of the High School. This area could then be used for soccer and football practice. District staff is looking into sprinkler costs for this location.

Hanson provided an update on summer maintenance projects.

#### **7.5. Business Committee Minutes**

Brunner provided a recap of the Business Committee Meeting. The bill list was discussed and the Committee would like to see more detail listed on purchase orders when purchasing curriculum items.

Other topics of discussion included district financial reports and elementary and Jr. High student handbooks. The Committee reviewed annual audit bids, discussed upcoming negotiations and reviewed contracted maintenance projects. The proposed Interlocal Agreement with the City regarding district use of the council chambers.

**7.6. Financial Report - The Business Committee reviewed all bills for this consent agenda. Bills unique to this month were discussed for clarification. The total amount of bills approved in the consent agenda for the month of June, 2013 by specific funds are as follows:**

Meisner presented the financial report to the Board. Fund revenues and expenditures were reviewed. Peters inquired about the recently presented school finance workshops, specifically a monthly tracking report that shows balance comparisons and trends. Peters asked the Business Manager to provide that info on a regular basis. Hastings stated that he will develop financial priorities, cash reserves, long term data and future goals.

**7.6.1. Trial Balance Summary**

**7.6.2. Fund Balances**

**7.6.3. Schedule of Investments Held**

**7.6.4. Financial Statement**

**7.6.5. General Fund=\$1,527,587.32; Depreciation Fund=\$381.46; Cafeteria Fund=\$43,407.91; Activities Fund=\$11,677.09; Fees Fund=\$300.**

#### **7.7. Student Services Report**

Hubbard emailed her report to the Board ahead of time and had Megan Patterson from the high ability program on hand. Patterson said she believes the district is moving in the right direction by providing instruction time and enrichment activities after school. Hastings said the district will identify specific needs to find what works best for students and the community. The process will start with identification of truly high ability students via cognitive assessments.

#### **7.8. Superintendent's Report**

Hastings expressed his interest in having contact with community and staff. He is interested in identifying areas of strengths and weaknesses throughout the district and plans to send a survey to all staff, students with emails, parents and community members. Hastings feels this would be a good first step to assist him in identifying goals. Hastings thanked the central office staff for their recent assistance and stated that he is looking forward to his first year.

#### **7.9. Board Comments**

Upp expressed his appreciation to High School Principal Hubbard for opening up the High School during Oregon Trail Days so alumni could take a tour while in town for class reunions.

Doll stated that the district support of the City Band and band director Randy Raines means a lot to the people of the community. Platte Valley Companies provided the band with matching shirts this year.

**8. Action Items**

**8.1. Recommendation to Approve Changes to the 2013-2014 Elementary Student Handbook**

**Motion Passed:** passed with a motion by Mike Brunner and a second by Alan Doll.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

**8.2. Recommendation to Approve Changes to the 2013-2014 Jr. High Student Handbook**

**Motion Passed:** passed with a motion by BJ Peters and a second by Mike Brunner.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

**8.3. Designate Additional Board Member to Serve as a VALTS Representative**

Because the Scottsbluff District is providing their own alternative learning program this year Gering now holds the majority of slots, therefore requiring a third representative on the VALTS Board. Currently Peters and Winn service and Upp offered to serve as the district's third member.

**Motion Passed:** passed with a motion by Mike Brunner and a second by Alan Doll.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

**8.4. Designate Dana F. Cole & Co. as District Auditors for the 2013-2014, 2014-2015 and 2015-2016 School Years**

**Motion Passed:** passed with a motion by Mike Brunner and a second by Dr. Jerry Upp.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

**8.5. Recommendation to Approve Interlocal Agreement with City of Gering**

**Motion Passed:** passed with a motion by Dr. Jerry Upp and a second by BJ Peters.

Mike Brunner	Yes
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Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

**8.6. Recommendation to Approve the Access of this Expenditure Exclusion for Additional Budget Authority**

**Motion Passed:** passed with a motion by BJ Peters and a second by Mike Brunner.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

**9. Tentative Committee & Meeting Dates**

The Facilities Committee Meeting was scheduled for August 8th at 4:30pm. The location is yet to be determined. The Personnel Committee Meeting was scheduled for August 7th at 4:30pm.

**10. Adjournment**

**Motion Passed:** passed with a motion by Mike Brunner and a second by Alan Doll.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Yes
Mary Winn	Absent

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Chairperson

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Superintendent

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 07/01/2013 - 07/31/2013  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: VB & T-General

Bank Account: 109033

6808	07/15/2013	1246	Shell Fleet Plus	065170193306	01.2.2751.0336.1.00.00	Warehouse/Maintenance	\$535.72	
6808	07/15/2013	1246	Shell Fleet Plus	065170193306	01.2.2751.0336.2.00.00	Warehouse/Maintenance	\$535.72	
							Check Total:	\$1,071.44
6809	07/15/2013	1246	Verizon Wireless	9707487597	01.2.1136.0342.1.00.06	R.Hamer	\$77.41	
6809	07/15/2013	1246	Verizon Wireless	9707487597	01.2.1136.0342.1.00.06	Z.Griffith	\$64.93	
6809	07/15/2013	1246	Verizon Wireless	9707487597	01.2.1136.0342.1.00.06	L.Newberry	\$87.41	
6809	07/15/2013	1246	Verizon Wireless	9707487597	01.2.1136.0344.1.00.06	Internet	\$20.01	
6809	07/15/2013	1246	Verizon Wireless	9707487597	01.2.1136.0344.2.00.06	Internet	\$20.00	
6809	07/15/2013	1246	Verizon Wireless	9707487597	01.2.2415.0342.2.01.17	G.Koski	\$69.92	
6809	07/15/2013	1246	Verizon Wireless	9707487597	01.2.2751.0342.1.00.00	C.Hanson	\$45.50	
							Check Total:	\$385.18
6810	07/15/2013	1247	CenturyLink	313806549 June	01.2.2410.0342.1.18.18	Telephone - Cedar Canyon	\$148.87	
							Check Total:	\$148.87
6811	07/16/2013	1251	Cardmember Services	ELAN(1227)July	01.2.4903.0670.2.01.03	Lupomech/Mcdonalds/Travel Exp/Prof Devel	\$3.73	
6811	07/16/2013	1251	Cardmember Services	ELAN(1227)July	01.2.4903.0670.2.01.03	Lupomech/Red Lobster/Travel Exp/Prof Devel	\$14.99	
6811	07/16/2013	1251	Cardmember Services	ELAN(1227)July	01.2.4903.0670.2.01.03	Lupomech/Burger King/Travel Exp/Prof Devel	\$4.24	
6811	07/16/2013	1251	Cardmember Services	ELAN(1227)July	01.2.4903.0670.2.01.03	Lupomech/Carlos OKelly's/Travel Exp/Prof Devel	\$13.31	
6811	07/16/2013	1251	Cardmember Services	ELAN(1227)July	01.2.4903.0670.2.01.03	Lupomech/McDonald's/Travel Exp/Prof Devel	\$3.79	
6811	07/16/2013	1251	Cardmember Services	ELAN(1227)July	01.2.4903.0670.2.01.03	Lupomech/Qdoba Mexican Grill/Travel Exp/Prof Devel	\$6.37	
6811	07/16/2013	1251	Cardmember Services	ELAN(2003) JULY.	01.2.2310.0670.1.00.01	GNS Meeting (Hastings)	\$184.84	
6811	07/16/2013	1251	Cardmember Services	ELAN(2003) JULY.	01.2.2310.0670.2.00.01	GNS Meeting (Hastings)	\$184.83	

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Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6811	07/16/2013	1251	Cardmember Services	ELAN(3472)JULY	01.2.2610.0410.1.05.00	A package I mailed for Northfield at the Post Office for Pam	\$22.01
6811	07/16/2013	1251	Cardmember Services	ELAN(3733)JULY	01.2.1290.0410.1.09.99	Sterlite Medium Modular Storage Drawers Set of 6 (Walmart Online - Not stocked in local	\$61.84
6811	07/16/2013	1251	Cardmember Services	ELAN(3733)JULY..	01.2.1250.0630.1.09.99	IEP goals subscription fees	\$50.00
6811	07/16/2013	1251	Cardmember Services	ELAN(3741) JULY	01.2.1117.0410.1.04.03	Tofflemire, Music K8 renewal/Supplies	\$149.70
6811	07/16/2013	1251	Cardmember Services	ELAN(3741) JULY	01.2.2213.0670.2.00.02	Martin, NCSA registration fee/Travel Exp/Prof Devel	\$175.00
6811	07/16/2013	1251	Cardmember Services	ELAN(3741) JULY	01.2.1118.0530.1.05.03	Rose/Am Drum mallets/Furniture and Equipment	\$13.00
6811	07/16/2013	1251	Cardmember Services	ELAN(3741)CREDIT	01.2.2212.0413.2.00.02	CREDIT AMAZON	(\$12.89)
6811	07/16/2013	1251	Cardmember Services	ELAN(3741)JULY	01.2.2212.0413.2.00.02	Hughes, Earth Science books/Science Materials	\$247.38
6811	07/16/2013	1251	Cardmember Services	ELAN(3741)JULY.	01.2.2212.0413.2.00.02	Hughes/Environmental Science books/Science Materials	\$46.99
6811	07/16/2013	1251	Cardmember Services	ELAN(3741)JULY.	01.2.2212.0413.2.00.02	Hughes/Evironmental science books/Science Materials	\$311.92
6811	07/16/2013	1251	Cardmember Services	ELAN(3741)JULY..	01.2.2212.0412.2.00.02	Abel, Pre-Algebra books for shortage/Mathematics Materials	\$791.57
6811	07/16/2013	1251	Cardmember Services	ELAN(3766)JULY	01.2.1130.0409.1.06.16	Academic calendar refills	\$86.67
6811	07/16/2013	1251	Cardmember Services	ELAN(3766)JULY.	01.2.1130.0409.1.06.16	HP 27X Black toner	\$167.99
6811	07/16/2013	1251	Cardmember Services	ELAN(3766)JULY.	01.2.1130.0409.1.06.16	HP504A Yellow Toner	\$539.98
6811	07/16/2013	1251	Cardmember Services	ELAN(3766)JULY.	01.2.1130.0409.1.06.16	HP 504A Magenta Toner	\$539.98
6811	07/16/2013	1251	Cardmember Services	ELAN(3766)JULY.	01.2.1130.0409.1.06.16	HP 504A Cyan Toner	\$539.98
6811	07/16/2013	1251	Cardmember Services	ELAN(3766)JULY.	01.2.1130.0409.1.06.16	HP 504X Black Toner	\$393.98
6811	07/16/2013	1251	Cardmember Services	ELAN(3766)JULY.	01.2.1130.0409.1.06.16	HP 12A Toner	\$79.99
6811	07/16/2013	1251	Cardmember Services	ELAN(3774)JULY	01.2.1130.0410.1.05.15	Bandit	\$11.84
6811	07/16/2013	1251	Cardmember Services	ELAN(3774)JULY	01.2.1130.0410.1.05.15	SHLF SPT PIN	\$1.94

## Gering Public Schools

### Disbursement Detail Listing

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 Bank Account: 109033

Date Range: 07/01/2013 - 07/31/2013  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6811	07/16/2013	1251	Cardmember Services	ELAN(3774)JULY	01.2.1130.0410.1.05.15	Hand Vacuum	\$38.87
6811	07/16/2013	1251	Cardmember Services	ELAN(3774)JULY	01.2.2410.0410.1.05.15	Storage Box	\$27.35
6811	07/16/2013	1251	Cardmember Services	ELAN(3790) July	01.2.3000.0410.1.00.00	Supplies purchased from Dollar General	\$54.50
6811	07/16/2013	1251	Cardmember Services	ELAN(3790) July	01.2.3000.0410.1.00.00	Supplies purchased from Wal-Mart	\$82.85
6811	07/16/2013	1251	Cardmember Services	ELAN(3816) JULY	01.2.2410.0670.2.01.21	Professional Development Books from Amazon.com - Order #112-3739122-3683440	\$76.80
6811	07/16/2013	1251	Cardmember Services	ELAN(3832)JULY	01.2.2410.0409.2.02.22	Bully Education folder	\$206.50
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY	01.2.1136.0410.1.00.06	Refurbished: WD 160GB SATA Internal Notebook Hard Drive	\$167.94
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY	01.2.1136.0410.1.00.06	(15m) 10 Gb Multimode LC/LC Fiber Patch Cable	\$74.87
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY	01.2.1136.0410.1.00.06	StarTech DP2DVIS DisplayPort to DVI Active Adapter	\$28.99
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY	01.2.1136.0410.2.00.06	StarTech DP2DVIS DisplayPort to DVI Active Adapter	\$28.99
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY	01.2.1136.0410.2.00.06	(15m) 10 Gb Multimode LC/LC Fiber Patch Cable	\$74.87
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY	01.2.1136.0410.2.00.06	Refurbished: WD 160GB SATA Internal Notebook Hard Drive	\$167.94
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY.	01.2.1136.0410.1.00.06	1/2" Hammer Drill Li-Ion 18V	\$89.50
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY.	01.2.1136.0410.1.00.06	Cordless Blower 18V	\$30.00
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY.	01.2.1136.0410.2.00.06	Cordless Blower 18V	\$30.00
6811	07/16/2013	1251	Cardmember Services	ELAN(7123) JULY.	01.2.1136.0410.2.00.06	1/2" Hammer Drill Li-Ion 18V	\$89.50
6811	07/16/2013	1251	Cardmember Services	ELAN(7123)JULY	01.2.1136.0410.1.00.06	Brother Lables TZe-231	\$28.65
6811	07/16/2013	1251	Cardmember Services	ELAN(7123)JULY	01.2.1136.0410.2.00.06	Brother Lables TZe-231	\$28.65

Check Total: \$5,961.74

## Gering Public Schools

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 Bank Account: 109033

Date Range: 07/01/2013 - 07/31/2013  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6812	07/18/2013	1252	AirMaxx	2005173	01.2.2620.0318.2.01.21	repairs of HS walk in cooler	\$549.52
6812	07/18/2013	1252	AirMaxx	2005193	01.2.2620.0318.2.01.21	repairs of HS walk in cooler	\$623.92
Check Total:							\$1,173.44
6813	07/18/2013	1252	Apple, Inc. Attn: S&Lg Sales	4243221674	01.2.4410.0410.1.00.80	iPad 2 with Wi-Fi 16GB-Black Apple Quote: 2200764951	\$1,995.00
Check Total:							\$1,995.00
6814	07/18/2013	1252	AS Central Services - OCIO	821960	01.2.1136.0344.2.00.06	Internet June	\$222.15
Check Total:							\$222.15
6815	07/18/2013	1252	Barbour Music	15250	01.2.1118.0410.1.04.03	Curtis, Horizon 1/8 stereo to 1/4 mono/Supplies	\$24.95
Check Total:							\$24.95
6816	07/18/2013	1252	Blackboard Connect, Inc.	724980	01.2.1136.0494.1.00.06	Connect Ed fee 7-1-13 thru 6-30-14	\$3,307.50
6816	07/18/2013	1252	Blackboard Connect, Inc.	724980	01.2.1136.0494.2.00.06	Connct Ed fee 7-1-13 thru 6-30-13	\$3,307.50
Check Total:							\$6,615.00
6817	07/18/2013	1252	Bluffs Sanitary Supply, Inc.	282657	01.2.2610.0410.1.04.00	Neutral cleaner for the tile floors at Lincoln and this was oked from Curt to get for Lee that	\$9.00
Check Total:							\$9.00
6818	07/18/2013	1252	Cengage Learning Southwestern/ltip	99478671	01.2.2212.0419.2.00.02	Lupomech, Accounting books/Business & Computer Materials	\$1,521.00
6818	07/18/2013	1252	Cengage Learning Southwestern/ltip	99478671	01.2.2212.0419.2.00.02	Lupomech, Online Aplia Chap 1-24/Business & Computer Materials	\$122.25
6818	07/18/2013	1252	Cengage Learning Southwestern/ltip	99478671	01.2.2212.0419.2.00.02	Lupomech, Online Aplia Chap 1-16/ Business & Computer Materials	\$870.00
6818	07/18/2013	1252	Cengage Learning Southwestern/ltip	99478671	01.2.2212.0419.2.00.02	Lupomech, Global Imports Manual/Business & Computer Materials	\$620.78
6818	07/18/2013	1252	Cengage Learning Southwestern/ltip	99478671	01.2.2212.0419.2.00.02	Lupomech, Electro, Inc Manual Sim/Business & Computer Materials	\$111.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
Bank Account: 109033

Date Range: 07/01/2013 - 07/31/2013  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6818	07/18/2013	1252	Cengage Learning Southwestern/lt	99478671	01.2.2212.0419.2.00.02	Lupomech, Business math/Business & Computer Materials	\$2,362.50
Check Total:							\$5,607.53
6819	07/18/2013	1252	Clemens Carpet Mill Direct	103996	01.2.2610.0410.2.01.00	Tile for the High School	\$324.00
Check Total:							\$324.00
6820	07/18/2013	1252	Crescent Electric Supply	125-419799-00	01.2.2610.0409.1.00.00	Light bulbs for District Stock	\$45.80
Check Total:							\$45.80
6821	07/18/2013	1252	Culligan Water Softening	0442300	01.2.2610.0410.1.00.00	bottled water central office	\$4.90
6821	07/18/2013	1252	Culligan Water Softening	0442906	01.2.2610.0410.1.00.00	bottled water central office	\$4.90
6821	07/18/2013	1252	Culligan Water Softening	284752 June	01.2.1130.0318.1.06.16	Contracted Services/Repairs	\$21.50
6821	07/18/2013	1252	Culligan Water Softening	294036 July	01.2.2610.0410.1.00.00	RO & dispenser rent central office	\$29.00
Check Total:							\$60.30
6822	07/18/2013	1252	Dell Marketing, L.P.	XJ5R9TJM2	01.2.1250.0410.1.09.99	(line for budget coding purposes only)	\$328.52
6822	07/18/2013	1252	Dell Marketing, L.P.	XJ5R9TJM2	01.2.4410.0410.1.00.80	Quantity: 4 Dell Latitude E6430 cpmputers per quote # 653931194 for customer # 004534443	\$4,000.00
Check Total:							\$4,328.52
6823	07/18/2013	1252	Esu #13 _5760	065414	01.2.4325.0410.0.00.80	McLellan, Silver Keyboard for Ipad/Supplies	\$1,599.80
6823	07/18/2013	1252	Esu #13 _5760	4570213568	01.2.4325.0410.0.00.80	McLellan, Ipad 10-pack/Supplies	\$7,580.00
6823	07/18/2013	1252	Esu #13 _5760	50193683	01.2.4325.0410.0.00.80	McLellan, Compact swivel charger/Supplies	\$71.19
6823	07/18/2013	1252	Esu #13 _5760	5063	01.2.4325.0410.0.00.80	McLellan, Software/Supplies	\$14,400.00

