

Regular Board of Education Meeting

Monday, March 20, 2023 6:00 PM

Gering High School - Freshmen Academy Wing, 1500 U Street,
Gering, NE 69341



Agenda

1. GPS Board of Education Information

The meeting agenda will be kept current and available for public inspection in the office of the Secretary of the Board of Education at the Central Office during regular working hours.

District Vision: *Gering Public Schools provides a collaborative community, inspiring excellence and innovation in teaching and learning to empower student growth and leadership in school and life.*

District Mission: *Gering Public Schools exists to equip today's learners with the skills necessary to be tomorrow's leaders.*

The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of matters to be considered at the meeting. The Board of Education releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent of Schools.

If anyone in attendance is interested in addressing our Board, you are welcome to do so. We simply request that you complete the appropriate form and turn it in to us now, so that you may be recognized during the 'Patron Comment' section of our meeting. These forms are located by the entry doors of the meeting room.

Agenda items are subject to reordering at the discretion of the board president. Board members may request specific agenda item(s) be moved to a different place on the agenda. Please attend the entire meeting to ensure you hear discussion on a particular agenda item.

2. Opening Procedures

2.1. Call to Order

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. Roll Call

2.3. Excuse Absent Board Member(s)

2.4. Pledge of Allegiance

2.5. Open Meetings Act

Pursuant to Section 84-1412 of the Nebraska Statutes, the public is hereby informed that a current copy of the Nebraska Open Meetings Act is posted in the Board meeting room on the west wall.

Notice of this meeting was published in the Gering Courier on Thursday, March 16, 2023.

3. **Consent Agenda**

At this time, any Board member may request that any item in the consent agenda be removed from the consent agenda and be considered and voted on separately.

3.1. Expenditures:

01 General Fund	\$413,458.80
05 Activity Fund	\$120,375.20
06 Cafeteria Fund	\$135,358.42
08 Special Building Fund	\$21,830.00
Fund Totals:	\$691,022.42

3.2. Minutes from the previous month's board meeting(s)

3.3. Approval of Claims/Bills

3.4. Board Policy Adoption

3.4.i. First Reading of Board Policies

3.4.i.1. **410.5 CERTIFICATED EMPLOYEE POLITICAL LEAVE**

3.4.i.2. **410.6 CERTIFICATED EMPLOYEE JURY DUTY LEAVE**

3.4.i.3. **410.7 CERTIFICATED EMPLOYEE MILITARY SERVICE LEAVE**

3.4.i.4. **410.8 CERTIFICATED EMPLOYEE UNPAID LEAVE**

3.4.i.5. **410.9 SICK LEAVE BANK**

- 3.4.i.6. **411.1 SUBSTITUTE TEACHERS**
- 3.4.i.7. **411.1R1 SUBSTITUTE TEACHERS RATE OF PAY**
- 3.4.i.8. **411.2 SUMMER SCHOOL CERTIFICATED EMPLOYEES**
- 3.4.i.9. **411.3 ATTENDANCE OFFICER**
- 3.4.i.10. **411.4 EDUCATION AIDE**
- 3.4.i.11. **412.1 CLASSIFIED STAFF DEFINED**
- 3.4.i.12. **412.2 CLASSIFIED STAFF QUALIFICATIONS,
RECRUITMENT, AND SELECTION**
- 3.4.i.13. **412.4 CLASSIFIED STAFF LICENSING/CERTIFICATION**
- 3.4.i.14. **412.5 CLASSIFIED STAFF ASSIGNMENT**
- 3.4.i.15. **412.6 CLASSIFIED STAFF TRANSFERS**
- 3.4.i.16. **412.7 CLASSIFIED STAFF EVALUATION**
- 3.4.ii. Second Reading of Board Policies
 - 3.4.ii.1. **409.1 CERTIFICATED EMPLOYEE PROFESSIONAL
DEVELOPMENT**
 - 3.4.ii.2. **409.2 CERTIFICATED EMPLOYEE TRAINING,
WORKSHOPS, OR CONFERENCES**
 - 3.4.ii.3. **409.3 CERTIFICATED EMPLOYEE MENTOR TEACHERS**
 - 3.4.ii.4. **409.4 CERTIFICATED EMPLOYEE PUBLICATION OR
CREATION OF MATERIALS**
 - 3.4.ii.5. **409.5 CERTIFICATED EMPLOYEE TUTORING**
 - 3.4.ii.6. **410.1 CERTIFICATED EMPLOYEE VACATION,
HOLIDAYS, AND PERSONAL LEAVE**
 - 3.4.ii.7. **410.2 CERTIFICATED EMPLOYEE PERSONAL ILLNESS
LEAVE**

3.4.ii.8. **410.3 CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE**

3.4.ii.9. **410.4 CERTIFICATED EMPLOYEE BEREAVEMENT LEAVE**

3.4.ii.10. **903.2R1 VISITORS TO SCHOOL**

3.5. Personnel Items

3.5.i. Certified Staff Contract(s)

3.5.i.1. **Trey Winkler: Gering High School Math Teacher**

3.5.i.2. **Paige Kirby: SPED Resource Teacher**

3.5.i.3. **Jesse Neugebauer: Lincoln Elementary Principal**

3.5.i.4. **Quinton Janecek: GHS Social Studies**

3.5.i.5. **Glen Koski: LINKS Business Teacher**

3.5.ii. Certified Staff Resignation(s)

3.5.ii.1. **Sharon Kockenower: Lincoln Elementary Para (retiring)**

3.5.ii.2. **Brianne Mize: SPED Teacher**

3.5.ii.3. **Glenda Schmitt: Northfield Elementary Para**

3.5.ii.4. **Lance Wiese: GHS Social Studies**

3.5.ii.5. **Ashley DeLosSantos: GHS Counselor**

3.5.ii.6. **Shaylah Stephens: Gering Junior High English Teacher**

3.5.ii.7. **Rudi Palomo: Lincoln Elementary DAWGS Teacher**

4. **Reports and Discussions**

4.1. Recognitions:

- Gering Wrestling
- Gering Speech
- Gering Swimming
- Gering Harmony
- HOSA- Guri Hayer

4.2.

4.3. Employee Recognition: "Bulldogs Going Beyond"

4.3.i. **Jon Hutchison, Social Studies @ Jr. High**

4.4. Board Committee Report: Curriculum & Personnel

4.5. Board Committee Report: Finance & Facilities

4.5.i. Monthly Finance Summary Report

4.6. Legislative Update: President Brian Copsey

4.7. Superintendent's Report

5. **Patron Comments**

6. **Action Items**

6.1. Discuss, consider, and take action regarding the 4-year contract copier bid from Eakes Office Supply for the monthly amount of \$4,891.02.

7. **Board Comments**

7.1. Tentative Upcoming Board Meeting/Event Dates

Future Board Meetings

Special Meeting: Tues, March 28, 2023 @ 12:00 p.m. (Central Office)

Regular Meeting: Mon, April 17, 2023 @ 6:00 p.m. (City Council Chambers)

Special Meeting: Tues, April 25, 2023 @ 12:00 p.m. (Central Office)

Tentative Committee Meeting Dates:

Personnel & Curriculum Committee: Tues, April 4, 2023 @ 7:00 a.m. (Central Office)

Policy Review Committee: Thurs, April 13, 2023 @ 4:00 p.m. (Central Office)

Finance & Facilities Committee: Thurs, April 6, 2023 @ 4:30 p.m. (Central Office)

Upcoming Event Highlights:

No school for staff and students April 7 & 10, 2023 (Happy Easter)

ACT Testing April 5, 2023

Footloose Musical @ GHS April 20, 21, & 22 at 7:00 pm

8. **Adjourn**

Regular Board of Education Meeting

Monday, February 20, 2023 6:00 PM

City of Gering Council Chambers
1025 P Street
Gering, NE 69341



Minutes

1. GPS Board of Education Information

Absent: Brian Copsey, **Present:** Josh Lacy, John Maser, B.J. Peters, Greg Trautman, Tracy Wiese.

2. Opening Procedures

2.1. Call to Order

Vice President, B.J. Peters called this meeting to order at 6:00 p.m.

2.2. Roll Call

2.3. Excuse Absent Board Member(s)

A motion to excuse absent board members was presented by Josh Lacy, seconded by John Maser. After voting, motion Passed.

Brian Copsey: Absent, Josh Lacy: **Yea**, John Maser: **Yea**, B.J. Peters: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

2.4. Pledge of Allegiance

2.5. Open Meetings Act

3. Consent Agenda

A motion to approve the Consent Agenda was presented by Josh Lacy, seconded by John Maser. After voting, motion Passed.