## Gering Public Schools

### Disbursement Detail Listing

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Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6823	07/18/2013	1252	Esu #13_5760	5063	01.2.4325.0410.0.00.80	Discount for Software/Supplies	(\$4,800.00)
6823	07/18/2013	1252	Esu #13_5760	86985	01.2.4325.0410.0.00.80	McLellan, Tablet charging Cart/Supplies	\$1,879.00
6823	07/18/2013	1252	Esu #13_5760	EBSCO	01.2.2222.0450.1.04.03	EBSCO Consortium Project/AV MATERIALS	\$743.20
6823	07/18/2013	1252	Esu #13_5760	EBSCO	01.2.2222.0450.2.02.03	EBSCO Consortium Project/AV MATERIALS	\$743.21
6823	07/18/2013	1252	Esu #13_5760	SD13324	01.2.1130.0670.1.05.15	Cognitive Behavior Therapy workshop June 13 & 14. (Matt Janecek)	\$200.00
6823	07/18/2013	1252	Esu #13_5760	Visual thesaurus	01.2.2222.0450.1.04.03	Visual Thesaurus consortium/AV MATERIALS	\$300.73
6823	07/18/2013	1252	Esu #13_5760	Visual thesaurus	01.2.2222.0450.2.02.03	Visual Thesaurus consortium/AV MATERIALS	\$300.73
6823	07/18/2013	1252	Esu #13_5760	World Book On-Line	01.2.2222.0450.1.04.03	World Book On-Line Consortium/AV MATERIALS	\$570.35
6823	07/18/2013	1252	Esu #13_5760	World Book On-Line	01.2.2222.0450.2.02.03	World Book On-line Consortium/AV MATERIALS	\$570.35
Check Total:							\$24,158.56
6824	07/18/2013	1252	Fresh Foods Inc.	0168400030050	01.2.3000.0410.1.00.00	food supplies summer school	\$48.39
6824	07/18/2013	1252	Fresh Foods Inc.	0168400030053	01.2.3000.0410.1.00.00	food supplies summer school	\$17.88
6824	07/18/2013	1252	Fresh Foods Inc.	0168400040027	01.2.3000.0410.1.00.00	milk & dixie cups - summer school	\$18.62
6824	07/18/2013	1252	Fresh Foods Inc.	acct 3123 Milk	01.2.3000.0410.1.00.00	summer school milk	\$13.40
Check Total:							\$98.29
6825	07/18/2013	1252	Gering Citizen	071113002	01.2.2310.0350.1.00.01	Board Meeting Notice (July)	\$4.52

## Gering Public Schools

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Print Employee Vendor Names   
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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6825	07/18/2013	1252	Gering Citizen	071113002	01.2.2310.0350.2.00.01	Board Meeting Notice (July)	\$4.51
Check Total:							\$9.03
6826	07/18/2013	1252	Gering Valley One Hour Air Cond & Heatin	332574	01.2.2620.0318.1.18.18	repairs on A/C unit at cedar canyon	\$694.00
6826	07/18/2013	1252	Gering Valley One Hour Air Cond & Heatin	332818	01.2.2610.0410.1.18.00	Cleaned Units in Rm 106 and 108. Excessive dirt thats why they werent working.	\$441.00
Check Total:							\$1,135.00
6827	07/18/2013	1252	Haddock Corporation	89275	01.2.1130.0530.1.05.15	Promethean Projector - PRM-35 DLP Projector	\$564.00
Check Total:							\$564.00
6828	07/18/2013	1252	Heilbrun Mfg Company	833771	01.2.2750.0337.1.00.00	Hydraulic hose, hose fittings, and retrofit kit freon for the maint van. This is all for the big riding	\$88.77
Check Total:							\$88.77
6829	07/18/2013	1252	Hi Performance Car Wash-Blt, Inc.	10399	01.2.2751.0336.2.00.00	Car washes for the vans, cars and subc for the diostrict.	\$40.37
Check Total:							\$40.37
6830	07/18/2013	1252	Hillyard	600736205	01.2.2610.0409.1.00.00	Paper Towels used for district stock	\$835.00
6830	07/18/2013	1252	Hillyard	600736206	01.2.2610.0409.1.00.00	Double down carpet spot remover for the district use	\$207.06
6830	07/18/2013	1252	Hillyard	600736207	01.2.2610.0410.1.18.00	Floor Machine and wet and dry vac for Cedar Cayon	\$1,296.00
6830	07/18/2013	1252	Hillyard	600743372	01.2.2610.0410.2.01.00	13 in black stripping pads for the HS	\$76.50
6830	07/18/2013	1252	Hillyard	600743373	01.2.2610.0409.1.00.00	pads , cleaning cloths, and cleaner for the district	\$962.53
6830	07/18/2013	1252	Hillyard	600743374	01.2.2610.0409.1.00.00	Ant killer for the District Stock	\$357.27
6830	07/18/2013	1252	Hillyard	600753632	01.2.2610.0409.1.00.00	Ant killer for the district stock	\$10.21

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6830	07/18/2013	1252	Hillyard	600763581	01.2.2610.0409.1.00.00	Carpet Extractor for District Stock	\$5,876.00
Check Total:							\$9,620.57
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0038238	01.2.2610.0410.1.05.00	towels and mops for Northfield	\$59.60
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0038239	01.2.2610.0410.1.06.00	towels and mops for Geil	\$33.83
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0038256	01.2.2610.0410.1.04.00	towels and mops for Lincoln	\$44.86
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0062058	01.2.2610.0410.2.01.00	towels and mops at High School	\$110.41
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0062063	01.2.2610.0410.2.02.00	mops at the JH	\$37.25
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0062064	01.2.2610.0410.1.05.00	mops and towels at Northfield	\$59.60
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0062065	01.2.2610.0410.1.06.00	towels and mops at Geil	\$33.83
6831	07/18/2013	1252	Ideal Laundry & Cleaners, Inc.	0062082	01.2.2610.0410.1.04.00	towels and mops at Lincoln	\$44.86
Check Total:							\$424.24
6832	07/18/2013	1252	Independent Plumbing & Heating	131404	01.2.2610.0410.1.00.00	Vent float, rotor tool, and Hacksaw mini for Maint use	\$23.55
6832	07/18/2013	1252	Independent Plumbing & Heating	131404	01.2.2610.0410.2.00.00	Vent float, rotor tool and hacksaw mini blade for Miant use	\$23.54
6832	07/18/2013	1252	Independent Plumbing & Heating	132237	01.2.2610.0410.1.05.00	Nipples, Elbows, Male and female parts for the sprinkler system at Northfield	\$175.32
Check Total:							\$222.41
6833	07/18/2013	1252	Johnson Cashway _8920	136979	01.2.2610.0410.1.06.00	washer, ribbed anchor, butane lighter and phillip for thGeil	\$25.24
6833	07/18/2013	1252	Johnson Cashway _8920	137121	01.2.2610.0410.2.02.00	great stuff window for the JH	\$10.78
6833	07/18/2013	1252	Johnson Cashway _8920	137336	01.2.2610.0410.1.00.00	Ring key split for Maint	\$1.34
6833	07/18/2013	1252	Johnson Cashway _8920	137336	01.2.2610.0410.2.00.00	Ring key split for Maint	\$1.33
6833	07/18/2013	1252	Johnson Cashway _8920	137369	01.2.2610.0410.1.05.00	plywood for Northfield	\$33.24

## Gering Public Schools

### Disbursement Detail Listing

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Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6833	07/18/2013	1252	Johnson Cashway _8920	137380	01.2.2610.0410.1.05.00	bolts and locks for the modular at Northfield	\$34.07
6833	07/18/2013	1252	Johnson Cashway _8920	137410	01.2.2610.0410.1.18.00	boards and screws for blue and yellow benches at Cedar Canyon	\$26.99
6833	07/18/2013	1252	Johnson Cashway _8920	137506	01.2.2610.0410.1.18.00	Bolts for the yellow and blue benches at Cedar Canyon	\$3.50
6833	07/18/2013	1252	Johnson Cashway _8920	137544	01.2.2610.0410.2.02.00	Faucet for the lawn at JR	\$16.18
6833	07/18/2013	1252	Johnson Cashway _8920	137552	01.2.2610.0410.2.02.00	Gloves to use with sewer snake at the JH	\$3.59
6833	07/18/2013	1252	Johnson Cashway _8920	137656	01.2.2610.0410.1.00.00	Varnish, stain and brushes for the new central for the wood to be stained.	\$24.10
6833	07/18/2013	1252	Johnson Cashway _8920	137831	01.2.2610.0410.1.00.00	Gloves for Anita to pull weeds for the grounds.	\$2.70
6833	07/18/2013	1252	Johnson Cashway _8920	137831	01.2.2610.0410.2.00.00	Gloves for Anita to pull weeds for the grounds.	\$2.69
6833	07/18/2013	1252	Johnson Cashway _8920	137837	01.2.2610.0410.1.00.00	Entry Juno for Central Office for Teri's Office	\$26.99
6833	07/18/2013	1252	Johnson Cashway _8920	137912	01.2.2310.0410.1.00.01	Staining Supplies	\$2.51
6833	07/18/2013	1252	Johnson Cashway _8920	137912	01.2.2310.0410.2.00.01	Staining Supplies	\$2.51
6833	07/18/2013	1252	Johnson Cashway _8920	138032	01.2.2610.0410.1.05.00	Nipples and valveball for the sprinkler system at Northfield	\$44.00
6833	07/18/2013	1252	Johnson Cashway _8920	138033	01.2.2610.0410.1.06.00	Filters for the heaters in the rooms at Geil	\$3.22
6833	07/18/2013	1252	Johnson Cashway _8920	138090	01.2.2610.0410.1.00.00	Battery insulation kit is used for cleaning batteries. For Maint Use	\$3.82
6833	07/18/2013	1252	Johnson Cashway _8920	138090	01.2.2610.0410.2.00.00	Battery Installation kit used for cleaning batteries. For Maint Use	\$3.82
6833	07/18/2013	1252	Johnson Cashway _8920	138218	01.2.2610.0410.1.05.00	Nipple, Adaptrs for Northfield Sprinkler System	\$7.53
6833	07/18/2013	1252	Johnson Cashway _8920	138299	01.2.2610.0410.1.06.00	screws for Geil	\$1.90

## Gering Public Schools

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6833	07/18/2013	1252	Johnson Cashway _8920	138494	01.2.2610.0410.1.00.00	Flags for marking the broken sprinkler heads	\$4.50
6833	07/18/2013	1252	Johnson Cashway _8920	138494	01.2.2610.0410.2.00.00	Flags to mark the broken sprinkler heads	\$4.50
6833	07/18/2013	1252	Johnson Cashway _8920	138559	01.2.2610.0410.1.00.00	Snap for the flag pole at Central	\$0.81
6833	07/18/2013	1252	Johnson Cashway _8920	138559	01.2.2610.0410.2.00.00	Snap for the flag pole at Central	\$0.80
6833	07/18/2013	1252	Johnson Cashway _8920	138584	01.2.2610.0410.1.18.00	hinges for a cupboard at CC	\$4.12
Check Total:							\$296.78
6834	07/18/2013	1252	JRL Enterprise, Inc.	quote624200000058582	01.2.2212.0412.2.00.02	I CAN Learn Math subscription/Mathematics Materials	\$2,139.20
Check Total:							\$2,139.20
6835	07/18/2013	1252	Menards	29116	01.2.2610.0410.1.05.00	Caster thread stem for the Northfield Playground equipment Cart	\$6.98
6835	07/18/2013	1252	Menards	29638	01.2.2610.0410.1.04.00	outlet box covers for outside of Lincoln School	\$22.08
6835	07/18/2013	1252	Menards	29777	01.2.2610.0410.1.00.00	Hammer Drill for Maint Use	\$124.00
6835	07/18/2013	1252	Menards	29777	01.2.2610.0410.1.18.00	Outside light s for Cedar Canyon	\$275.96
6835	07/18/2013	1252	Menards	29777	01.2.2610.0410.2.00.00	Hammer Drill for Maint Use	\$124.00
6835	07/18/2013	1252	Menards	30324	01.2.2610.0410.1.00.00	Gloves for the Maint Crew to use.	\$11.97
6835	07/18/2013	1252	Menards	30324	01.2.2610.0410.1.04.00	Carpet Protection for Lincoln janitors for they covered the carpet so they won't hurt it. From	\$35.99
6835	07/18/2013	1252	Menards	30324	01.2.2610.0410.2.00.00	Gloves for the Maint Crew to Use	\$11.97

## Gering Public Schools

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6835	07/18/2013	1252	Menards	30448	01.2.2610.0410.1.00.00	chalk reel, and reading glasses for Maint Use	\$14.77
6835	07/18/2013	1252	Menards	30448	01.2.2610.0410.1.05.00	outlet covers, siding for the shed outside at Northfield	\$98.14
6835	07/18/2013	1252	Menards	30448	01.2.2610.0410.2.00.00	Chalk reel and reading glasses for the Maint use	\$14.77
6835	07/18/2013	1252	Menards	30448	01.2.2610.0410.2.01.00	decor outlet covers, emergency lights and exit battery for the HS	\$101.60
6835	07/18/2013	1252	Menards	30981	01.2.2610.0410.1.06.00	3 Gallon tank sprayer for spraying the carpets to shampoo at Geil.	\$19.97
6835	07/18/2013	1252	Menards	31234	01.2.2610.0410.1.05.00	Vinyl blinds/light fixtures	\$58.47
6835	07/18/2013	1252	Menards	31234	01.2.2610.0410.2.01.00	Vinyl blinds/light fixtures	\$58.47
Check Total:							\$979.14
6836	07/18/2013	1252	Money Wise Office Supply	M24651	01.2.2610.0410.1.00.00	Labels for Tammy at Central	\$6.87
6836	07/18/2013	1252	Money Wise Office Supply	M24676	01.2.2610.0410.1.00.00	Pocet folders, Avery business cards and refills for Central for Tammy	\$79.33
6836	07/18/2013	1252	Money Wise Office Supply	M24679	01.2.2610.0410.1.00.00	Pocket folders for Tammy at Central	\$25.99
6836	07/18/2013	1252	Money Wise Office Supply	M24749	01.2.1210.0410.1.09.99	HP Black Ink Cartridge	\$121.99
6836	07/18/2013	1252	Money Wise Office Supply	M24749	01.2.1210.0410.1.09.99	HP Cyan Ink Cartridge	\$119.99
6836	07/18/2013	1252	Money Wise Office Supply	M24749	01.2.1210.0410.1.09.99	HP Magenta Ink Cartridge	\$119.99
6836	07/18/2013	1252	Money Wise Office Supply	M24749	01.2.1210.0410.1.09.99	HP Yellow Ink Cartridge	\$119.99
6836	07/18/2013	1252	Money Wise Office Supply	M24749	01.2.1210.0410.1.09.99	HP Black Ink Cartridge	\$77.99
Check Total:							\$672.14
6837	07/18/2013	1252	NASB	32963	01.2.2310.0670.1.00.01	Finance/Budget Planning (Hastings, Meisner)	\$85.00

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6837	07/18/2013	1252	NASB	32963	01.2.2310.0670.2.00.01	Finance/Budget Plannint (Hastings, Meisner)	\$85.00
6837	07/18/2013	1252	NASB	33055	01.2.2310.0670.1.00.01	Finance/Budget Planning (Peters)	\$42.50
6837	07/18/2013	1252	NASB	33055	01.2.2310.0670.2.00.01	Finance/Budget Planning (Peters)	\$42.50
6837	07/18/2013	1252	NASB	33104	01.2.2310.0670.1.00.01	Finance/Budget Planning (Winn, Upp)	\$85.00
6837	07/18/2013	1252	NASB	33104	01.2.2310.0670.2.00.01	Finance/Budget Planning (Winn,Upp)	\$85.00
Check Total:							\$425.00
6838	07/18/2013	1252	NCSA	GPS member fee/lunch	01.2.2310.0670.1.00.01	Administrator Days (Hastings)	\$102.50
6838	07/18/2013	1252	NCSA	GPS member fee/lunch	01.2.2310.0670.2.00.01	Administrator Days (Hastings)	\$102.50
6838	07/18/2013	1252	NCSA	Membership B.Hasting	01.2.2310.0630.1.00.01	NCSA Membership Fee (Hastings)	\$167.50
6838	07/18/2013	1252	NCSA	Membership B.Hasting	01.2.2310.0630.1.00.01	AASA Membership (Hastings)	\$218.00
6838	07/18/2013	1252	NCSA	Membership B.Hasting	01.2.2310.0630.2.00.01	AASA Membership (Hastings)	\$218.00
6838	07/18/2013	1252	NCSA	Membership B.Hasting	01.2.2310.0630.2.00.01	NCSA Membership Fee (Hastings)	\$167.50
Check Total:							\$976.00
6839	07/18/2013	1252	Nebraska Council Of School Attorneys	2040	01.2.2310.0317.1.00.01	NCSA School Law Reporter	\$40.00
6839	07/18/2013	1252	Nebraska Council Of School Attorneys	2040	01.2.2310.0317.2.00.01	NCSA School Law Reporter	\$40.00
Check Total:							\$80.00
6840	07/18/2013	1252	Nebraska Safety Council	sponsorship	01.2.2310.0350.1.00.01	Sponsorship	\$50.00
6840	07/18/2013	1252	Nebraska Safety Council	sponsorship	01.2.2310.0350.2.00.01	Sponsorship	\$50.00
Check Total:							\$100.00

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6841	07/18/2013	1252	Nicky's Folders	K87618	01.2.1130.0410.1.64.16	communicators	\$345.00
Check Total:							\$345.00
6842	07/18/2013	1252	Off Broadway Business Products	24966	01.2.2310.0410.1.00.01	Signature Stamps (Hastings/Meisner)	\$54.23
6842	07/18/2013	1252	Off Broadway Business Products	24966	01.2.2310.0410.2.00.01	Signature Stamps (Hastings/Meisner)	\$54.22
Check Total:							\$108.45
6843	07/18/2013	1252	Omaha World Herald	10406-130630	01.2.2310.0350.1.00.01	Employment Ads	\$464.96
6843	07/18/2013	1252	Omaha World Herald	10406-130630	01.2.2310.0350.2.00.01	Employment Ads	\$464.96
Check Total:							\$929.92
6844	07/18/2013	1252	One Source	25381306	01.2.2310.0318.1.00.01	Pre Employment Background Checks	\$70.00
6844	07/18/2013	1252	One Source	25381306	01.2.2310.0318.2.00.01	Pre Employment Background Checks	\$70.00
Check Total:							\$140.00
6845	07/18/2013	1252	Park Supply Of America Inc.	53442200	01.2.2610.0409.1.00.00	Thrft for the drains in the school district	\$180.84
Check Total:							\$180.84
6846	07/18/2013	1252	Pat'S Creative D.A. Buskirk & Sons	service call GPS	01.2.1160.0318.2.01.21	1/2 Service Call & Sewing & Server Machine Service/Cleaning for FA FCS	\$325.00
Check Total:							\$325.00
6847	07/18/2013	1252	Pearson Education _13669	69975923	01.2.2212.0412.2.00.02	My MathLab, College algebra/Mathematics Materials	\$3,311.71
Check Total:							\$3,311.71
6848	07/18/2013	1252	Perry, Guthery, Haase & Gessford, P.C.,	stmnt 114	01.2.2310.0317.1.00.01	LEGAL SERVICES	\$177.50
6848	07/18/2013	1252	Perry, Guthery, Haase & Gessford, P.C.,	stmnt 114	01.2.2310.0317.2.00.01	LEGAL SERVICES	\$177.50
Check Total:							\$355.00
6849	07/18/2013	1252	Petty Cash -Cedar Canyon	13/14 year general	01.2.1130.0410.1.18.18	general payable startup petty cash 13/14 school year	\$48.42
Check Total:							\$48.42

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 07/01/2013 - 07/31/2013  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6850	07/18/2013	1252	Petty Cash-Business Office	year end 12/13	01.2.2310.0410.1.00.01	Don's scrap book materials	\$10.70
6850	07/18/2013	1252	Petty Cash-Business Office	year end 12/13	01.2.2310.0410.1.00.01	prizes for oregon trail days balloon toss	\$20.38
6850	07/18/2013	1252	Petty Cash-Business Office	year end 12/13	01.2.2310.0410.1.00.01	ice for retirement tea	\$1.07
6850	07/18/2013	1252	Petty Cash-Business Office	year end 12/13	01.2.2410.0341.2.01.21	addtl postage for high school	\$0.92
6850	07/18/2013	1252	Petty Cash-Business Office	year end 12/13	01.2.2510.0341.1.00.00	postage for NPERS	\$19.95
6850	07/18/2013	1252	Petty Cash-Business Office	year end 12/13	01.2.2510.0341.1.00.00	stamps for central office	\$19.52
6850	07/18/2013	1252	Petty Cash-Business Office	year end 12/13	01.2.2610.0410.2.02.00	supplies for JH- per anita	\$1.45
Check Total:							\$73.99
6851	07/18/2013	1252	Petty Cash-Special Services	reimb. barn set	01.2.1290.0410.1.09.99	Barn set for preschool speech therapy	\$15.00
Check Total:							\$15.00
6852	07/18/2013	1252	Positive Promotions	04762195	01.2.1130.0410.1.04.16	17 pks of I Rock Drug Free tags +Shipping	\$173.19
Check Total:							\$173.19
6853	07/18/2013	1252	Print Broker	1578	01.2.2610.0410.1.00.00	#10 Window Envelopes for Central	\$146.00
Check Total:							\$146.00
6854	07/18/2013	1252	Pro Tex Systems, Inc.	00036993	01.2.2610.0410.1.05.00	Fire Alalm Inspection at Northfield	\$92.00
6854	07/18/2013	1252	Pro Tex Systems, Inc.	00036993	01.2.2610.0410.2.02.00	Fire Alarm Inspection a the JH	\$92.00
Check Total:							\$184.00
6855	07/18/2013	1252	Regional Care, Inc.	June IRS Plan	01.2.1130.0291.1.00.00	IRS 125 Plan	\$183.75
6855	07/18/2013	1252	Regional Care, Inc.	June IRS Plan	01.2.1130.0291.2.00.00	IRS 125 Plan	\$183.75
Check Total:							\$367.50
6856	07/18/2013	1252	Rounds, Amanda	mileage June/July	01.2.1291.0671.1.09.99	Mileage expenses incurred while providing extended year services to student on behalf of GPS from	\$20.34

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 07/01/2013 - 07/31/2013  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$20.34
6857	07/18/2013	1252	School Outfitters	11183326	01.2.1130.0409.1.06.16	Zuma rocker chairs	\$799.04
6857	07/18/2013	1252	School Outfitters	11183326	01.2.1130.0409.1.06.16	Shipping and Handling	\$285.53
Check Total:							\$1,084.57
6858	07/18/2013	1252	Simmons Olsen Law Firm, P.C.	641148	01.2.2310.0317.1.00.01	LEGAL SERVICES	\$135.00
6858	07/18/2013	1252	Simmons Olsen Law Firm, P.C.	641148	01.2.2310.0317.2.00.01	LEGAL SERVICES	\$135.00
Check Total:							\$270.00
6859	07/18/2013	1252	Smilemakers'	6854962	01.2.1130.0410.1.04.16	CAUGHT BEING GOOD COINS	\$54.95
6859	07/18/2013	1252	Smilemakers'	6854962	01.2.1130.0410.1.04.16	TOOTH NECKLACES	\$12.99
6859	07/18/2013	1252	Smilemakers'	6854962	01.2.1130.0410.1.04.16	GEL STARS PAPER	\$4.99
Check Total:							\$72.93
6860	07/18/2013	1252	Star-Herald	53851039	01.2.2310.0350.1.00.01	Advertisement for Auditor	\$6.30
6860	07/18/2013	1252	Star-Herald	53851039	01.2.2310.0350.2.00.01	Advertisement for Auditor	\$6.29
6860	07/18/2013	1252	Star-Herald	53851172	01.2.2310.0350.1.00.01	Advertisement for Auditor	\$0.00
6860	07/18/2013	1252	Star-Herald	53851172	01.2.2310.0350.1.00.01	Help Wanted Ads	\$239.60
6860	07/18/2013	1252	Star-Herald	53851172	01.2.2310.0350.1.00.01	Contracted Custodial Services	\$0.00
6860	07/18/2013	1252	Star-Herald	53851172	01.2.2310.0350.2.00.01	Contracted Custodial Services	\$0.00
6860	07/18/2013	1252	Star-Herald	53851172	01.2.2310.0350.2.00.01	Help Wanted Ads	\$239.59
6860	07/18/2013	1252	Star-Herald	53851172	01.2.2310.0350.2.00.01	Advertisement for Auditor	\$0.00
6860	07/18/2013	1252	Star-Herald	53851707	01.2.2310.0350.1.00.01	Help Wanted Ads	\$159.55
6860	07/18/2013	1252	Star-Herald	53851707	01.2.2310.0350.2.00.01	Help Wanted Ads	\$159.55
6860	07/18/2013	1252	Star-Herald	53851707.	01.2.2310.0350.1.00.01	Help Wanted Ads	\$17.00
6860	07/18/2013	1252	Star-Herald	53851707.	01.2.2310.0350.2.00.01	Help Wanted Ads	\$17.00
6860	07/18/2013	1252	Star-Herald	53851718	01.2.2310.0350.1.00.01	Help Wanted Ads	\$434.50
6860	07/18/2013	1252	Star-Herald	53851718	01.2.2310.0350.2.00.01	Help Wanted Ads	\$434.50
6860	07/18/2013	1252	Star-Herald	53852368	01.2.2310.0350.1.00.01	Help Wanted Ads	\$199.50
6860	07/18/2013	1252	Star-Herald	53852368	01.2.2310.0350.2.00.01	Help Wanted Ads	\$199.50
6860	07/18/2013	1252	Star-Herald	53853281	01.2.2310.0350.1.00.01	Contracted Custodial Services	\$6.68

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 07/01/2013 - 07/31/2013  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6860	07/18/2013	1252	Star-Herald	53853281	01.2.2310.0350.2.00.01	Contracted Custodial Services	\$6.68
Check Total:							\$2,126.24
6861	07/18/2013	1252	Teacher Created Resources	5710704	01.2.1250.0410.1.09.99	Western Flat Name Plates	\$4.49
6861	07/18/2013	1252	Teacher Created Resources	5710704	01.2.1250.0410.1.09.99	Blue Ribbon Badges	\$3.99
6861	07/18/2013	1252	Teacher Created Resources	5710704	01.2.1250.0410.1.09.99	Wanted: Western Helpers	\$12.98
Check Total:							\$21.46
6862	07/18/2013	1252	The Library Store, Inc.	59851	01.2.1130.0410.1.04.16	Laminating film	\$124.24
6862	07/18/2013	1252	The Library Store, Inc.	59851	01.2.1130.0410.1.04.16	Shipping	\$30.61
Check Total:							\$154.85
6863	07/18/2013	1252	Thompson Glass, Inc.	68711	01.2.2610.0410.2.01.00	Mirror w/ safety backing for the HS Weightroom	\$200.00
Check Total:							\$200.00
6864	07/18/2013	1252	Wal-Mart _18940	317500358904	01.2.2610.0409.1.00.00	Clorox wipes for District Stock	\$19.94
6864	07/18/2013	1252	Wal-Mart _18940	317500358904	01.2.2610.0410.1.00.00	Coffe, and Napkins for Central	\$19.05
6864	07/18/2013	1252	Wal-Mart _18940	317500358904	01.2.2610.0410.2.00.00	Coffee, and Napkins for Central	\$19.04
6864	07/18/2013	1252	Wal-Mart _18940	317500358904	01.2.2610.0410.2.01.00	Clorox Wipes for the JH	\$19.94
Check Total:							\$77.97
6865	07/18/2013	1252	Westco _16360	47251	01.2.2610.0410.1.00.00	12 v pump / switch for mule sprayer for Maint	\$45.68
6865	07/18/2013	1252	Westco _16360	47251	01.2.2610.0410.2.00.00	12 v pump / switch for mule sprayer for Miant	\$45.68
Check Total:							\$91.36
Bank Total:							\$80,826.16

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-Depreciation  
Bank Account: 165191

Date Range: 07/01/2013 - 07/31/2013  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: VB & T-Depreciation			Bank Account: 165191					
1274	07/01/2013		Barbour Music	15102-2	02.2.1170.0690.1.00.00	Sound System @ Lincoln	\$1,500.00	
							Check Total:	\$1,500.00
1275	07/09/2013		ME Group	32052	02.2.1170.0690.1.00.00	Lincoln-Green Services- Inv #32052	\$1,944.00	
							Check Total:	\$1,944.00
1276	07/15/2013		Infinity Performance Inc.	1858	02.2.1130.0690.2.00.00	Weight Room flooring	\$10,000.00	
							Check Total:	\$10,000.00
1277	07/25/2013		Thompson Glass, Inc.	V75385	02.2.1130.0690.2.00.00	JH windows - Inv 69167	\$30,000.00	
1277	07/25/2013		Thompson Glass, Inc.	V75385	02.2.1130.0690.2.00.00	JH windows - Inv 69515	\$50,000.00	
							Check Total:	\$80,000.00
1278	07/25/2013		Hennings Construction Inc	V267452	02.2.1170.0690.1.00.00	Stadium drainage project	\$21,640.00	
							Check Total:	\$21,640.00
							Bank Total:	\$115,084.00

### Manual Checks Recap

1274	07/01/2013	10220	Barbour Music	MANUAL	02.2.1170.0690.1.00.00	Sound System @ Lincoln	\$1,500.00	
							Check Total:	\$1,500.00
1275	07/09/2013	10224	ME Group	MANUAL	02.2.1170.0690.1.00.00	Lincoln-Green Services- Inv	\$1,944.00	
							Check Total:	\$1,944.00
1276	07/15/2013	10227	Infinity Performance Inc.	MANUAL	02.2.1130.0690.2.00.00	Weight Room flooring	\$10,000.00	
							Check Total:	\$10,000.00
1277	07/25/2013	10228	Thompson Glass, Inc.	MANUAL	02.2.1130.0690.2.00.00	JH windows - Inv 69167	\$30,000.00	
1277	07/25/2013	10228	Thompson Glass, Inc.	MANUAL	02.2.1130.0690.2.00.00	JH windows - Inv 69515	\$50,000.00	
							Check Total:	\$80,000.00
1278	07/25/2013	10229	Hennings Construction Inc	MANUAL	02.2.1170.0690.1.00.00	Stadium drainage project	\$21,640.00	
							Check Total:	\$21,640.00
							Manual Checks Total:	\$115,084.00

# Gering Public Schools

## Disbursement Detail Listing

Bank Name: VB & T-Building

Date Range: 07/01/2013 - 07/31/2013

Sort By: Check

Bank Account: 154559

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-Building  
 Bank Account: 154559

Date Range: 07/01/2013 - 07/31/2013  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: VB & T-Building

Bank Account: 154559

1457	07/01/2013		Platte Valley National Bank	V808620	08.2.2630.0511.0.00.00	Note pmt #4	\$3,202.31
1457	07/01/2013		Platte Valley National Bank	V808620	08.2.2643.0002.0.00.00	Note pmt #4	\$697.69
<b>Check Total:</b>							<b>\$3,900.00</b>
<b>Bank Total:</b>							<b>\$3,900.00</b>

#### Manual Checks Recap

1457	07/01/2013	10219	Platte Valley National Bank	MANUAL	08.2.2630.0511.0.00.00	Note pmt #4	\$3,202.31
1457	07/01/2013	10219	Platte Valley National Bank	MANUAL	08.2.2643.0002.0.00.00	Note pmt #4	\$697.69
<b>Check Total:</b>							<b>\$3,900.00</b>
<b>Manual Checks Total:</b>							<b>\$3,900.00</b>

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe      Date Range: 07/01/2013 - 07/31/2013      Sort By: Check  
 Bank Account: 500863874      Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: FSB-Cafe

Bank Account: 500863874

642	07/16/2013	1250	Cardmember Services	ELAN(2003) July	06.2.1099.0670.0.00.00	Lodging NSNA State Convention - Diane Coop	\$246.00
							Check Total:
643	07/18/2013	1254	Fresh Foods Inc.	002000111011	06.2.1095.0407.0.00.00	Fresh food produce	\$88.04
643	07/18/2013	1254	Fresh Foods Inc.	002000971304	06.2.1095.0407.0.00.00	fresh food produce	\$200.88
							Check Total:
644	07/18/2013	1254	Gering Public Schools-Payroll Acct.	July Payroll	06.2.1099.0115.0.00.00	Regular Salaries	\$2,958.33
644	07/18/2013	1254	Gering Public Schools-Payroll Acct.	July Payroll	06.2.1099.0120.0.00.00	FICA/Social Security	\$198.84
644	07/18/2013	1254	Gering Public Schools-Payroll Acct.	July Payroll	06.2.1099.0210.0.00.00	Retirement	\$292.22
644	07/18/2013	1254	Gering Public Schools-Payroll Acct.	July Payroll	06.2.1099.0220.0.00.00	Health Insurance	\$253.72
644	07/18/2013	1254	Gering Public Schools-Payroll Acct.	July Payroll	06.2.1099.0292.0.00.00	LTD Insurance	\$12.28
							Check Total:
645	07/18/2013	1254	Marcum, Cindi	lunch refund	06.2.1099.0104.0.00.00	lunch refund for Collin Gessner	\$9.10
							Check Total:
646	07/18/2013	1254	RJC Products Inc.	5073	06.2.1099.0410.0.00.00	Powder free vinyl gloves	\$384.40
							Check Total:
							Bank Total:
							\$4,643.81

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 07/01/2013 - 07/31/2013

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: FSB-Act

Bank Account: 500863858

2955	07/16/2013	1249	Cardmember Services	ELAN(9833) JULY	05.2.2415.0670.2.01.17	Travel Exp/Prof Devel--DVD's for football	\$36.00
2955	07/16/2013	1249	Cardmember Services	ELAN(9833) JULY	05.2.2415.0980.2.01.17	Activity Acct. Expenses--Insurance for booster golf tournament reimbursed by	\$288.00
2955	07/16/2013	1249	Cardmember Services	ELAN(9833) JULY	05.2.5049.0980.2.01.17	Activity Acct. Expenses--Polyrope to make jump ropes	\$34.79
2955	07/16/2013	1249	Cardmember Services	ELAN(9833) JULY	05.2.8008.0980.2.01.17	Activity Acct. Expenses--DVD's for football	\$36.00
<u>Check Total:</u>							<u>\$394.79</u>
2956	07/18/2013	1253	All American Volleyball Camps, Inc.	231	05.2.8024.0980.2.01.17	Activity Acct. Expenses--9-12 volleyball camp	\$4,194.00
<u>Check Total:</u>							<u>\$4,194.00</u>
2957	07/18/2013	1253	Eurosport	55073996*2	05.2.8020.0980.2.01.17	TIRO 13 3/4 pants	\$37.82
<u>Check Total:</u>							<u>\$37.82</u>
2958	07/18/2013	1253	Gering Public Schools	bus/van cost Spanish	05.2.5018.0980.2.01.17	bus/van costs Spanish Club - HS	\$395.81
<u>Check Total:</u>							<u>\$395.81</u>
2959	07/18/2013	1253	West Music	S1830361	05.2.3003.0980.1.05.15	Remo Pretuned drums 6 Bundled	\$129.45
<u>Check Total:</u>							<u>\$129.45</u>
<u>Bank Total:</u>							<u>\$5,151.87</u>

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-Fee  
Bank Account: 175018

Date Range: 07/01/2013 - 07/31/2013  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: VB & T-Fee

Bank Account: 175018

1241	07/15/2013		Gering Public Schools	V575222	12.2.5047.0989.2.01.17	Harmony outfits	\$1,789.00
							Check Total:
							\$1,789.00
1242	07/15/2013		Gering Public Schools	V75919	12.2.2122.0989.2.01.21	Wall St	\$527.79
							Check Total:
							\$527.79
							Bank Total:
							\$2,316.79

#### Manual Checks Recap

1241	07/15/2013	10225	Gering Public Schools	MANUAL	12.2.5047.0989.2.01.17	Harmony outfits	\$1,789.00
							Check Total:
							\$1,789.00
1242	07/15/2013	10226	Gering Public Schools	MANUAL	12.2.2122.0989.2.01.21	Wall St	\$527.79
							Check Total:
							\$527.79
							Manual Checks Total:
							\$2,316.79

Fund	Amount
01	\$80,826.16
02	\$115,084.00
05	\$5,151.87
06	\$4,643.81
08	\$3,900.00
12	\$2,316.79
<b>Fund Totals:</b>	<b>\$211,922.63</b>

End of Report

Disbursements Grand Total: \$211,922.63

## PROBATIONARY TEACHER'S CONTRACT

for the GERING PUBLIC SCHOOLS, DISTRICT #16

THIS CONTRACT made by and between Gering Public Schools, District #16, in the County of Scotts Bluff, in the state of Nebraska hereinafter referred to as the District and Krysilen Yarnell, a legally qualified teacher, hereinafter referred to as Teacher.

WITNESSETH: That district hereby agrees to employ teacher for one school year, which shall begin on or about the 14th day of August, 2013, consisting of 187 days of service including at least 178 teaching days exclusive of holidays, vacations and teachers in-services and teacher hereby agrees to accept the terms and conditions hereof:

VIZ: 2013-2014 Salary schedule placement at BA, 1  
.5 F.T.E.

**First:** It is understood that the period of employment covered by the Contract is probationary as provided for by Section 79-1,107 R.R.S. Nebraska 1982.

**Second:** The execution of this Contract shall create no property rights in behalf of the Teacher which exists beyond the current year this Contract is in effect; nor does the execution of this Contract create any contractual right beyond the current year, rather said Contract shall be controlled by Section 79-12,107 to 121 R.R.S. Nebraska 1982.

**Third:** That upon termination of this Contract for any cause, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the days of such an installment paid but not earned prior to termination of the Contract shall be refunded by the teacher.

**Fourth:** The salary of the Teacher shall be payable in 12 equal installments. The first installment shall be payable on or about the 20th day of September, 2013, and the remaining installments shall be payable on or about the 20th day of each month thereafter.

**Fifth:** Teacher hereby agrees to be governed by all reasonable regulations and policies of the Board of Education of the District and that the duties to be performed by him/her under this Contract shall be subject to assignment by the Superintendent of Schools.

**Sixth:** There shall be no penalty for release or resignation by Teacher from this Contract, provided no resignation shall become effective until the close of the contract period unless accepted by the Board of Education of the District and said Board shall fix the time at which the resignation is to take effect.

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

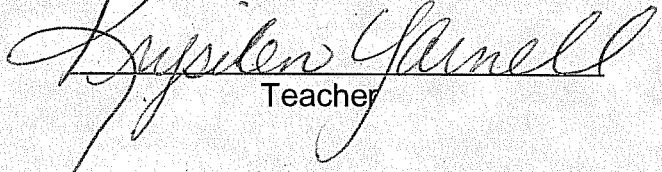
**Eighth:** Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education within this State covering a part of all of the same time of performance as is contemplated by this Agreement. Teacher further affirms that at the beginning of the term of this Contract he/she holds or will hold a NEBRASKA TEACHER'S CERTIFICATE, which is or will be in full force and effect for the period covered by this Contract. It is understood and agreed that this Contract is not valid until the Teacher's Teaching Certificate, as herein listed, is registered in the Office of the Superintendent of Schools in this District and that Teacher shall not be compensated for any services performed prior to the date of resignation of this certificate.

**Ninth:** If Teacher does not accept and deliver one signed copy of this Contract to the Board of Education of said District on or before August 19, 2013, this Contract is null and void.

**Tenth:** Other contract terms: As per negotiated agreement between the Gering Board of Education and the Gering Education Association.