Brian Copsey: Absent, Josh Lacy: **Yea**, John Maser: **Yea**, B.J. Peters: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

3.1. Minutes from the previous month's board meeting(s)

3.2. Expenditures:

Genreal Fund \$283,683.48

Activity Fund \$49,826.77

Cafeteria Fund \$4,936.68

Bond Fund \$2,250.00

Fund Totals \$340,696.93

3.3. Board Policy Adoption

3.3.i. First Reading of Board Policies

3.3.i.1. **409.1 CERTIFICATED EMPLOYEE PROFESSIONAL DEVELOPMENT**

3.3.i.2. **409.2 CERTIFICATED EMPLOYEE TRAINING, WORKSHOPS, OR CONFERENCES**

3.3.i.3. **409.3 CERTIFICATED EMPLOYEE MENTOR TEACHERS**

3.3.i.4. **409.4 CERTIFICATED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS**

3.3.i.5. **409.5 CERTIFICATED EMPLOYEE TUTORING**

3.3.i.6. **410.1 CERTIFICATED EMPLOYEE VACATION, HOLIDAYS, AND PERSONAL LEAVE**

3.3.i.7. **410.2 CERTIFICATED EMPLOYEE PERSONAL ILLNESS LEAVE**

3.3.i.8. **410.3 CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE**

3.3.i.9. **410.4 CERTIFICATED EMPLOYEE BEREAVEMENT LEAVE**

3.3.i.10. **903.2R1 VISITORS TO SCHOOL**

3.3.ii. Second Reading of Board Policies

3.3.ii.1. **407.5 CERTIFICATED EMPLOYEE WORKERS' COMPENSATION**

3.3.ii.2. **407.6 CERTIFICATED EMPLOYEE TAX SHELTER PROGRAMS**

3.3.ii.3. **407.7 NEGOTIATIONS**

3.3.ii.4. **408.1 CERTIFICATED EMPLOYEES-RESIGNATION**

3.3.ii.5. **408.2 CERTIFICATED EMPLOYEE CONTRACT RELEASE**

3.3.ii.6. **408.3 CERTIFICATED EMPLOYEE RETIREMENT**

3.3.ii.7. **408.4 CERTIFICATED EMPLOYEE SUSPENSION**

3.3.ii.8. **408.5 CERTIFICATED EMPLOYEE REDUCTION IN FORCE**

3.4. Personnel Items

3.4.i. Certified Staff Contract(s)

3.4.ii. Certified Staff Resignation(s)

3.4.ii.1. **Kim Grasslie: High School Math Teacher (retiring)**

3.4.ii.2. **Pam Barker: Lincoln Elementary Principal (retiring)**

4. Reports and Discussions

4.1. GHS Ag Advisory Committee/FFA Parliamentary Pro Demonstration

Shane Shimmick, of the FFA Ag Advisory Committee, spoke on behalf of the chapter at Gering High School. He mentioned that this program has provided many opportunities for the students, and all parties involved have deep roots in farming in the community.

Carrie John's was gracious enough to bring in members of FFA, and they presented a Parliamentary Pro Demonstration prior to their attendance at State.

4.2. Building Report: Gering High School

Gering High School presented their building report this evening. Principal, Mario Chavez presented the following: VALTS currently has 15 GPS students, LINKS students have completed 212 courses and have had 21 students graduate from the program, Honors & Dual Credits has a 92% passing rate, and 228 courses have been completed, and Gap Courses/Credit Recovery/Summer School students have completed 145 courses. Assistant

Principal, Crystal Palser presented in regards to Academic Achievement. Currently, the high school is focusing on Missing Assignments, Teacher Clarity through PLC work, ACT Prep, and class/senior incentives. The students have been very responsive to achievement goals the Administrative Team has set in place. Lastly, Assistant Principal, Keaton Green discussed teacher strengths at GHS. The team continues to use the Gallup Strengths and want Admin feedback, to continue to stay on track.

4.3. Board Committee Report: Curriculum & Personnel

Tracy Wiese reported the following:

- *Discussed teachers getting more planning hours during the work day
- *Professional Enhancement Fund for certified staff
- *Policy needs to be in place for 8th grade students receiving credit for taking a high school level class
- *Steps that need to be taken to approve a new curriculum

4.4. Board Committee Report: Finance & Facilities

Josh Lacy reported the following:

- *No issues with the A/P Listing
- * Discussed the purchase of new chromebooks
- *Steps that need to be taken to get the greenhouse at the high school up and running
- *There was a gas line replaced at the high school, due to snow cracking the line
- *Geil Elementary playground should be completed soon

4.4.i. Monthly Finance Summary Report

4.5. Superintendent's Report

Dr. Nicole Regan reported the following:

- *Pre School/Kinder Expo has been rescheduled for Tuesday, February 28, from 8 am to 7pm @ the Hering Civic Center
- *Recognized our Seacat state qualifiers, as well as our wrestlers who received medals at the state tournament last week
- *Gering Harmony earned the highest marks in their festival, and our Speech Barkers ended their season with an outstanding performance, and headed to state
- *Second annual Supt. staff forums went well, and thanked Tracy Wiese and Greg Trautman for their attendance
- *Committee work is still key, and huge when aligning achievements with our Strategic Action Plan

5. Patron Comments

6. Action Items

6.1. Discuss, consider, and take action regarding the approval of the Ammended 2023-24 School Year Calendar.

A motion to approve the Amended 2023-24 school year calendar was presented by Josh Lacy, seconded by Tracy Wiese. After voting, motion Passed.