**Eleventh:** Teacher grants consent to District to conduct a criminal background investigation in order to confirm that Teacher has not been convicted of a crime of immorality, sexual misconduct or causing physical harm to other individuals. If teacher is found to have been convicted of such crime, this contract is null and void.

WE HAVE EXECUTED THIS CONTRACT IN DUPLICATE AND HAVE HEREUNTO SUBSCRIBED OUR NAMES AS PROVIDED BY LAW.

Executed July 17, 2013   
Teacher

Executed \_\_\_\_\_, \_\_\_\_\_

School District #16 of Gering, Nebraska

County of Scotts Bluff

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

**Curriculum Committee**

August 08, 2013 7:00 AM  
Central Office Training Room

**Attendance Taken at 7:00 AM**

Present Board Members:

BJ Peters  
Dr. Jerry Upp  
Mary Winn

**1. Attendance**

Bob Hastings, Superintendent of Gering Public Schools, was present at the meeting.

**2. Budget Review**

All budget items were discussed and approved.

**3. Plan & Goals for 2013-2014**

Discussion took place regarding tentative plans and goals for the upcoming school year. These included technology items as well as curriculum items. With the scheduled adoption of K-12 language arts, the district will work to incorporate technology as much as possible.

**4. Next Meeting**

The next curriculum committee meeting will be held on September 5, 2013, 7 am, at Central Office Training Room.

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Chairperson

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Superintendent

## **Facilities Committee Meeting**

August 08, 2013 4:30 PM  
Jr. High School  
800 Q Street  
Gering, NE 69341

### **Attendance Taken at 4:30 PM:**

#### Present Board Members:

Alan Doll  
BJ Peters  
Dr. Jerry Upp

#### **1. Attendance**

Also in attendance were Superintendent Bob Hastings, Business Manager Tim Meisner, Director of Maintenance Curt Hanson, Jr. High Principal Dora Olivares and Freshman Academy Assistant Principal Kraig Weyrich.

#### **2. Facility Tour**

The tour began with a discussion about the grounds on the west side of the facility, which had recently been cleaned up. Concrete work at that location was also discussed.

The installation of new windows throughout the facility was assessed, beginning in the Principal's office. The committee also examined new windows placed on the north side of the building. Thompson Glass, Rusch Construction and caulking staff have been on site during the project.

Recently cleaned hallway carpets were examined, as was new carpeting in the computer lab. The lab will have an updated layout this year, enabling the teacher to monitor student screens.

The committee traveled to the Freshman Academy, which was added onto the Jr. High facility in the mid 1970's. The group viewed the GAP room, which will be relocated to the former Information Technologies room. Lighting in the commons area was discussed.

Installation of new ventilation in the boy's locker room has begun.

Track drainage was discussed.

Hastings informed the group that the City has skinned the softball fields, however the district will temporarily utilize field 11 this year. Fields 4 and 5 are expected to be used by this Spring. A storage shed may be needed once these fields are prepped and ready for district use.

Concrete work at Geil Elementary is expected to be completed over the next weekend. Fertig is also expected to install a climbing wall at Cedar Canyon.

#### **3. Adjournment**

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Chairperson

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Superintendent

**Business Committee Meeting**

August 12, 2013 4:30 PM  
Central Office

**Attendance Taken at 4:30 PM:**

Present Board Members:

Mike Brunner  
Brian Copsey  
Alan Doll

**1. Attendance**

Also in attendance were Tim Meisner and Bob Hastings.

**2. Distribution Listing Review**

The committee discussed specific purchases and expenditures on the distribution listing for July. Costs and processes associated with summer sports camps were reviewed. Facility rental practices were also discussed. Activities Director Glen Koski has plans to address and update our current procedures.

**Motion Passed:** passed with a motion by Mike Brunner and a second by Alan Doll.  
Mike Brunner Yes  
Brian Copsey Yes  
Alan Doll Yes

**3. Review Financial Statements**

Meisner reviewed fund balances and change orders, financial responsibilities and completion deadlines for the Jr. High window project. Fund reimbursements were discussed, and the cafeteria fund was reviewed in detail. Projected equipment repairs and chemical expenses were discussed. Year-to-date fund balances and carry over amounts were compared to previous years. Projected expenses at Lincoln Elementary were reviewed.

**4. Custodial Contract**

The committee discussed a potential custodial contract. The Board is expected to make a decision at the August Board Meeting.

**5. Budget Goals**

Hastings explained that he and Meisner have been reviewing potential goals for the district. One goal is, over the next 2 to 3 plus years, to get cash reserves built up to deal with fluctuation in state aid, as it is important to maintain district health. Hastings suggested that over the next year the Board gathers to develop and set strategic goals for the district. Short term goals may include staffing, teacher and student training, technology advancement, creating a solid infrastructure, accessing needed tools such as available district bonds, and developing partnerships. Copsey concurred that the district should implement an IT plan and suggested the Board hold a strategic planning retreat. Hastings recommended developing a "jumping off point" so that strong, strategic goals can be implemented by January or February. Hastings asked the committee to provide their thoughts. Doll would like to discuss potential enrollment numbers and facility usage. Brunner wishes to address technology issues. Hastings said he will conduct brainstorming sessions with principals and directors to develop goals and focus on priorities. Doll suggested brainstorming with each committee and addressing the commonalities that arise. Copsey expressed an interest in getting administrator's input when developing committee goals. After these discussions are held, designated individuals will hold structured conversations. Long range plans could include facility needs and future plans, grade level relocations, cash reserves and a vision for technology.

**6. Adjournment**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

THE MONTH ENDING JULY 31, 2013  
TRIAL BALANCE SUMMARY

	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
07/01/13 Balance	\$4,524,993.51	\$634,285.85	\$997,914.55	\$2,430.42	\$21,748.88	\$16,586.33	\$174,599.83	\$51,550.16	\$209.94
CD Deposit									
+									
JULY RECPTS	\$507,027.38	\$5,850.97	\$573.83	\$0.00	\$0.08	\$0.07	\$8,847.77	\$3.94	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$5,032,020.89	\$640,136.82	\$998,488.38	\$2,430.42	\$21,748.96	\$16,586.40	\$183,447.60	\$51,554.10	\$209.94
-									
JULY EXPENSE	\$1,319,228.68	\$3,900.00	\$115,084.00	\$2,316.79	\$0.00	\$893.33	\$3,151.87	\$4,603.74	\$0.00
-									
EXPENSE ADJ	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$3,712,792.21	\$636,236.82	\$883,404.38	\$113.63	\$21,748.96	\$15,693.07	\$180,295.73	\$46,950.36	\$209.94

IMPREST	\$26,858.22								
PAYROLL	\$0.00								
CASH AT COUNTY	\$1,915,911.79	\$91,071.31			\$1,688.52				
+									
REGULAR CHECKING	(\$14,872.56)			\$113.63			(\$6,141.48)	(\$246.00)	\$209.94
+									
MMA ACCOUNT	\$1,923,025.92	\$545,165.51	\$227,912.76		\$20,060.44	\$15,693.07	\$134,582.14	\$47,196.36	
+									
IMPREST SUSPENSE	(\$20,471.44)								
+									
DUE TO BUILDING	(\$300,000.00)								
DUE FROM BOND	\$262,585.26								
CD'S	\$0.00		\$655,491.62				\$51,855.07		
+ or -									
A/R or (A/P)	(\$80,244.98)								
=									
FUND BALANCES	\$3,712,792.21	\$636,236.82	\$883,404.38	\$113.63	\$21,748.96	\$15,693.07	\$180,295.73	\$46,950.36	\$209.94

THE MONTH ENDING JULY 31, 2013  
TRIAL BALANCE SUMMARY- YEAR-TO-DATE

		target \$650K	target \$750						
	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
9/1/2012 Balance	\$2,843,778.87	\$915,457.71	\$1,068,553.86	\$4,138.76	\$19,676.14	\$17,841.91	\$219,496.53	\$75,530.69	\$209.94
CD Deposit									
+ YTD RECPTS	\$19,462,399.41	\$262,998.29	\$7,153.00	\$21,459.00	\$2,072.82	\$0.75	\$340,172.10	\$770,417.75	\$0.00
+ RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= AVAILABLE FUNDS	\$22,306,178.28	\$1,178,456.00	\$1,075,706.86	\$25,597.76	\$21,748.96	\$17,842.66	\$559,668.63	\$845,948.44	\$209.94
- YTD EXPENSE	\$18,593,386.07	\$542,219.18	\$192,302.48	\$23,621.11	\$0.00	\$2,149.59	\$379,372.90	\$798,998.08	\$0.00
- EXPENSE ADJ		\$0.00	\$0.00	\$1,863.02	\$0.00	\$0.00		\$0.00	\$0.00
= RECEIPT-EXP BALANCES	\$3,712,792.21	\$636,236.82	\$883,404.38	\$113.63	\$21,748.96	\$15,693.07	\$180,295.73	\$46,950.36	\$209.94

IMPREST	\$26,858.22								
PAYROLL	\$0.00								
CASH AT COUNTY	\$1,915,911.79	\$91,071.31			\$1,688.52				
+ REGULAR CHECKING	(\$14,872.56)			\$113.63			(\$6,141.48)	(\$246.00)	209.94
+ MMA ACCOUNT	\$1,923,025.92	\$545,165.51	\$227,912.76		\$20,060.44	\$15,693.07	\$134,582.14	\$47,196.36	
+ IMPREST SUSPENSE	(\$20,471.44)								
+ DUE TO BUILDING	(\$300,000.00)								
+ DUE FROM BOND	\$262,585.26								
+ CD'S	\$0.00		\$655,491.62				\$51,855.07		
+ or - A/R or (A/P)	(\$80,244.98)								
= FUND BALANCES	\$3,712,792.21	\$636,236.82	\$883,404.38	\$113.63	\$21,748.96	\$15,693.07	\$180,295.73	\$46,950.36	\$209.94

THE MONTH ENDING JULY 31, 2012  
TRIAL BALANCE SUMMARY

	target \$650K	target \$750k							
	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
07/01/12 Balance	\$5,082,664.14	\$1,175,235.21	\$1,110,173.24	\$2,275.74	\$19,021.01	\$18,138.10	\$228,788.63	\$97,762.85	\$209.94
CD Deposit									
+									
JULY RECPTS	\$358,268.06	\$6,091.83	\$984.19	\$0.00	\$105.71	\$0.07	\$12,264.49	\$661.14	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$5,440,932.20	\$1,181,327.04	\$1,111,157.43	\$2,275.74	\$19,126.72	\$18,138.17	\$241,053.12	\$98,423.99	\$209.94
-									
JULY EXPENSE	\$1,207,980.39	\$15,800.00	\$105,604.62	\$0.00	\$0.00	\$296.33	\$8,620.79	\$6,136.49	\$0.00
-									
EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$4,232,951.81	\$1,165,527.04	\$1,005,552.81	\$2,275.74	\$19,126.72	\$17,841.84	\$232,432.33	\$92,287.50	\$209.94

IMPREST	\$3,855.27								
PAYROLL	\$134.63								
CASH AT COUNTY	\$1,665,944.44	\$145,485.20			\$1,260.61				
+									
REGULAR CHECKING	\$290,009.03			\$2,275.74			(\$6,335.24)	(\$5,565.68)	\$209.94
+									
MMA ACCOUNT	\$1,616,240.93	\$1,020,041.84	\$55,526.72		\$17,866.11	\$17,841.84	\$187,266.85	\$97,853.18	
+									
IMPREST SUSPENSE	\$54,054.92								
+									
DUE TO/FROM OTHER FUNDS	\$262,731.23								
+									
CD'S + or -	\$421,239.16		\$950,026.09				\$51,500.72		
A/R or (A/P)	(\$81,257.80)								
=									
FUND BALANCES	\$4,232,951.81	\$1,165,527.04	\$1,005,552.81	\$2,275.74	\$19,126.72	\$17,841.84	\$232,432.33	\$92,287.50	\$209.94

THE MONTH ENDING JULY 31, 2012  
TRIAL BALANCE SUMMARY- YEAR-TO-DATE

	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
9/1/2011 Balance	\$3,541,787.32	\$819,346.88	\$1,361,437.21	\$284.34	\$14,310.95	\$32,271.03	\$238,921.95	\$55,140.52	\$209.94
CD Deposit									
+									
YTD RECPTS	\$18,587,427.64	\$361,980.16	\$9,458.19	\$15,745.50	\$4,815.77	\$1.08	\$400,043.98	\$841,679.45	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$22,129,214.96	\$1,181,327.04	\$1,370,895.40	\$16,029.84	\$19,126.72	\$32,272.11	\$638,965.93	\$896,819.97	\$209.94
-									
YTD EXPENSE	\$17,896,263.15	\$15,800.00	\$365,342.59	\$13,754.10	\$0.00	\$14,430.27	\$409,845.60	\$799,057.12	\$0.00
-									
EXPENSE ADJ		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,312.00)	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$4,232,951.81	\$1,165,527.04	\$1,005,552.81	\$2,275.74	\$19,126.72	\$17,841.84	\$232,432.33	\$97,762.85	\$209.94

IMPREST	\$3,855.27								
PAYROLL	\$134.63								
CASH AT COUNTY	\$1,665,944.44	\$145,485.20			\$1,260.61				
+									
REGULAR CHECKING	\$290,009.03			\$2,275.74			(\$6,335.24)	(\$5,565.68)	209.94
+									
MMA ACCOUNT	\$1,616,240.93	\$1,020,041.84	\$55,526.72		\$17,866.11	\$17,841.84	\$187,266.85	\$97,853.18	
+									
IMPREST SUSPENSE	\$54,054.92								
+									
DUE TO/FROM OTHER FUNDS	\$262,731.23								
+									
CD'S + or -	\$421,239.16		\$950,026.09				\$51,500.72		
A/R or (A/P)	(\$81,257.80)								
=									
FUND BALANCES	\$4,232,951.81	\$1,165,527.04	\$1,005,552.81	\$2,275.74	\$19,126.72	\$17,841.84	\$232,432.33	\$92,287.50	\$209.94

**Gering Public Schools  
Building Fund  
7/31/2013**

<b>Cash Balance</b>	7/31/2013	\$ 636,236.82
<b>Projected Revenue</b>		
Taxes	007/31/13-08/31/13	\$ 5,000.00
Loan to General Account		\$ 300,000.00
Interest	07/31/13-08/31/13	<u>\$ 300.00</u>
<b>Total</b>		<u>\$ 305,300.00</u>
<b>Projected Expenses</b>		
		\$ -
		\$ -
<b>Total</b>		<u>\$ -</u>
<b>Cash Balance</b>	7/31/2013	<u>\$ 941,536.82</u>

**Gering Public Schools  
Depreciation Fund  
7/31/2013**

<b>Cash Balance</b>	7/31/2013	\$ 883,404.38
<b>Projected Revenue</b>		
Interest	07/31/13-08/31/13	<u>\$ 400.00</u>
<b>Total</b>		<u>\$ -</u>
		<u>\$ 883,804.38</u>
<b>Projected Expenses</b>		
		\$ -
Jr High Window Replacement		\$ 28,000.00
Lincoln Elementary		<u>\$ 10,000.00</u>
<b>Total</b>		<u>\$ 38,000.00</u>
<b>Cash Balance</b>	7/31/2013	<u>\$ 845,404.38</u>

SCHEDULE OF INVESTMENTS HELD

AS OF JULY 31, 2013

Depository	Number	Fund	Amount	Rate	Date of Issue	Date of Maturity
Valley Bank	1097688	Depreciation	\$316,983.75	.45%	11-26-08	11-26-13
Valley Bank	1097653	Depreciation	\$120,746.29	.45	10-24-08	10-24-14
Valley Bank	1097480	Depreciation	\$217,494.61	.450	03-18-08	03-18-14
Valley Bank	1097261	Activity-Whitney Parr	\$33,802.43	.75	08-16-07	08-16-14
US Bank	3505001614 83	Activity-Twyla Fulk	\$5,571.32	.45%		08-06-14

Date: August 19, 2013  
 To: Board of Education  
 Re: July Financial Statements.

The Business Committee has reviewed the financial records for the month of July, 2013. Items found in the various bill lists needing further description are notated, if necessary, in the right-hand margin of the Schedule of Checks Written. The remainder of items are typical service or supply expenditures and are adequately defined in the descriptive columns.

General Fund revenue was \$507,027.38 General Fund expenditures were \$110,103.40 and the payroll for July totaled \$1,209,125.28. Total General Fund expenditures for July were \$1,319,228.68.

Building Fund revenue was \$5,850.97 and expenditures were \$3,900.00 the Depreciation Fund revenue was \$573.83 and expenditures were \$115,084.00, the Qualified Capital Fund revenue was \$.08 and expenditures were \$0.00; the Fee Fund revenue was \$0.00 and expenditures were \$2,316.79 and the Employee Benefit Fund revenue was \$.07and expenditures were \$893.33.

The Activity Fund revenue was \$8,847.77 Activity Fund expenditures totaled \$3,151.87

The Cafeteria Fund revenue was \$3.94 Cafeteria Fund expenditures were \$1,025.29 plus \$3,578.45 for payroll for a total of \$4,603.74.

		EXPENSES	REVENUE
GENERAL FUND		\$110,103.40	\$507,027.38
	Payroll	\$1,209,125.28	
BUILDING		\$3,900.00	\$5,850.97
DEPRECIATION		\$115,084.00	\$573.83
QUALIFIED CAPITAL		\$0.00	\$.08
EMPLOYEE BENEFIT		\$893.33	\$.07
ACTIVITY		\$3,151.87	\$8,847.77
CAFETERIA		\$1,025.29	\$3.94
	Payroll	\$3,578.45	
FEE FUND		\$2,316.79	\$0.00

date	<i>June</i>	11	12	13	18	19	20	25	26	27
Kinder – Jolliffe		12	13	12	12	13	11	11	9	11
First – Mitchell		13	14	14	13	15	14	14	13	10
Second – Kuxhausen		9	9	9	10	10	10	8	9	9
Third – Luekens		15	16	15	16	17	14	13	14	13
Fourth – Millay		8	8	8	8	8	6	6	7	8
Fifth – Buffington		19	20	20	18	19	17	15	17	20
Sixth - Jensen		<u>12</u>	<u>13</u>	<u>12</u>	<u>13</u>	<u>13</u>	<u>12</u>	<u>10</u>	<u>10</u>	<u>11</u>
total		88	93	90	90	91	84	77	79	82

date	<i>July</i>	16	17	18	23	24	25	30	31	<i>Aug</i> 1
Kinder – Jolliffe		8	7	10	6	8	9	8	7	7
First – Mitchell		13	12	15	13	15	14	12	14	11
Second – Kuxhausen		9	9	9	8	8	9	8	9	8
Third – Luekens		12	14	15	14	14	14	14	15	14
Fourth – Millay		6	7	6	6	6	7	6	6	6
Fifth – Buffington		15	16	14	12	10	16	14	17	17
Sixth - Jensen		<u>11</u>	11	9	9	8	9	10	11	9
total		74	76	78	68	69	78	72	79	72

**From:** Betty Smith [bsmith@geringschools.net]

**To:** Lisa Frahm [lfrahm@geringschools.net]

**Subject:** summer school cost

**Sent:** Mon 8/12/2013 7:11 PM

**Importance:** Normal

Here is the dollar amount for Diane Coop/summer school breakfast bars.

Thanks.

---

**From:** Diane Coop

**Sent:** Monday, August 12, 2013 12:37 PM

**To:** Betty Smith

**Subject:**

Hi Betty,

For the summer school program you used 28 cases. It was \$25.99 a case so the amount came to \$727.72. I will be sending you a bill in the interoffice mail but thought you would like to know asap...

Thanks, Diane Coop

Gering Public Schools

Journal Entry

Journal Entry Number 2172

Fiscal Year: 2012-2013

Journal Type: Payroll

Entry Date: 08/05/2013

Memo: PR POSTING

User ID: dferreyra

Reference:

Voucher: 31

Line #	Account	Description	Debit	Credit
1	01.2.6000.0140.1.18.18	Instructional Aide Salary	\$2,804.00	\$0.00
2	01.2.6000.0110.1.18.18	Faculty Salaries	\$19,016.00	\$0.00
3	01.4.0000.0071.0.00.00	Employee Deduction Liability	\$0.00	(\$17,971.02)
4	01.4.6000.0073.1.18.18	Federal Tax Liability	\$0.00	\$0.00
5	01.4.6000.0074.1.18.18	FICA/Medicare Liability	\$0.00	(\$316.40)
6	01.4.6000.0074.1.18.18	FICA/Medicare Liability	\$0.00	(\$1,352.85)
7	01.4.6000.0076.1.18.18	Employer Retirement Liability	\$0.00	(\$1,603.92)
8	01.4.6000.0077.1.18.18	State Tax Liability	\$0.00	(\$303.26)
9	01.4.6000.0078.1.18.18	Salaries Payable	\$0.00	(\$272.55)
10	01.2.6000.0210.1.18.18	FICA/Social Security	\$316.40	\$0.00
11	01.2.6000.0210.1.18.18	FICA/Social Security	\$1,352.85	\$0.00
12	01.2.6000.0220.1.18.18	Retirement	\$1,619.97	\$0.00
13	01.4.6000.0074.1.18.18	FICA/Medicare Liability	\$0.00	(\$316.40)
14	01.4.6000.0074.1.18.18	FICA/Medicare Liability	\$0.00	(\$1,352.85)
15	01.4.6000.0076.1.18.18	Employer Retirement Liability	\$0.00	(\$1,619.97)
Total Items Printed: 15			\$25,109.22	(\$25,109.22)

Master Account Entries

Fund	Debits	Credits
01	25,109.22	(25,109.22)
Totals:	25,109.22	(25,109.22)

End of Report

Betty Smith

---

Didn't know if you needed something official in writing. The balance I previously sent you was incorrect. Your total expenditures for summer school is \$398.72.

Let me know if you need anything else from me.

Thanks

**Michelle Wilson  
Gering Public Schools  
Accounts Payable  
1519 10<sup>th</sup> Street  
Gering, NE 69341  
Phone: 308-436-3125  
Fax: 308-436-4301**

**There is tremendous happiness in making others happy, despite our own situations.**

---

*Gering Public School  
Summer School Summary  
June 11 – Aug 1, 2013*

*Gering Public Schools ran a summer school program this past summer for eighteen days, June 11 to August 1, 2013 from 8:00 AM -11:30 AM. Summer School was held three days a week, Tuesday, Wednesday and Thursday. For the first time in recent history, all Gering Elementary students attended Summer School at the Lincoln Elementary site. Invitations to attend Summer School were sent to 44 Cedar Canyon students, 130 Lincoln students, 92 Geil students and 100 Northfield students. Please see the attached chart for daily attendance record.*

*Those students that finished Kindergarten through 6<sup>th</sup> grade during the 2012-2013 school year and fell into Tier 2 or 3 on the RTI model in math and/or in reading were invited to attend. In some cases, borderline students in Tier 1 were invited, but these students were students that were being progress monitored during the school year. DIBELS, Terra Nova Scores, AIMSWEB scores and teacher input were used in placing students on the RTI pyramid. Tier 2 students received targeted group and individual interventions during the school year and Tier 3 students received individual and intensive interventions throughout the year. Tier 2 students were performing within one year below grade level and were at some risk in the reading or math program. Tier 3 students were performing between one and two years below grade level. (At Risk) Special Education students were also invited to attend as some of them were more than two years below grade level as measured on DIBELS and Saxon Math Placement tests.*

*The summer school staff consisted of 7 certified teachers, 8 para-professionals, and 2 Grandma's. The custodians at Lincoln Elementary worked during Summer School hours as did the Lincoln Elementary Secretary, who worked the first session only. Reading and Math were the subjects covered throughout the program. Scores from Spring DIBELS and AIMESWEB as well as student placement in DI and Saxon Math at the end of the 2013 school year were used as baseline data for summer school. Students were assessed at the end of the eighteen days by the same DIBELS and AIMESWEB tests to determine rate of growth. The groups were small and the students received intensive small group and one on one help. The Reading Mastery Program was used in Reading and Saxon Math along with Otter Creek was used in teaching Math. Direct Instruction was used as the mode of delivery in both subjects.*

*The following scores represent the percentage of improvement seen in each of the subjects, reading and math (80 students were in attendance on testing day.)*

- *Reading – 52% of the students attending showed improvement*
- *Math – 34% of the students attending showed improvement*

*Information sheets were provided to parents, 2013 homeroom teachers, instructional coaches and Betty Smith which included pre/post scores, days of attendance and comments from the Summer School teacher.*

*Students did not show great growth academically as evidenced on the Dibels and AIMESWEB scores. It is important to remember that students attending summer school are students struggling with academics, so perhaps the true gain is from their exposure to academics during the summer, rather than the testing scores.*

*Respectfully submitted,  
Betty Smith  
Northfield Elementary Principal  
Director of Gering Public Schools Summer School 2013*

# Memo

**To:** Board Of Education  
**From:** Tim Meisner  
**Date:** August 19, 2013  
**Re:** Hearing for Fee Waivers

---

Pursuant to statute 79-2,134, the District must hold a public hearing on the proposed student fee policy.

**79-2,134. Student fee policy; hearing; procedure; contents.**

On or before August 1, 2002, and annually each year thereafter, each school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student, or to every household in which at least one student resides, at no cost to the student or household.

Board Policy 504.19 (attached) must be reviewed and re-adopted annually at a meeting of the board. This includes a review of the amount of money collected under this policy and the use of waivers as provided by this policy (attached). This policy is published in the student handbook and provided at no cost to each student.

Motion to adopt Board Policy 504.19, Student Fees for 2013-2014, as presented.

# School Board Report

## Public Hearing Student Fees

Review of amount of money collected under this policy:

	<u>Revenue</u>	<u>Expenses</u>
Harmony	1,789.00	1,789.00
FCS	255.00	255.00
Wall Street	19,670.00	19,670.000

### Use of Waivers as Provided by This Policy

#### Gering High School

##### Category

Harmony	2	\$283.00
Band	19	392.00
Prep English Lunch	6	72.00
<b>Total</b>	<b>27</b>	<b>\$747.00</b>

#### Gering Jr. High School

##### Category

Family and Consumer Science	5	\$20.00
<b>Total</b>		<b>\$20.00</b>



**GERING PUBLIC SCHOOLS  
GERING, NE**

**STUDENT FEES**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Legal Reference:      Neb. Constitution, Art VII, Sect. 1  
                              Neb. Statute 79-215 (tuition)  
                                      79-241 (option student busing)  
                                      79-605 (nonresident busing)  
                                      79-611 (transportation fees)  
                                      79-734 (books, equipment and supplies)  
                                      79-2,104 (student files)  
                                      79-2,125 to 2,134 (student fees law)  
                                      79-1104 (before-and-after-school services)  
                                      79-1106 to 1108 (learners with high ability)

Cross Reference:      505.05 Fines for Lost or Damaged Items  
                              506      Student Activities  
                              507.01 Student Records Access  
                              801      Transportation  
                              802.05 Free or Reduced Cost Meals Eligibility  
                              1005.01 Public Complaints

Approved      07/19/10

**GERING PUBLIC SCHOOLS  
GERING, NE**

**STUDENT FEES  
2013-2014**

**Gering High School**

	<b>Fund</b>	<b>Waiver Eligible</b>	<b>Maximum Cost</b>
Band			
Uniform Cleaning	Activity	Yes	\$ 15.00
T Shirts	Activity	Yes	\$ 20.00
Marching Shoes	Activity	Yes	\$ 35.00
Black Slacks	Activity	Yes	\$ 25.00
Honor Band/Choir	Activity	No	\$ 40.00
Musical Groups	Activity	Yes	\$ 175.00
All School Musical	Fee	No	\$ 100.00
Class Projects	Activity	No	\$ 150.00
College Classes	Fee	No	\$ 800.00
Physiology Cholesterol Check	Direct Pay	No	\$ 25.00
Cap & Gown	Activity	No	\$ 30.00
Cheerleaders	Activity	No	\$ 750.00
Club Apparel	Activity	No	\$ 40.00
Club Dues	Fee	No	\$ 25.00
Field Trips (required)	Activity	Yes	\$ 20.00
Field Trips (not required)	Activity	No	\$ 65.00
Class Dues	Activity	No	\$ 10.00
Activity Tickets	Activity	No	\$ 20.00
Test prep course fees	Activity	No	\$ 20.00
Banquet/Dinners	Activity	No	\$ 20.00

**Gering Junior High School**

	<b>Fund</b>	<b>Waiver Eligible</b>	<b>Maximum Cost</b>
Band T-Shirt	Activity	Yes	\$ 15.00
Band Black Slacks	Activity	Yes	\$ 25.00
Honor Band Audition	Activity	No	\$ 40.00
Class Projects	Activity	No	\$ 100.00
Club Dues	Fee	Yes	\$ 5.00
Activity Tickets	Activity	No	\$ 20.00

**Gering Elementary Schools After School Program Fees**

Students Eligible for Free Lunches	Free
Students Eligible for Reduced Lunches	\$3.00/day
Students Not Eligible	\$5.00/day



***Customer Service is not just a position in our company.....  
It's everyone's job!***

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**Event Cleaning Bid Packet  
Gering Public Schools**

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Laurie A Eichthaler  
308.765.9540  
308.635.3559 Fax  
laurie@bluffs.biz

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## **WELCOME TO BFS (Bluffs Facility Solutions)**

Bluffs Facility Solutions is a full service cleaning contractor, serving the Nebraska panhandle. We specialize in providing professional cleaning services to commercial building owners and managers.

Bluffs Facility Solutions will provide you with the standards of cleanliness that your building requires, at a price that makes sense. And price, while important, is only one of the factors that must be considered when choosing your cleaning contractor.

### **What can Bluffs Facility Solutions do for you?**

1. Provide you with a clean, safe, and healthy environment for your customers and employees.
  - Clean buildings project a first class image.
  - Clean buildings improve the longevity of the building.
  - Healthy buildings ensure a working environment free from contaminants.
  - Healthy buildings provide a safer workplace and decrease the number of workers comp claims due to slip/fall accidents and the spread of viruses.
  - Healthy buildings reduce the amount of sick time taken by employees working in the building.
1. Improve employee morale.
  - Clean buildings are proven to increase employee productivity.
  - Employees who work in a clean building are happier – and happy employees means reduced turnover.
1. Reduce costs and increase revenue.
  - Clean buildings are less expensive to maintain.
  - Clean buildings help to increase tenant satisfaction and reduce tenant turnover.

- Clean buildings ensure that property values will remain high because having a clean building improves the longevity of the building.

1. Offer you a full-service partnership for all your building maintenance needs.

- We provide quick response to your needs and offer specialized cleaning services such as carpet spotting, carpet cleaning, hard floor care, window washing, and construction clean-up.

- Our operation is fully automated. We track sales and costs of each building in order to measure productivity and efficiency. We use a computerized Telephone Timekeeping System that allows us to accurately track each employee's time and location and ensure proper coverage for each building. Our accounting system is also automated, ensuring accurate and timely billing.

- We believe our most important asset is our people – the success of our business depends on them. Our people are well-trained and well-supervised. New employees are thoroughly screened, including criminal history checks.

We believe that in order to achieve results for our customers, we need to keep our employees motivated to provide the best service available. Our employees are paid highly competitive wages; they participate in various incentive programs, and are rewarded for a job well done.

- Professional memberships. Our membership in The Janitorial Store™ and IICRC (Institute of Inspection Cleaning and Restoration) demonstrates our professional commitment to quality. We are a professional firm in the business of contract cleaning and our membership helps us to stay on top of the industry. We are kept up to date on cleaning techniques, personnel issues, ways to cut customer's expense, and much more. Our memberships give us a competitive edge, so that we can bring you the quality and service that you deserve and expect.

6.3.2013

Tim Meisner  
Gering Public Schools  
1519 10<sup>th</sup> St  
Gering Ne 69341

Dear Tim:

Thank you for the opportunity to provide you with a proposal for the event cleaning at your building. Your desire to find the best-qualified contractor to partner with was most apparent in our initial meeting. I believe that you have before you a proposal that will exceed your high expectations.

At Bluffs Facility Solutions we pride ourselves on quality and safety. We believe in achieving excellence in all that we do. We also believe in providing our customers with professional service so they can rest assured that their building is in good hands. At Bluffs Facility Solutions we guarantee that through efficient administration we will not only be competitive in terms of cost, but also will most certainly be the best-qualified contractor for the task at hand.

Service is to be provided on a per event basis for a cost of \$19.50 per hour per person needed. The list of Specifications is attached.

The following services can also be provided per request .Call us for a quote.

- Carpet spotting
- Carpet cleaning
- Buffing VCT tile floors

We can also provide you with restroom supplies and trash can liners. Call us for a quote.

- Toilet paper (2-ply, 500 sheets per roll)
- Multi-fold hand towels (16 packs of 250)
- Hand Soap
- Trash can liners (15 gallon, pack 1000)
- Trash can liners (20-30 gal, pack 500)
- Trash can liners (45 gallon, pack 100)

Thank you for the opportunity to bid on your cleaning and supply needs. If you have any questions, please don't hesitate to ask.

Sincerely,

Laurie A. Eichthaler  
Operations Manager  
Bluffs Facility Solutions

# BID SPECIFICATIONS

Bluffs Facility Solutions

<b>LOCATION:</b> <u>Gering Public Schools</u>	<b>CONTACT:</b> <u>Tim Meisner</u>
<b>ADDRESS:</b> <u>1519 10<sup>th</sup> Ave</u>	<b>PHONE:</b> <u>308.436.3125</u>
<u>Gering Ne 69341</u>	<b>FAX:</b> _____
<b>DATE:</b> <u>06/03/13</u>	<b>EMAIL:</b> _____

Restrooms Clean and Porter	Times/Wk	Times/Mo	Times/Yr	Other
Empty Trash				1
Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)				1
Glass, Mirrors, Chrome (Clean, Polish)				1
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)				
Partitions (Dust)				1
Porter restrooms during events 2 hours				1

### Locker Rooms

Empty Trash				1
Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)				1
Glass, Mirrors, Chrome (Clean, Polish)				1
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)				1
Partitions (Dust)				1
Doors, Partitions (Spot Clean)				1
Showers (clean, sanitize, polish)				1

### Gymnasium

Empty and pick up all trash				1
Sweep, mop, vacuum bleachers				1
Sweep, mop or machine scrub floors				1
Clean entryways (vacuum, sweep, mop, glass)				1

### Exterior

Entrance, Stairways (Sweep)				1
Empty Trash, Ash Trays				1

### Closing Checklist

Turn off designated lights				1
Shut designated doors				1
Lock Entrances, Exits				1

# TERMS AND CONDITIONS

## Gering Public Schools

- ⇒ Cleaning chemicals and equipment to perform this service will be supplied by Gering Public Schools. Restroom supplies and trash can liners will be provided by Gering Public Schools. Bluffs Facility Solutions will provide staff to porter events as well as event clean up.
- ⇒ In the event that this Agreement proves unsatisfactory, a 30-day written notice by either party may terminate it. If client terminates without 30 day written notice, client will be billed for the entire month's services.
- ⇒ Payment Terms: Invoices for cleaning services are mailed on the last day of each month, with terms of Net 15 days.

Cleaning price: \$19.50 per hour per staff needed.

Additional services requested that are not included on the Specifications list will be added to the monthly invoice as a separate line item. Additional services may include carpet cleaning, window washing, etc.

- ⇒ Note: This bid includes event janitorial service and event clean up only and is billed per hour per staff needed on average 2-4 persons per event.
- ⇒ Date Service Begins:

Quoted By: Laurie A Eichthaler  
Bluffs Facility Solutions  
Date: 6.3.2013

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### ACCEPTANCE OF PROPOSAL

<b>Company:</b> <u>Gering Public Schools</u>	<b>Company:</b> <u>Bluffs Facility Solutions</u>
<b>Authorized Signature:</b> _____	<b>Authorized Signature:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____





***Customer Service is not just a position in our company.....  
It's everyone's job!***

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**Cleaning Bid Packet  
Gering Public Schools**

---

1519 10<sup>th</sup> St  
Gering NE 69341

Laurie A Eichthaler  
308.765.9540  
308.635.3559 Fax  
laurie@blufs.biz

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Bluffs Facility Solutions will provide you with the standards of cleanliness that your building requires, at a price that makes sense. And price, while important, is only one of the factors that must be considered when choosing your cleaning contractor.

### **What can Bluffs Facility Solutions do for you?**

1. Provide you with a clean, safe, and healthy environment for your customers and employees.
  - Clean buildings project a first class image.
  - Clean buildings improve the longevity of the building.
  - Healthy buildings ensure a working environment free from contaminants.
  - Healthy buildings provide a safer workplace and decrease the number of workers comp claims due to slip/fall accidents and the spread of viruses.
  - Healthy buildings reduce the amount of sick time taken by employees working in the building.
1. Improve employee morale.
  - Clean buildings are proven to increase employee productivity.
  - Employees who work in a clean building are happier – and happy employees means reduced turnover.
1. Reduce costs and increase revenue.
  - Clean buildings are less expensive to maintain.
  - Clean buildings help to increase tenant satisfaction and reduce tenant turnover.

- Clean buildings ensure that property values will remain high because having a clean building improves the longevity of the building.

1. Offer you a full-service partnership for all your building maintenance needs.

- We provide quick response to your needs and offer specialized cleaning services such as carpet spotting, carpet cleaning, hard floor care, window washing, and construction clean-up or staffing.

- Our operation is fully automated. We track sales and costs of each building in order to measure productivity and efficiency.

- We believe our most important asset is our people – the success of our business depends on them. Our people are well-trained and well-supervised. New employees are thoroughly screened, including Drug screens and Criminal history checks.

We believe that in order to achieve results for our customers, we need to keep our employees motivated to provide the best service available. Our employees are paid highly competitive wages; they participate in various incentive programs, and are rewarded for a job well done.

- Professional memberships. Our membership in The Janitorial Store™ and IICRC (Institute of Inspection Cleaning and Restoration) demonstrates our professional commitment to quality. We are a professional firm in the business of contract cleaning and our membership helps us to stay on top of the industry. We are kept up to date on cleaning techniques, personnel issues, ways to cut customer's expense, and much more. Our memberships give us a competitive edge, so that we can bring you the quality and service that you deserve and expect.

6.3.2013

Tim Meisner  
Gering Public Schools  
1519 10<sup>th</sup> St  
Gering Ne 69341

Dear Tim:

Thank you for the opportunity to provide you with a proposal for additional janitorial staffing for your building. Your desire to find the best-qualified contractor to partner with was most apparent in our initial meeting. I believe that you have before you a proposal that will exceed your high expectations.

At Bluffs Facility Solutions we are proud to say that we do our job well and safely. We believe in achieving excellence in all that we do. We also believe in providing our customers with professional service so they can rest assured that their building is in good hands. At Bluffs Facility Solutions we guarantee that through efficient administration we will not only be competitive in terms of cost, but also will most certainly be the best-qualified contractor for the task at hand.

Service is to be provided five days per week for a cost of \$7,060.00 per month. Which includes three full time fully trained custodians or six part time fully trained custodians. Bluffs Facility Solutions will provide all workers compensation coverage, liability coverage, training and health insurance for staff provided.