Brian Copsey: Absent, Josh Lacy: **Yea**, John Maser: **Yea**, B.J. Peters: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

6.2. Discuss, consider, and take action regarding the approval of the K-5 Math Curriculum from Houghton Mifflin Harcourt for the amount of \$178,161.00

A motion to approve the K-5 Match Curriculum was presented by John Maser, seconded by Josh Lacy. After voting, motion Passed.

Brian Copsey: Absent, Josh Lacy: **Yea**, John Maser: **Yea**, B.J. Peters: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

6.3. Discuss, consider, and take action regarding the approval of the 6-12 Math Curriculum from Savvas in the amount of \$135,459.34.

A motion to approve the 6-12 Math Curriculum was presented by Josh Lacy, seconded by John Maser. After voting, motion Passed.

Brian Copsey: Absent, Josh Lacy: **Yea**, John Maser: **Yea**, B.J. Peters: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

6.4. Discuss, consider, and take action regarding the purchase of 450 chromebooks from CDW-G in the amount of \$123,750.00.

A motion to approve the purchase of 450 chromebooks was presented by B.J. Peters, seconded by Josh Lacy. After voting, motion Passed.

Brian Copsey: Absent, Josh Lacy: **Yea**, John Maser: **Yea**, B.J. Peters: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

7. Board Comments

7.1. Tentative Upcoming Board Meeting/Event Dates

Greg Trautman- Thanked Dr. Regan for the invitation to the forums last week, and is eager to continue to grow as a board member.

Tracy Wiese- Enjoys seeing all the activity achievements. She also enjoyed the forum and is excited about the Professional Enhancement Fund that may be offered to the teachers and staff.

Josh Lacy- Thanked the GHS team and the FFA chapter for their presentations.

John Maser- Watching the FFA demonstration brought back many memories, as he was involved in the club during his high school years. He also thanked Carrie Johns for bringing the students in to present.

B.J. Peters- Loves hearing about all the activities that GPS has to offer, at all levels!

8. Adjourn

This meeting was adjourned at 7:07 p.m.

POLICY 205.2
GERING PUBLIC SCHOOLS
GERING, NE

POLICY ADOPTION

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Neb. Statute 79-520 (Class III)
 79-521 (Class IV)
 79-522 (Class V)
 79-523 (Class VI)
 79-526
 84-712 et seq.
 NDE Rule 10.004.01A1

Cross Reference: 201.1 Board Powers and Responsibilities

**POLICY 410.5
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE POLITICAL LEAVE

The superintendent may provide a leave of absence to certificated employees to run for elective public office. A political leave of absence shall only be granted as unpaid leave.

The certificated employee may only be granted one period of leave to run for the elective public office. The leave may not commence before thirty days of a contested primary, special, or general election nor continue beyond the day following the election.

The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.

Legal Reference: Neb. Statute 79-838

Cross Reference: 402.10 Employee Political Activity
410 Certificated Employee Vacations and Leaves pf Absence

Approved 03/15/2010

Reviewed 11/28/2016

Revised _____

**POLICY 410.6
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE JURY DUTY LEAVE

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Certificated employees will receive their regular salary. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Legal Reference: Neb. Statute 25-1640

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence

Approved 03/15/2010

Reviewed 11/28/2016

Revised _____

**POLICY 410.7
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE MILITARY SERVICE LEAVE

Certificated employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the District through policy or negotiated agreement. Any such leave which extends beyond fifteen (15) work days in any one calendar year shall be without pay from the remaining contract payments.

If the Governor of the State of Nebraska declares a state of emergency any of the above certificated employees who are ordered to active service shall receive an additional leave of absence until such member is released from the active service by competent authority. During this additional leave of absence, the employee shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in the active service of the state. The loss he or she may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Employees who are required to leave a position, other than a temporary position, for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed five years. Any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above.

Upon an honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law as long as he or she:

1. has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise unreasonable);
2. has not been absent from his or her job for more than five years; and
3. returns to work as outlined below.