The following services can also be provided per request call us for a quote.

- Carpet spotting
- Carpet cleaning
- Buffing VCT tile floors

We can also provide you with restroom supplies and trash can liners call us for a quote.

- Toilet paper (2-ply, 500 sheets per roll)
- Multi-fold hand towels (16 packs of 250)
- Hand Soap
- Trash can liners (15 gallon, pack 1000)
- Trash can liners (20-30 gal, pack 500)
- Trash can liners (45 gallon, pack 100)

Thank you for the opportunity to bid on your cleaning and staffing needs. If you have any questions, please don't hesitate to ask.

Sincerely,

Laurie A. Eichthaler  
Operations Manager  
Bluffs Facility Solutions

# BID SPECIFICATIONS

Bluffs Facility Solutions

<b>LOCATION:</b> <u>Gering Public Schools</u>	<b>CONTACT:</b> <u>Tim Meisner</u>
<b>ADDRESS:</b> <u>1519 10<sup>th</sup> St</u>	<b>PHONE:</b> <u>308.635.3125</u>
<u>Gering NE 69341</u>	<b>FAX:</b> _____
<b>DATE:</b> <u>06/13/13</u>	<b>EMAIL:</b> _____

Restrooms	Times/Wk	Times/Mo	Times/Yr	Other
Empty Trash	5			
Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)	5			
Glass, Mirrors, Chrome (Clean, Polish)	5			
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)	5			
Partitions (Dust)	1			
Doors, Partitions (Spot Clean)	5			

Breakroom	Times/Wk	Times/Mo	Times/Yr	Other
Clean Sink, Countertops, Tables	5			
Wipe Outsides of Appliances, Vending Machines	5			
Straighten Chairs and Tables	5			

Floors	Times/Wk	Times/Mo	Times/Yr	Other
Resilient/Tile – (Sweep, Mop)	5			
Carpet (Vacuum)	5			
Mats (Vacuum)	5			
Detail Vacuum (edges, hard to reach areas)		1		

Windows	Times/Wk	Times/Mo	Times/Yr	Other
Interior (Wash)				
Exterior (Wash)				
Doorways (Wash)	5			
Office Glass (Spot clean fingerprints)	5			

Exterior	Times/Wk	Times/Mo	Times/Yr	Other
Entrance, Stairways (Sweep)	5			
Empty Trash, Ash Trays	5			

<b>Office/Classroom Areas</b>	<b>Times/Wk</b>	<b>Times/Mo</b>	<b>Times/Yr</b>	<b>Other</b>
Trash (Empty, Replace liners as needed)	5			
Drinking Fountains (Clean, Polish, Sanitize)	5			
Dust Desk Areas, Tables, File Cabinets, Sills (Horizontal Surfaces)	1			
High Dust (Vents, lights, corners, blinds, items on walls)		1		
Low Dust (Chair & table legs, sides of desks, cabinets)		1		
Cleared Desks, Tables (Damp Wipe)	5			
Light Switches, Phones (Wipe, Sanitize)	1			
Push Plates, Kick Plates (Damp Wipe)	1			
Baseboards (Dust, Clean)		1		
Clean Elevators (Doors, Walls, Treads, Vacuum)				
Stairwells (Dust, Vacuum)				

### **Closing Checklist**

Push Chairs into desks, tables	5			
Turn off designated lights	5			
Shut designated doors	5			
Lock Entrances, Exits	5			

# TERMS AND CONDITIONS

## Gering Public Schools

- ⇒ Fully trained janitorial staff including three full time specialists or six part time specialists will be provided by Bluffs Facility Solutions. Workers comprehensive insurance, liability, training, health insurance and scheduling of staff supplied will be provided by Bluffs Facility Solutions.
- ⇒ Gering Public Schools will designate duties of all staff provided by Bluffs Facility Solutions.
- ⇒ In the event that this Agreement proves unsatisfactory, a 30-day written notice by either party may terminate it. If client terminates without 30 day written notice, client will be billed for the entire month's services.
- ⇒ Payment Terms: Invoices for cleaning services are mailed on the last day of each month, with terms of Net 15 days.

Staffing price: \$7,060.00 per month.

Additional services requested that are not included on the Specifications list will be added to the monthly invoice as a separate line item. Additional services may include carpet cleaning, window washing, etc.

- ⇒ Note: This bid is for adding staff to assist existing GPS custodial staff only.
- ⇒ Date Service Begins: Upon acceptance of bid and client request.

Quoted By: Laurie A. Eichthaler  
Bluffs Facility Solutions  
Date: 6.13.2013

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### ACCEPTANCE OF PROPOSAL

<b>Company:</b> _____	<b>Company:</b> _____
<b>Authorized Signature:</b> _____	<b>Authorized Signature:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
_____	<b>Date:</b> _____

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

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## References

Name and contact information of reference

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## **INTRODUCTION**

~~Our Board of Education recognizes that attainment of our vision: “*All Gering Public Schools students will maximize their individual potential.*” is a joint responsibility of the Board, the administrators, the instructional staff and the classified staff. All personnel are essential for a quality school system.~~

~~Classified employees serve a vital role in the delivery of our educational services. The duties you perform are key ingredients to the process of educating students. Without the successful completion of these duties, children could not receive the quality education for which Gering is known. We appreciate the service of those of you who have been with us for some time and we welcome our new employees.~~

~~This handbook describes the policies, guidelines and other pertinent information you should know as an employee of the Gering Public School District. It is designed to help classified staff members understand their employment responsibilities and compensation. It is not a contract or a contract agreement, nor does it create any property rights. All employees are expected to be familiar with and abide by the policies and procedures in this manual. Those in authority have a duty to administer these policies and procedures fairly and consistently. Please be advised that this handbook supersedes any previous handbook.~~

~~Thank you!~~

~~GERING PUBLIC SCHOOLS  
Superintendent of Schools~~

### **Notice of Nondiscrimination**

It is the policy of Gering Public Schools not to discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status or pregnancy or other protected conditions in its educational programs, activities or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, and Title IX of the 1972 Education Amendments, Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Education Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit or been excluded from participation in any district education program or activity on the basis of sex, race or handicap, may grieve such matters using the adopted grievance procedures of the Gering Public School District. Such procedure shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to the Superintendent, ~~1800 8<sup>th</sup> Street~~ 1519 10<sup>th</sup> Street, Gering, Nebraska 69341 – (308) 436-3125.

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### **Notice of Designation of Coordinator**

The Superintendent of Schools of Gering Public Schools will coordinate Gering Public Schools' compliance with the non-discrimination requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Information concerning such Acts and the applicability of such Acts, may be obtained from the Superintendent, and any complaints alleging non-compliance by the Gering Public Schools with such Acts should be communicated to the Superintendent of Schools.

August, ~~2012~~2013

Dear Classified Staff Member:

We are pleased to present you with a copy of our Classified Staff Employee Handbook. This handbook has been designed to help you learn about the operation of Gering Public Schools. Our Board of Education recognizes that attainment of our vision: ***“All Gering Public Schools students will maximize their individual potential.”*** is a joint responsibility of the Board, the administrators, the instructional staff and the classified staff.

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This handbook will be updated with inserts each year so that employees will always have the most up-to-date information. This handbook is designed to help classified staff members understand their employment responsibilities and compensation. It is not a contract or a contract agreement, nor does it create any property rights. All employees are expected to be familiar with and abide by the policies and procedures in this manual. Those in authority have a duty to administer these policies and procedures fairly and consistently. Please review the handbook carefully as it is important you understand this information. Please discuss any questions you may have with your supervisor.

As a District employee, you are a valuable part of our educational community. It takes all of our employees to effectively provide a safe and caring learning environment for our students. We believe it is important to create an environment that fosters mutual respect and inspires students to love learning; therefore, we expect excellence from all of our staff members.

We are proud that you are part of the Gering Public Schools’ team! We hope that your experience with us will be successful and rewarding.

Sincerely,

GERING PUBLIC SCHOOLS

Don Hague Bob Hastings  
Superintendent of Schools

**BOARD OF EDUCATION  
GERING PUBLIC SCHOOLS  
SCHOOL DISTRICT #16  
SCOTTS BLUFF COUNTY, NEBRASKA**

*The mission of Gering Public Schools is to develop the academic, personal and social skills of all students and to prepare them to be productive, responsible global citizens of the 21<sup>st</sup> century.*

*All Gering Public Schools students will maximize their individual potential.*

~~Don Hague~~Bob Hastings, Superintendent of Schools

~~Mike Brunner~~Alan Doll, President

~~B.J. Peters~~Brian Copsey, Vice President

~~Jody Miles~~Mike Brunner, Treasurer

~~Alan Doll~~B.J. Peters, Secretary

Mary Winn, Member

~~Brian Copsey~~Dr. Jerry Upp, Member

**Gering Public Schools - Facilities**

Central Office – ~~1800 8<sup>th</sup> Street~~1519 10<sup>th</sup> Street, Gering  
Senior High School – 1500 U Street, Gering  
Freshman Academy – 800 Q Street, Gering  
Junior High School – 800 Q Street, Gering  
Cedar Canyon Elementary School – 190234 Carter Canyon Road, Gering

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Geil Elementary School – 1600 D Street, Gering  
Lincoln Elementary School – 1725 13<sup>th</sup> Street, Gering  
Northfield Elementary – 1900 Flaten Avenue, Gering  
Preschool – 1725 13<sup>th</sup> Street, Gering  
Warehouse – 1800 8<sup>th</sup> Street, Gering

## Chapter I Records

### Personnel Records

| All personnel records ~~shall be kept~~ on all current employees shall be kept at the Central Office. A file shall be kept for all resigned or retired employees, including such essential information as seems appropriate to the administration and/or supervisor.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized. Information contained in the employee's file may be viewed at the employee's request. All written materials filed (except for those prohibited by law) shall be made available for inspection by the employee in the presence of an administrator and/or supervisor. Upon request, an employee will be provided a copy of his/her employee file.

## **Chapter II Orientation**

The first eight weeks that you work for Gering Public Schools will be considered your orientation period. During this period of time, you will work closely with your supervisor to learn how to do your job. You will learn about our policies, procedures, benefits and rules of the workplace. After your eight-week orientation period, your Supervisor/Principal will submit your first evaluation to the Central Office.

This employee handbook ~~will~~ provides information you need to know, and you are encouraged to read it thoroughly and ask questions at any time.

### EEO – Equal Employment Opportunities

Gering Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, sex, age, disability, marital status, pregnancy or other protected conditions. In addition, we comply with applicable state and local laws governing nondiscrimination in employment.

### Immigration Reform and Control Act (I-9)

In compliance with the Immigration and Control Act of 1986, we require all newly hired employees to present documented proof of identity and eligibility to work in the United States. Employees will be required to furnish this information within three working days of hire date.

## Chapter III Employee Classification, Recruitment, Hiring and Wages

### Employee Classification

Classified Staff are employees who are ~~not administrators or employees~~ in positions which do not require a Nebraska Department of Education teaching certificate. Classified employees shall include the non-instructional (classified) staff of Gering Public Schools, also known as Educational Service Employees who are categorized according to job duties as follows:

1. Maintenance and Custodial employees keep the physical plant open, heated, lighted and ready for use or keep the grounds, buildings and equipment at their original condition through repair or replacement. Part time custodial staff is included in this group. Maintenance employees are under the supervision of the Director of Transportation/Warehouse/Maintenance. Custodians report to the building administrators and/or the Director of Transportation/Warehouse/Maintenance. Assignments are determined by the Superintendent and are designated to Maintenance and Custodial employees through the Director of Transportation/Warehouse/Maintenance.
2. Administrative Assistant employees engage in accounting/fiscal office management and clerical assistance to the administration.
3. Para-professionals provide instructional services in the classroom under the direction of the classroom teachers and/or building principal.
4. Food Service classified employees provide ancillary services to the school. Food Service classified employees work under the supervision of the Food Service Director in the preparation and service of meals.

~~5. Bus Drivers are responsible for the safe transportation of our students to and from school. They also transport students to activity events. The bus drivers work under the supervision of the Director of Transportation.~~

~~5. Non-certified coaches and sponsors of extra-curricular activities.~~

### Recruitment

#### Recruitment and Selection

This district secures quality personnel through effective recruitment.

It is the responsibility of the Superintendent of Schools and of his/her designees to determine personnel needs of the school district and locate suitable candidates.

There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, creed, marital status, sex or age. A personal interview will be required of selected candidates.

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It shall be the duty of the Superintendent to see that persons nominated for employment meet all qualifications established by law and board policy for the type of position for which nomination is made.

#### Employment Solicitation

All vacant positions will be posted internally for at least three (3) working days to allow school district employees to apply for the position posted. It is not required that applicants from within the district be selected to fill the vacancy. The primary concern is to select the most qualified applicant for the position available.

Should the position not be filled internally or from applications on file, employment notices will be prepared and circulated.

Applications will be screened by the Central Office and may be referred to the appropriate building administrators or supervisors.

#### Hiring

##### Appointment/Assignment

Building administrators or supervisors will appoint classified employees for hiring. The district shall strive to employ the most qualified individuals available.

##### Release of Information

Before being accepted for paid employment to work directly with Gering Public Schools' students, Gering Public Schools, as a matter of procedure, will conduct a background check to confirm that no substantiated criminal charges have been filed against you. ~~Persons employed as a Bus Driver are also required to pass a Drug and Alcohol Test before they are hired.~~ All employees are subject to pre-employment drug testing per Board Policy #404.08.

##### Credit for Past Employment

New employees to the district will be placed on the Classified Salary Schedule according to their previous years of experience, which are applicable to the position for which they are hired. If an employee does not possess previous experience, he/she will be placed on the first step of the position.

##### Transfer

Any classified employee wishing to transfer from one position to another shall submit such request to the Superintendent. All transfers will be considered by the Building Administrator or Supervisor but may not be granted/guaranteed. A meeting will be held between the new Supervisor, the Superintendent and the Business Manager to determine salary placement on the schedule.

### Involuntary Transfers

Determining the location where a classified employee's assignment will be performed is the responsibility of the Superintendent based upon recommendations from the building administrators and supervisors. In making position assignments, building administrators and supervisors, along with the Superintendent, shall consider the qualifications of the employee and the needs of the District.

A meeting will be held between the employee and his/her building administrator or supervisor to discuss an involuntary transfer. If involuntarily transferred to a lesser compensated position, the employee will be paid according to the salary schedule and position.

### Wages

#### Salary Schedule

A salary schedule will be developed annually for all classified positions. The basic compensation of each employee shall be set forth in the salary schedule as approved by the Gering Public Schools Board of Education. Placement on the salary schedule is at the discretion of the Superintendent and Business Manager. **If the classified employee's annual performance evaluation is satisfactory, the employee will annually advance a step on the salary schedule. Please note that we consider wage and salary information to be CONFIDENTIAL.**

#### Compensation and Related Benefits

The Board of Education will establish the compensation package for the classified employees. All employees are paid monthly on or before the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on a weekend, payment will occur on the Friday prior to the 20<sup>th</sup>.

Payroll checks are deposited directly into your checking or savings account, unless we notify you otherwise. All employees are required to participate in the direct deposit program as this process ensures that your paycheck is deposited. You will be provided a pay stub each month. If you believe there is an error on your paycheck, please report it immediately to the payroll office. Once a determination has been made, necessary corrections will occur.

Our payroll period varies, and staff will be notified of payroll periods for each year at the start of the school year. Each hourly employee is required to use time clocks provided in each building; and in order for us to have accurate records, it is imperative that each employee use the time clock diligently. If you should have a problem using the time clock, you need to notify your supervisor, who will then notify the payroll department so that a manual adjustment can be made to the time clock. If you fail to clock in or clock out, you will need to have a time sheet correction form filled out by your supervisor or principal. **Under no circumstance should anyone ever clock in and out for another employee. ~~If this should occur, it is~~ This action**

**provides** grounds for immediate dismissal from Gering Public Schools for both parties involved.

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## Salary Checks and Deductions

Salary checks are based on hours worked multiplied by the hourly wage indicated on the employee's salary worksheet.

Gering Public Schools is required to deduct federal and state withholding taxes (income taxes) based on information you provide on your W-4. Deductions for Social Security and Medicare are also deducted at the rate established by the federal government. Retirement, based on employee's eligibility, will be deducted at the rate established by NPERS.

We are also required to withhold and remit court-ordered garnishments.

Other voluntary deductions including health and life insurance, savings bonds, annuities, etc. must be provided by ~~approved by~~ the employee within 30 days of his/her start date, ~~which is indicated on the signed salary worksheet.~~

Any changes per the employee to payroll including tax withholdings, insurance annuities, etc., must be received by the payroll department in Central Office by the first day of the month preceding the pay date for that month. **Any mid-year changes to any Section 125 Plan items (health insurance, dental insurance, cancer insurance, AFLAC, Select Flex child care and Select Flex medical reimbursement) can only be made if there is a qualifying "change in status".**

## Overtime Pay/Comp Time

Fair Labor Standards Act mandates payment of 1 ½ times an employee's regular rate on any hours worked over 40 by a nonexempt employee in a work week. Gering Public School's workweek is considered 40 consecutive hours Monday through Sunday. **Any overtime must be approved by the employee's supervisor (superintendent, building principal, director) before working over the 40 hour limit.**

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~~Comp Time is also allowed as an option to our employees by us as public sector employer. It accrues at the same rate as overtime or 1 ½ hours for every overtime hour over the 40 hour limit. Gering Public School allows comp time to be accumulated and used within the same pay period only. If the pay period runs August 1 to August 31, the employee is only allowed to build up and use that corresponding comp time during that period. For example, if an employee earns 4 hours of comp time on August 10<sup>th</sup>, he or she must use it by August 31<sup>st</sup>. Once again, any comp time accumulation or used must be approved by the employee's supervisor.~~

## **Chapter IV Laws**

### **Nondiscrimination**

The decision to hire an applicant is to be based solely on the applicant's qualifications and his/her ability to meet the school district's standards of performance. Nowhere in the selection process is the applicant's race, color, religion, national origin, gender, age, disability, marital status, pregnancy or other protected conditions used as disqualifying factors. Gering Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

### **Americans with Disabilities Act (ADA)**

The following grievance procedure shall be used for resolution of complaints of alleged violation of Gering Public Schools.

1. Complaints shall be filed with the building administrator. All complaints shall be made in writing, unless the complainant's disability prevents such action, in which case it may be done verbally. Grievance Procedure Forms can be obtained from the Superintendent.
2. Complaints shall contain the following: (a) name of the complainant, (b) address and phone number of the complainant, (c) a brief description of the alleged violation and (d) resolution requested by the complainant.
3. The Business Manager shall review complaints. Investigations shall be thorough but informal, and the complainant will be given an opportunity to submit evidence relevant to the complaint.
4. The Business Manager will make a decision on the complaint within thirty (30) days of the filing of the complaint, unless such time period is extended by agreement of the complainant. The decision will be put in writing and forwarded to the complainant.
5. The complainant will be given ten (10) days from the date the Business Manager's decision is sent to the complainant to accept or reject the proposed resolution. If the complainant does not respond with an acceptance or rejection, the resolution will be accepted. In the event the complainant rejects the proposed resolution, the complainant will be given an opportunity to file a request for reconsideration. The Business Manager will forward this request for reconsideration, along with all supporting documentation, to the Superintendent of Schools who will make a decision within ten (10) days.

## Chapter V Attendance, Absences

### Attendance

Regular attendance contributes significantly towards better team effort and productivity. Each employee is very important to the smooth operation of Gering Public Schools. Faithful attendance is an essential component of solid employee performance. Occasionally, it may be necessary for you to be absent from work as a result of illness, injury or other personal reasons. Employees who will be absent are expected to notify their building administrator or supervisor immediately. An absence form (PAN form) must be completed by the employee and signed by his/her supervisor upon return to work.

### Arrival to Duty Assignments

Schools have different starting and ending times for each day. Classified working assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and are expected to report to work on time..

### Leaving School

Employees are to be on duty at all times during their assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the principal. Employees who leave the school during their designated lunch period must check out at the principal's office. Employees who leave during the work hours for an approved absence must check out and clock out with the principal's office or their supervisor when leaving, and check back and clock back in upon returning. Employees who need to leave during the school day for reason of illness or emergency are to check out with the principal's office or their supervisor.

### Inclement Weather Conditions

The safety of students and staff is very important to the District. We also recognize that certain staff members are essential to district operations; therefore, designated staff members need to report to work as soon as safely possible during inclement conditions. The Superintendent of Schools will decide if school is open or closed for that day. The district calling chain will be placed into motion once a decision has been reached. Once notified, the building administrators will start their building calling chain. A ~~Connect Ed~~Messenger call will also be made.

The Superintendent of Schools will decide whether Central Office will be open or closed due to weather and will communicate that decision to Central Office staff members.

### 12 Month Employees

If the schools are closed due to bad weather, the Superintendent or his designee may request your attendance. If your supervisor deems it too dangerous to travel, you will ~~not~~ be paid your usual wages for a maximum of two (2) days per school year. The time off ~~will not can~~ be considered as a personal day, unless you previously scheduled time off for that day. In that case, your pre-

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scheduled leave will be used. Maintenance, custodial staff and other employees deemed essential to the district's operation are expected to report to work and will be paid. Employees will not be paid for missing a scheduled workday due to inclement weather if the district is open for school. In this case, time off will be considered either personal leave or leave without pay. If, because of inclement weather, student and employees are dismissed early for the day, employees will be paid for the remainder of their authorized day.

## Chapter VI Benefits

### Medical/Health Insurance

Gering Public Schools offers ~~Blue Cross Blue Shield II~~ insurance benefits to employees who are deemed full time under the PPACA guidelines. ~~scheduled to work 40 hours per week, 12 months per year.~~ The district pays ½ of a “single” premium for any qualifying employee. Classified staff who are not deemed full time under the PPACA guidelines ~~employees~~ have the opportunity to participate in the school district's health care program by assuming the obligation for their own monthly premium payments.

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### Flexible Benefit Plan (SelectFlex)

The Flexible Benefit Plan or SelectFlex is available to all employees. Gering Public School has established this plan to allow our employees to select a tax benefit in exchange for a reduction in cash compensation that would otherwise be payable. SelectFlex allows you to allocate funds to either or both a Medical Reimbursement Account and a Dependent Care Assistance Account. These accounts are then used to reimburse you for eligible medical expenses and dependent care expenses, respectively on a pre-tax basis. Enrollment for SelectFlex is held every year prior to September 1<sup>st</sup>. Annual re-enrollment is required, and late applications will be denied per IRS regulations. Any questions concerning the plan should be directed to the Payroll Department.

### Workmen's Compensation

All employees of the school district are covered by Workmen's Compensation Insurance.

To be eligible for compensation, the injury to an employee must arise from and in the course of employment in the school district. Employees injured during the course of employment and eligible for compensation are required to report **ALL** accidents or injuries to their supervisor immediately. An Incident Report must be completed and forwarded to the Payroll Department. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation. A sample Incident Report Form is included in the Appendices.

### **Long Term Disability**

Long Term Disability Insurance is provided for classified employees who are scheduled to work more than fifteen (15) hours per week. After the exhaustion of all accumulated sick leave, employees are eligible to apply for Long Term Disability Insurance. The LTD Insurance plan is mandatory and paid for by the employee. ~~The school district will gross up wages of eligible employees to cover the cost.~~ Please inform the Central Office of any health-related issues that may qualify you for this benefit.

### **Retirement**

All classified employees who are hired for positions that are 15 hours or more per week on an ongoing, regular basis are required to participate in the Nebraska Public Employees Retirement System. All members of the Retirement System will contribute the required percentage as established by NPERS. The school district will match that contribution 101%. A member who terminates employment with Gering Public Schools may:

1. Leave the account on an inactive basis
2. Receive a refund of the account. An application for refund must be filled out with the Nebraska Retirement System, P.O. Box 94816, Lincoln, NE 68509. For full details or questions, please call the Retirement System at (800) 245-5712.

### **Tax Sheltered Annuities**

Employees may participate in an annuity program of their choice from a list of approved service provider companies. The school district will remit a stipulated amount via a payroll deduction to a tax-sheltered annuity plan. For further information, please contact the Payroll Department.

Requests for participation should be made through a service provider company. The employee must complete a Salary Reduction Agreement Form provided by either their service provider or by Gering Public Schools. The service provider company must also complete a maximum exclusion allowance (MEA) form. Arrangement for Tax Sheltered Annuities is made through the Payroll Department. New or modifications to existing annuities may be done at any time.

The required paperwork must be submitted to the Payroll Department by the first day of the month preceding the pay date for that month.

### **Life Insurance**

Gering Public Schools offers Guardian Life Insurance to employees who are scheduled to work 20 hours or more per week. This program provides an opportunity for employees to purchase term life insurance at a monthly group rate. For the cost of this insurance, please contact the Payroll Department.

### **COBRA**

Employee's Rights to Continue Group Health Coverage: On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called, "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in summary fashion, of your rights and obligations under Continuation Coverage provisions of the law.

If you are an employee of Gering Public Schools, covered by Blue Cross/Blue Shield (BCBS), you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment. In the event of termination for gross misconduct, continuation coverage is not provided.

Under the law, the employee has the responsibility to inform the Payroll Department at Gering Public Schools and the BCBS Administrator of a divorce, legal separation, or a child losing dependent status under BCBS within thirty (30) days of the date of the event or date coverage would end under the plan because of the event, whichever is later. Gering Public Schools has the responsibility to notify the BCBS Plan Administrator of the employee's death, termination ~~and~~ or reduction in hours of employment or Medicare entitlements.

When the Payroll Department is notified that one of these events has occurred, she/he will in turn notify you that you have the right to choose continuation coverage. Under the law, you have at least sixty (60) days from the date you would lose coverage because of the event described above, or the date notice of your election rights are sent to you, to inform the BCBS Administrator that you want continuation coverage.

If you do not choose continuation of coverage, your group health insurance will end. If you choose continuation coverage, Gering Public Schools is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members.

The law requires that you be afforded the opportunity to maintain coverage for three (3) years unless you lost group health coverage because of termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months.

However, the law also provides that your continuation coverage may be terminated for any of the following reasons:

- Gering Public Schools no longer provides group health insurance coverage to any of its employees.
- The premium for your continuation coverage is not paid on time.
- You become covered by another group plan, unless the plan contains any exclusions or limitations with respect to any pre-existing condition you or your covered dependents may have.
- You become enrolled in Medicare.
- You extend your coverage for up to 29 months due to your disability and there has been a final determination that you are no longer disabled.

If you have any questions about the law, please contact the Payroll Department at (308) 436-3125.

### **Blood Borne Pathogens (why is this section placed here?) (does this need to be in here)**

For your own safety, you will be provided with information and training on Blood Borne Pathogens. This training will teach you how to take the necessary precautions against coming into contact with HIV or Hepatitis-B. Please protect yourself by learning these important steps. Remember, if circumstances place you in a situation where there is blood or other body fluid that you could come in contact with, you should treat the blood or body fluids as if they are infected. Your training will instruct you as to what to do in this case.

Gering Public Schools provides inoculations for our employees who work in “higher risk” positions with the Hepatitis-B vaccinations. Depending upon your position, you have the option of receiving the vaccination soon after you begin your employment.

### **Staff Passes**

All employees of Gering Public Schools shall have the opportunity to procure a yearly activity pass for school activities. To be eligible to receive an activity pass, the individual must work a minimum of two (2) activity events in a capacity as assigned by the Activities Director. An individual who wishes to obtain activity passes for his/her children must work an additional activity for each child. A schedule will be established during the first two (2) weeks of each season whereby assignments will be made according to the needs and desires of the staff. ~~After working the required number of events and obtaining the yearly activity pass, an individual that is assigned or volunteers for additional duties will be paid up to but not surpassing a 40 hour work week.~~

**Chapter VII**  
**Leaves/Vacations/Holidays**

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Personnel employed by the school district may request or be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service or emergencies.
2. Those governed by compassion or conviction, such as family illness, bereavement and other personal reasons.
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars.
4. Those provided by scheduled vacations.

**Leaves**

If you know that you will not be able to attend work at the time you are scheduled, please notify your building administrator or supervisor in advance. If you are unable to give advance notice, you must telephone your building administrator or supervisor as soon as possible. If you are personally unable to contact your building administrator or supervisor, you are responsible for asking someone else to do so. Depending on the circumstance, your building administrator or supervisor may request that you also contact the Superintendent. It is your responsibility to notify your building administrator or supervisor each time you are unable to report for work.

If you are absent from work and we do not hear from you or someone notifying us on your behalf after three (3) consecutive workdays, we will conclude that you have voluntarily terminated your employment with the school district. Any request for employment verification or job performance references will result in an unfavorable recommendation if you decide to leave the Gering Public Schools in this manner.

**If you have prearranged personal leave, you may not convert it to other leave after the fact.**

**Sick Leave**

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Classified employees are granted twelve (12) days of sick leave on the basis of their employment status. Full-time employees are granted twelve days of sick leave per year in July. Employees who work ten (10) months per year are granted ten (10) days per year and nine (9) month employees are granted nine (9) days per year at the beginning of each school year (June 30<sup>th</sup> for 12 month employees). When an employee has accumulated thirty-six (36) days of sick leave at the end of his/her contract year, the Board of Education will grant that employee an additional thirty (30) days of sick leave for a maximum of sixty-six (66) days to be consistent with the Negotiated Agreement. The additional thirty (30) days is a one-time addition. The Board of Education will buy back unused sick leave at the rate of 60% of your daily standard rate up to \$80 per day up to 30 days not to exceed \$2,400. This applies to any employee who leaves the District after 15 years of consecutive service who notified the District of his/her decision to leave by February 1.

The maximum leave that can be used daily is the amount required for you to reach your scheduled hours. You cannot extend your scheduled hours by utilizing additional leave. We expect our employees not to abuse our sick leave policy. You are required to call your building administrator or supervisor at the start of each workday for which you are scheduled but are unable to attend due to sickness.

Gering Public Schools may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. The school district's general policy will be to require medical certifications and fitness for duty reports, and periodic reports on intent to return and periodic re-certifications, when deemed appropriate.

Family illness days will be deducted from sick leave. The term "family" shall mean: spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandchild or person in the same house as part of the family of someone whom the employee is guardian or holds power of attorney during a serious illness. This time may be extended by personal leave.

#### **Sick Leave Bank**

**This wording is in accordance with Board Policy 410.09 Sick Leave Bank, adopted by the Board on March 15, 2010**

#### **Maternity Leave**

1. All policies, rules, and regulations applicable to employees who are granted sick leave shall be applicable to employees applying for maternity leave.
2. Application for maternity leave shall be submitted to the building principal where the employee is assigned early enough so that arrangements can be made for an extended substitute.
3. Sick leave benefits for maternity shall begin when the doctor certifies that the employee is no longer able to perform her duties. The paid leave ends when the doctor certifies that the employee is fully recovered from disability resulting from delivery and recovery there from.
4. When the doctor certifies that the employee is fully recovered from the temporary disability, the employee is expected to return to employment, unless the employee requests to take unpaid leave entitled to them under the Family Medical Leave Act (FMLA) of 1993. If the employee chooses to take FMLA leave, she will be entitled to unpaid leave for no more than a total of 12 weeks, accumulated between the above paid leave with unpaid leave.

#### **Adoption Leave**

Employees who have been with the district for more than twelve months are entitled to twelve weeks of unpaid leave for adoption or foster care of a child. Paid sick leave, family leave and personal leave shall be substituted for the unpaid leave until the paid leave time has been exhausted.

### **Personal Leave**

This wording is in accordance with Board Policy 415.01 Personal Leave (non-certificated), adopted by the Board on March 15, 2010.

### **Leave Without Pay**

An employee, upon written request, may be granted a long-term leave of absence for personal reasons other than illness. All such leaves will be without compensation. Written requests must be submitted to your building administrator or supervisor and the Superintendent. The length of the leave will not be included when determining years of service credit.

### **Military Leave**

Military Leave will be granted to any employee who is a member of the U.S. Armed Services Active Reserve or National Guard to temporary field training or emergency duty. You will be paid your regular salary for the time away from work up to a maximum of fifteen (15) work days in any one (1) calendar year, without loss of school district pay that you would normally receive for that period.

Please submit a copy of your military Leave and Earnings Statement (L.E.S.) to your building administrator or supervisor when you return to work. A military leave is considered separate from vacation time. However, you cannot take your vacation directly before or immediately after military leave. A minimum of two weeks, either before or after, must separate ordinary vacation leave from military leave.

### **Family Military Leave Act**

The Nebraska Legislative Bill 497 (LB 497), Family Military Leave Act, authorizes 30 days of unpaid leave to an employee who meets the employment criteria, requests leave and is the spouse or parent of a person called to military service lasting 179 days or longer.

Any employee who takes family military leave will be entitled to regain the position he/she held when the leave period began. An employer will not be able to discharge, fine or discriminate against any employee who takes unpaid family military leave. During the leave period, employees will be able to maintain their benefits at their own expense.

### **Family Medical Leave Act (FMLA) – Established 1993**

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons, during any twelve (12) month period. The school district’s applicable “leave year” is a “rolling” twelve-month period, measured backward from the date an employee last used any FMLA leave. Employees are eligible if they have worked for Gering Public Schools for at least one year, and for 1,250 hours over the previous twelve (12) months, and if there are at least 50 employees of the District within 75 miles of the employee’s work site.

Reasons for taking leave: Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's job.

At the employee or employer's option, certain kinds of paid leave may be substituted for unpaid leave. For example, in the case of leaves for serious health condition, you will likely be required to substitute your accrued paid vacation leave, personal leave, or medical and sick leave, if any, for the unpaid FMLA leave.

Special rules apply to instructional employees who request intermittent or reduced schedule leaves, or leaves near the end of an academic term.

### **Advance Notice and Medical Certification**

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The school district has leave applications and medical certifications forms, which are to be used. *Forms are available from the Central Office.*

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. The school district's general policy will be to require medical certifications and fitness for duty reports, and periodic reports on intent to return and periodic re-certifications, when deemed appropriate.

### **Unlawful Acts by Employers:**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided by FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local law or collective bargaining agreement which provides greater family or medical leave rights.

### **Bereavement Leave**

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Classified employees are entitled to Bereavement Leave. Bereavement leave allowances are provided as indicated below. However, the Board recognizes that the need for such leave may vary among individuals and will consider extending the leave in special or unusual circumstances. Application for extending this leave can be made to your building administrator or supervisor.

A total of up to five (5) consecutive days of full pay is allowed each classified employee that is employed full-time for absence in case of a death in the immediate family. Immediate family is defined as wife, husband, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandchildren, grandparent, aunt/uncle, niece/nephew or a person in the same home as part of the family or someone for whom the employee is guardian or holds power of attorney. Staff members who suffer the death of a child, step-child or spouse will have five (5) bereavement days plus an additional five (5) bereavement days will be deducted from the employee's sick leave balance. This time may be extended by personal leave.

Employees may be excused, without loss of pay, for a period of up to one day, to attend funeral services of relatives other than those listed above or to attend funeral services of friends with the approval of the Superintendent. Bereavement leave is not limited to five (5) days in one year, but covers each death in the immediate family that occurs during the year.

Bereavement days are awarded congruently with the length of each individual's working day.

### **Legal and Civic Duties**

Employees of the district are encouraged to fulfill their citizenship obligation of jury duty. Employees who receive a subpoena for appearance in court or who are required to serve on Jury Duty shall receive full pay for such absence from duty provided that they comply with the stipulations listed below.

1. The employee must not be a litigant in the court action.
2. The employee must present a copy of the jury summons to your supervisor and attach a copy of that summons to a normal leave request form. Forward both documents to the Central Office.
3. The employee will reimburse the district from any stipend received for services on the jury in an amount equal to or less than wages paid by the district. Reimbursement from part-time employees will be individually determined.

**Paid Holidays**

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All nine and ten month employees are entitled to receive six paid holidays per school year. Employees normally scheduled to work on a holiday will be compensated for their scheduled hours. These holidays are:

Labor Day	<del>Christmas Day</del>
Thanksgiving Day	<del>New Year's Day</del>
Day after Thanksgiving Day	Good Friday

Only twelve (12) month employees who work eight hours per day are eligible for **ten (10)** paid holidays. These employees are considered full-time. The Gering Public Schools are closed for ten (10) holidays each year. The following are the paid holidays we observe:

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Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day
Day after Thanksgiving Day	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	Independence Day

If a holiday falls on a Sunday, it will be observed the following Monday. If it falls on Saturday, it will be observed the preceding Friday.

If a holiday occurs during your vacation, you are entitled to an extra day of vacation time.

Employees will not be allowed to work on a paid holiday unless an emergency exists and administrative approval is provided through the Superintendent and/or Business Manager at the Central Office.

**Religious Holidays**

The Gering Public Schools respect the right of each employee to worship as his or her faith dictates, but it is economically impossible for us to provide time off with pay for all religious holidays. Employees may apply for a vacation day(s), or take a personal day(s) toward any religious holidays they wish to observe. If an employee has no paid time left, he or she may request the day off without pay. However, we expect all employees to make arrangements with their building administrator or supervisor at least one week in advance.

**Professional Leave**

Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Attendance for professional leave is permitted at full pay if such absence is approved by the classified employee's building administrator or supervisor and planned in the budget.

### **Unexcused Absence and Lateness**

We expect all of our employees to report to work on time for each workday and to continue to work until the end of that workday. Lateness will not be tolerated. An unsatisfactory attendance record; and the taking of unauthorized break periods; will result in disciplinary action.

**Your attendance record can be a significant factor in evaluating you for raises, promotions and retention.** It will also be one of the factors used to decide which employees will be laid off first should a reduction-in-force (RIF) become necessary.

### **Misuse of Leaves**

When a building administrator or supervisor suspects misuse of leave, he/she may require verification that the leave was used for the purpose intended. Misuse of leave may be grounds for disciplinary action or dismissal from Gering Public Schools.

## Chapter VIII Discipline and Termination/Resignation

### Disciplinary Procedures

Gering Public Schools believes discipline is not meant to be punishment in any way. However, when it becomes necessary to improve an employee's performance or behavior from unacceptable to acceptable, our Progressive Discipline Policy enables us to do so in a fair and consistent way. Normal steps in the disciplinary process are outlined here. However, based on the seriousness of the offense, administration may enter into any level disciplinary action or termination.

1. Discussion: This is a verbal discussion in which the building administrator or supervisor has a face-to-face conference with you to discuss your poor work performance or conduct and the need for correcting it.
2. Assessment: If there is little or no improvement after the discussion, the next step is a written assessment. The building administrator or supervisor completes a report. You have the right to read and discuss the report and comment in writing. The Superintendent may be present at the request of the building administrator, supervisor or you.
3. Discipline: After step two, if there is no marked improvement, the building administrator or supervisor will complete another written record of the second disciplinary action. The Superintendent may be present at the request of your building administrator or supervisor.
4. **Termination: After step three, if there is no marked improvement, you may be terminated. The building administrator or supervisor, along with the Superintendent, will conduct a review. An employee conference will be held and a determination of action will be made. The action may range from the continued opportunity to improve or dismissal. Each situation will be reviewed on an individual basis.**

Administration reserves the right to enter into any level of disciplinary action or termination based on the severity of the offense and the employee's work record.

### **Termination by Employer**

Termination may be made without prior notice or prior discipline, and it may be made without cause. When a decision is made to terminate, a conference will be held between the employee and the building administrator or supervisor. A written review of the documentation will be presented to the employee. The employee will have the opportunity to respond in writing on the termination form. Documents will be signed at the conclusion of the conference. Copies will be filed with the building administrator or supervisor and the Superintendent. A copy will be furnished to the employee. The terminated employee will receive his/hers final paycheck within two weeks of the termination date or the next regular payday, whichever comes first. Some examples of inappropriate conduct which may result in termination, include but are not limited to the following:

1. Unauthorized absences
2. Commitment or conviction of any criminal act
3. Conduct unbecoming any employee in public service
4. Disorderly or immoral conduct
5. Unacceptable work performance
6. Elimination of the position (Reduction In Force)
7. Insubordination
8. Other reasons deemed appropriate by the administration or Board of Education.

### **Resignation by Employee**

Whenever possible, classified and exempt employees are expected to give two (2) weeks' notice of intent to resign their employment, in order to provide the district sufficient time to find a replacement. Written notice of resignation should be addressed to the appropriate building administrator or supervisor. An exit interview opportunity will be provided when an employee resigns.

**Accrued vacation time cannot be used during the two-week notice to resign employment.**

### **Right to Terminate at Will**

Just as a classified employee may decide to quit his/her employment, the district reserves the right to terminate employment with or without cause and with or without notice at any time at its sole discretion.

An employee, who is terminated, for any reason, is neither entitled to nor is he/she given severance pay.

## **Chapter IX Grievance**

Your complaints and issues, large or small, are of concern to Gering Public Schools. For this reason we have provided for you an effective means to bring your problems and complaints to the attention of the district.

Should a grievance arise between an employee of Gering Public Schools and his/her building administrator or supervisor, such grievance shall be taken up for settlement under the following procedure within seven (7) working days following the incident.

1. The employee(s) shall present the grievance orally to the employee(s) immediate supervisor of record, with or without a representative of the employee(s) choice present.
2. If a satisfactory adjustment of such grievance is not reached within three (3) workdays, it may be presented in writing to the building principal or immediate supervisor, or supervisor of record. The principal or supervisor will present a decision in writing to the employee(s) within five (5) workdays.
3. If a satisfactory adjustment of such grievance is not reached, it may be presented in writing to the Superintendent of Schools, or his or her designated representative, who will within five (5) days present a decision in writing to the employee.
4. If a satisfactory adjustment of such grievance is not reached, it may be presented in writing to the Board of Education. The decision of the Board of Education will be rendered in writing within thirty (30) days.

## **Chapter X**

### **Breaks, Uniforms and Employee Identification Badges**

#### **Lunch Breaks**

Classified employees who work an entire day should receive at least a thirty (30) minute lunch break per day. Lunch breaks should be scheduled so as not to disrupt building or departmental functions. Lunch breaks are uncompensated time. They do not count towards the number of hours you are required to work each day, as the time clock will automatically deduct 30 minutes per day for lunch unless other arrangements are made with Central Office. If you leave the building for your lunch break, you are required to clock out on the time clock during the time you are gone.

#### **Rest Breaks**

Rest breaks shall be fifteen (15) minutes in length each, for every four hours of work. Rest breaks cannot be used at the end of a workday to leave for the remainder of the day.

#### **Leaving the Building**

Classified employees who leave the building for any personal errand are required to clock out on the time clock during the time you are gone.

#### **Employee Dress**

Employees are expected to dress appropriately for work. ~~Denim jeans are discouraged.~~ Please check with your building administrator or supervisor for guidelines.

#### **Employee Identification Badges**

All employees are provided district picture identification badges through the Central Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Gering Public Schools employees when on duty. The badges may be attached to either a lanyard or to your clothing using an alligator clip. **The badges are to be in full display at all times.**

## Chapter XI Expenses

### Travel/Reimbursement

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The board will reimburse employees for normal expenses for hotel, food, registration and transportation costs incurred while attending an authorized conference or other activities whose purpose is related to the instructional or operational improvement of the district. Your building administrator or supervisor must approve arrangements for attendance in advance, in writing.

Specific guidelines for travel reimbursement are as follows:

1. Each building administrator or supervisor may allow travel expenses for personnel under their direct supervision at a cost up to the limitations of their building budget.
2. Complete the appropriate Travel Voucher Form (available from the Business Office)
3. District vehicles are available for travel. If airline transportation is used, the most economical fare available will be allowed.
4. Meal receipts will be submitted to the accounts payable clerk upon your return. Your reimbursement will not exceed established per diem rates.
5. Lodging at actual costs. Receipts are required.
6. Registrations and other fees may be allowed. Receipts are required.
7. Other expenses may be allowed at actual costs. Receipts are required.

### In-district Travel

Some employees are required by the administration to have transportation available during the employee's scheduled hours of work. The Board of Education will reimburse this expense according to the following guidelines:

- ~~1.~~ Mileage to be reimbursed at a rate specified by ~~the~~ Internal Revenue Service Guidelines.
- ~~2.~~~~1.~~ No mileage for commuting from home will be reimbursed.
- ~~3.~~~~2.~~ Mileage will be reimbursed by a daily log. Any random travel which is required by the district should be logged daily and submitted monthly to the building principal.
- ~~4.~~~~3.~~ Requests for reimbursement will be turned in at the end of each month and paid on a monthly basis.

### Compensation for Time Spent Traveling

Time spent traveling shall be considered hours worked if:

1. An employee is required to travel during regular working hours;
2. An employee is required to drive a vehicle or perform other work while traveling;
3. An employee is required to travel as a passenger on a one-day assignment away from the official duty station; or
4. An employee is required to travel as a passenger on an overnight assignment away from the official duty station during hours on non-workdays that correspond to the employee's regular working hours.

## **Chapter XII Safety, Health and Asbestos**

### **Workplace Safety**

The school district is committed to providing and maintaining a safe and healthy work environment. This district recognizes its responsibility in protecting and conserving its human and financial resources.

### **Employee Protection**

A letter addressed to the Business Manager shall make request for reimbursement for personal property damaged in an assault upon that employee. The letter shall include a full statement describing the assault, listing all damages incurred and noting the date, hour and witness(es).

### **Health Examinations**

Any employee whose assigned responsibilities require by statute a health examination, or any employee whose condition of health is thought to be essential to the welfare of pupils or employees may be required at any time to submit to a health examination by a physician or surgeon to be determined whether the employee can perform the essential functions of the employee's position with or without reasonable accommodations.

### **Chronic Infectious Diseases – Not Commonly Transmitted by Casual Contact**

The definitions of Chronic Infectious Diseases are those, which are carried throughout life by the infected person and have the potential to be transmitted. Disease-causing agents/organisms, which have not been commonly associated with casual contact transmittal, may include, but are not limited to Human Immunodeficiency (HIV) or Hepatitis B.

In the event it becomes known that an employee, or other frequent contact at Gering Public Schools, becomes infected with a chronic infectious disease not commonly associated with casual contract transmittal, the Superintendent of Schools shall make decisions about changes in the employment/education program of an employee on a case-by-case basis, relying on the available scientific and medical advice.

In regard to communicable/contagious disease, which is commonly associated with casual contact transmittal, the Superintendent of Schools will refer to Nebraska Statutes.

The person infected with a chronic infectious disease that is not spread by casual everyday contact, will be entitled to similar treatment by the school as other students and employees. The school shall provide a sanitary environment and establish and enforce routine guidelines for handling body fluids that are recommended by universal precautions.

**Communicable/Infectious Diseases Commonly Transmitted by Casual Contact**

The definition of Communicable/Infectious diseases are those which are carried for a limited period of time by the infected person and have the potential to be transmitted by casual, everyday contact.

The following are some of the common communicable/infectious disease for which employees will be excluded from work:

Measles (Rubeola)	Three-Day Measles	Ringworm	Chickenpox	Hepatitis A
Impetigo	Mumps	Head Lice	Scabies	Pinkeye
Shingles	Strep Infections			

Employees with a communicable disease may return to work when the signs and symptoms disappear and when the minimum isolation period, as recommended by the Nebraska State Health Department has elapsed.

**Asbestos**

Gering Public Schools has complied with the 1987 Asbestos-Containing Materials in Schools Rule. Each building has been inspected and the Asbestos Management Plan for the building is kept in the principal's office, as well as the Central Office. Interested persons may review the plan(s) during regular business hours.

### **Chapter XIII**

#### **Staff Development**

Gering Public Schools provides various staff development opportunities for classified employees. Staff members are expected to participate in these staff development activities as a means of on-the-job training. Employees are encouraged to share information on staff development activities with their supervisors as a means of continuously developing the district's awareness of and participation in quality staff development activities.

## Chapter XIV Evaluations and Conduct

### Transfer/Reassignment

The assignment of any classified employee may be changed during the year when deemed advisable by the Superintendent or designees.

### Duties

The duties of all classified employees shall be defined in accordance with the job descriptions.

The job descriptions are of a general nature and duties assigned to an employee are not restricted to the items listed within the job description. Each employee will be responsible to the supervisor to whom they are assigned.

### Evaluations

Building administrators and supervisors shall perform, at a minimum, a formal annual evaluation of all classified staff. New employees will be evaluated after their 8-week orientation period. Evaluation of support staff employees on their skills, abilities and competence shall be an ongoing process. The goal of the formal evaluation of classified staff shall be to maintain employees who meet or exceed the District's standards of performance, to clarify each employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the District and to develop a working relationship between the supervisor and employee. **Building Administrators and Supervisors are responsible for submitting Employee Evaluation Reports to the Superintendent no later than June 1<sup>st</sup> of each year.** Building administrators and supervisors are to conference with employees regarding their evaluations. Sample evaluation forms and the evaluation schedule for Classified Employees can be found in the Appendices of this Handbook.

### Conduct

District employees have many opportunities to contribute to the positive, caring image of the school system. Courtesy, tact, patience, friendliness, cooperation and an optimistic attitude are highly valued attributes of employees along with proficiency and skill in job assignments. All employees are expected to treat everyone with respect and understanding. Efforts by employees to contribute to the positive educational environment in the buildings are greatly appreciated.

The responsibility for acceptable conduct and attire rests with the employee. Supervisors shall advise employees as to the acceptable and expected standards of the job.

## **Drug Free Schools/Workplace**

Gering Public Schools is committed to providing a working environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. Acknowledgement of understanding and receipt of board standards and policies forms must be filled out by each employee. (See sample form in Appendices). The school district further finds that, aside from the workplace, the unlawful manufacturing, sale, distribution, possession, being under the influence or unlawful use of illicit drugs or alcohol by employees of the school district, constitutes a substantial interference with school purposes, is connected with the school district and presents a variety of risks which are unacceptable, and will constitute a reason for disciplinary action. In the event of any non-compliance by any employee, the employee may be disciplined, which may include ending employment. Any employee of this school district who has been charged or convicted of any violation of law involving illicit drugs or drug paraphernalia or alcohol must immediately report such charge or conviction to the Superintendent of Schools or the Superintendent's designee. Failure to report may result in disciplinary action.

### Definitions:

“School premises” shall mean any property, whether owned, leased or in any other manner under the control of the Board of Education of the school district. “Outside of the Workplace” shall mean at all times other than on “school premises” or as part of the school activities.

### **Transportation Employees**

~~The Omnibus Transportation Employee Testing Act of 1994 requires alcohol and drug testing of safety sensitive employees in the motor carrier industries. It is the School District's right, obligation and intent to maintain a safe, healthy and efficient working environment for all of its employees and to protect school district property, equipment and operations from the risks associated with drug and alcohol use in the workplace.~~

~~Bus drivers for Gering Public Schools are tested for alcohol and controlled substances as required by law. For further details regarding this law and policy, contact the Superintendent.~~

### **Tobacco-Free Workplace**

It is the intent of the Board of Education of the Gering Public Schools to create a tobacco-free environment within the Gering Public Schools. Because we value our students and employees, the promotion of health, safety and well-being is one of our utmost concerns.

A policy has been implemented banning the use of all tobacco products on all Gering Public Schools property and in all school-owned vehicles. Tobacco use by the general public or adult employees is prohibited. All rules and regulations which deny student use of tobacco, both inside buildings and on school grounds, remain in force. Appropriate signs will be placed at the

entrance of buildings and other appropriate locations, advising all persons that our buildings and grounds are a tobacco-free environment. The school district will provide information to employees concerning tobacco use cessation programs.

### **Unlawful Acts by Employees**

The Gering Public Schools Board of Education recognizes the value of providing an educational setting that is safe and secure and that provides proper role modeling for our students, staff and visitors. The school setting should promote good citizenship through the behaviors that are modeled and taught. To encourage this action and to address any violations of good citizenship, the following standards will apply:

Any employee charged or convicted in any unlawful act, in violation of federal, state or local criminal or other applicable law at any time or place, whether on or off duty, may be subject to disciplinary action if, in the judgment of the Superintendent of Schools or the Superintendent's designee, the charge or conviction in the unlawful act constitutes a substantial interference with school purposes.

Any employee who has been charged or convicted of any unlawful act shall immediately report such charge or conviction to the Superintendent of Schools or the Superintendent's designee. Generally, speeding tickets and such infractions need not be reported.

### **Preventing Harassment and Discrimination of Employees, Students and/or Volunteers**

Gering Public Schools is committed to complying with all state and federal laws prohibiting discrimination and to taking any necessary measures to assure compliance with such laws against any prohibited form of discrimination. Unlawful discrimination or harassment of any kind by employees of Gering Public Schools is prohibited. In addition, Gering Public Schools will try to protect employees, students and volunteers from discrimination or harassment by non-employees and others in the work place.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, age, disability, marital status, or pregnancy, or other protected conditions is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, national origin, sex, age, disability, marital status, pregnancy, or other protected conditions constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.
- Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.

- Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcomed sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place. Sexual harassment may exist when:
  1. Supervisors or managers make submissions to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion or retention);
  2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
  3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender – specific traits; foul or obscene language or gestures; displays of foul or obscene printed or visual material; and physical contact, such as patting, pinching or brushing against another's body.

#### **Complaint and Grievance Procedures to Respond to Harassment and Discrimination**

- An employee who is affected by a violation of Gering Public Schools' anti-harassment and discrimination policy should initially report all instances of discrimination or harassment to the employee's immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the immediate supervisor, or if the immediate supervisor is the problem, the employee is permitted and encouraged to go to the next level of supervision. The failure on your part to report the harassment may deprive you of certain legal rights.
- If the employee's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, the employee should report the complaint to the Superintendent of Schools. If a satisfactory arrangement or resolution of the complaint or grievance cannot be obtained through the Superintendent, the complaint may be submitted to the Board of Education of Gering Public Schools.
- All persons to whom a complaint or grievance reported are to thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action up to and including discharge of offending employees, etc. may be taken. Under no circumstance will any employer threaten or retaliate against an employee for alleging a violation of this policy.

## **Nepotism**

More than one family member may be an employee of the school district. Prior to any interview or in-district transfer that would result in one family member supervising another family member, the board must be made aware of nepotism concerns.

## **Employee Conflict of Interest**

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the Superintendent. If the approval of the Superintendent is given, the employee must conduct the solicitations within the conditions set by the Superintendent. Further, the Superintendent may, upon five (5) days' notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or a dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity that is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but is not limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment, and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of the activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

#### **Use of Cell Phones**

Cell phone use is allowed during non-contact time with students and needs to be used in an area where students are not present. In the case of emergencies, please see the building principal or administrator concerning use of cell phones.

#### **Internet, Computers and Network Resources**

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

#### **Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

These guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. Guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

### **Technology Protection Measure**

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

### **Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

- Utilizing blocking/filtering software.
- Turning off the "auto load images" feature of the Internet browser.
- Using a proxy server to control accessible websites.

### **Staff Use**

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and only limited, incidental personal use. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.

### **Community Use**

~~On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.~~

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

### **Responsibility for Damages**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

### **Advertising and Promotion**

Except as may be expressly authorized by the Board of Education, no employee shall permit any commercial advertising to be announced, distributed, or otherwise promoted in or through the schools; endorse a specific brand product; or recommend, prescribe, or suggest that students use performance-enhancing products, including dietary supplements which are intended to be ingested, inhaled or injected.

### **Confidentiality**

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students should be referred to the principal.

**Chapter XV**  
**Other**

**Accidents and Safety**

All injuries to students and adults that occur on district-owned grounds or in district-owned buildings, or during the job duties off premises, no matter how trivial, should be reported to the supervisor or principal immediately. Depending on the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital and a request for a doctor made to the office of the doctor specified.

**Chapter XVI  
Disclaimer/Acknowledgement**

This handbook is presented to provide you with information about your employment with Gering Public Schools. It has been prepared as a guide and reference only. This employee handbook is not a contract, either expressed or implied. The district adheres to the policy of employment-at-will, which means that either you or Gering Public Schools may terminate your employment at any time, for any reason, with or without cause and with or without notice.

Gering Public Schools reserves the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time and at its sole discretion.

I, \_\_\_\_\_, understand that the Gering Public Schools Classified Handbook is available online. I understand that it is my responsibility to read it and to understand the policies outlined within it. I also understand that this handbook is not intended to serve as a contract, either express or implied, and that Gering Public Schools has the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time at its sole discretion, and that all such changes will be binding upon all employees. I further understand that my employment with Gering Public School is at-will. I understand that the handbook includes an Anti-Harassment and Discrimination policy with a grievance mechanism, and I will review and follow that policy and grievance mechanism.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

| School Year: ~~2012-2013~~2013-2014

**Failure to complete and return this form may result in disciplinary action.**

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# Appendices

Gering Public Schools  
Board of Education  
2013-2014 Rolling Calendar  
Revised 8/16/13

<b>COMMITTEE</b>	<b>MEMBERS</b>	<b>TIME</b>	<b>DATE</b>	<b>LOCATION</b>
<b>Regular Board Meeting</b>	Full Board	6pm	8/19/13	Council Chambers
<b>FIRST DAY OF SCHOOL!</b>	Community	8am	8/20/13	District
<b>Policy Review Committee</b>	Winn Brunner	4:30pm	8/26/13	Committee Room
<b>NASB Membership Meeting</b>	Hastings Doll Copsey Brunner Peters Winn Upp	5pm	8/28/13	Gering Civic Center
<b>New Teacher Meeting</b>	Hastings	4pm-4:30pm	9/3/13	Central Office
<b>Personnel Committee</b>	Copsey Brunner Winn	4:30pm	9/3/13	Central Office
<b>Curriculum Committee</b>	Winn Peters Upp	7am	9/5/13	Curriculum Room at Central Office
<b>Labor Relations Conference</b>	Hastings	Noon-4pm	9/5/13	Lincoln, NE
<b>Facilities Committee</b>	Doll Upp Peters	4:30pm	9/5/13	TBD
<b>Business Committee</b>	Copsey Brunner Doll	4:30pm	9/9/13	Central Office
<b>Regional Governance</b>	Hastings	Noon-1pm	9/11/13	City of Scottsbluff
<b>Regular Board Meeting</b>	Full Board	6pm	9/16/13	Council Chambers
<b>GNS</b>	Hastings	Day Long Event	9/19-9/20/2013	Kearney, NE
<b>Policy Review Committee</b>	Brunner Winn	4:30pm	9/23/13	Central Office
<b>NASB State Education Conference</b>	TBD	Day Long Event	11/20-22/2013	LaVista, NE