The following periods and conditions of return to work apply to the employee who was absent:

1. If absent fewer than 31 days, the employee must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest and report to work;

**POLICY 410.8
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for certificated employees must be authorized by the superintendent. Any unused Personal Leave days must be applied to such absences rather than including them as Unpaid Leave.

The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, certificated employees shall make a written request for unpaid leave sixty (60) days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the superintendent.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees shall be followed.

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence

Approved 03/15/2010 Reviewed 11/28/2016 Revised _____

**POLICY 410.9
GERING PUBLIC SCHOOLS
GERING, NE**

SICK LEAVE BANK

Eligibility

1. All employees of Gering Public Schools shall have the right to participate in the Gering Public Schools Sick Leave Bank (Bank) under the terms set forth herein.
2. Certified, classified, and administrative staff applying to draw from the Bank must meet the following criteria:
 - a. Depleted each individual's personal and sick leave .
 - b. Requested leave through the Family Medical Leave Act.
 - c. Be deemed ineligible for disability or Workman's Compensation.
 - d. Have incurred a minimum of three (3) consecutive days unpaid prior to receiving Bank benefits.
 - e. Submitted an application for benefits in writing to the Superintendent of Schools stating the nature of the event, requested number of Bank days (not to exceed 20 per application), and eligibility as outlined in this agreement.
3. Individuals are limited to an annual maximum of 60 (sixty) days of Bank benefits.

Contributions

1. Participation as a contributor to the Bank is voluntary.
2. Sick leave days donated by participants to the Bank are irrevocable and nonrefundable.
3. Participants can not designate the recipient of individual Bank day donations.
4. An employee may annually contribute a maximum of five (5) days of accumulated sick leave to the Bank.
5. Employees wishing to contribute to the Bank must have a minimum of ten (10) sick leave days available for their own use after the time of donation.
6. Certified, classified and administrative staff eligible to participate may begin contributing to the Bank immediately.

Administration

1. Benefits from the bank may be distributed until the Bank is depleted. If the Bank is depleted, no Bank days can be approved for any applicant.
2. When the Bank reaches a level of 20 days or fewer, a notification will be sent to all GPS employees asking for additional donations to the bank.
3. Any unused sick leave bank days will be carried over to the following year.
4. A Team will jointly approve or disapprove benefits. The team will consist of the following:
 - a. Two Association designees
 - b. One member of the Board Personnel Committee
 - c. One building administrator
 - d. One classified staff member
 - e. Non-Voting (Ad Hoc) members at the team's request.
5. The team may approve up to 20 days bank leave for each application received for any applicant that meets eligibility requirements.
6. Employees may resubmit application(s) for additional Bank requests up to receipt of an annual maximum of 60 (sixty) days.
7. The maximum number of dock days will not exceed three days per school year.

**POLICY 411.1
GERING PUBLIC SCHOOLS
GERING, NE**

SUBSTITUTE TEACHERS

For grades pre-kindergarten through 12, substitute teachers shall be paid at a daily rate to be determined by the Board of Education. Substitute certificated employees are expected to perform the same duties as the certificated employees.

Cross Reference: 406.01 Certificated Employee Defined
 406.02 Certificated Employee Qualifications, Recruitment
 and Selection

Approved 03/15/2010 Reviewed 11/28/2016 Revised _____

**POLICY 411.1R1
GERING PUBLIC SCHOOLS
GERING, NE**

SUBSTITUTE TEACHERS RATE OF PAY

As per Board Policy number 411.1, the daily rate of pay for substitute teachers is to be determined annually by the Board of Education. The rate of pay will be as follows:

Days of Service/School Year	LOCAL Substitute Permits & Certified Nurses	CERTIFIED Substitutes	Substitute Secretaries & Paraprofessionals
1-30	\$125 / day	\$135 / day	\$10 / hour
31-60	\$135 / day	\$145 / day	
61+	\$135 / day	\$160 / day	

Beginning the sixteenth (16th) consecutive day in the same classroom, the rate of pay will be 1/186 of the beginning teacher base salary.

In the event a substitute teacher, who is qualified for the position, teaches in the same teaching position for more than thirty (30) consecutive days, he/she may then be placed on the salary schedule for the remainder of time served.

Each substitute teacher must hold proper Nebraska certification.

Continuous substitute teachers are substitute teachers who are temporarily employed to provide substitute teaching services for a teacher for an anticipated, planned period of time to exceed 30 working days. The planned absence of the contracted teacher must be known prior to the scheduling of the substitute teacher and be approved by the Superintendent or designee. In this event, the continuous substitute teacher will be paid on a per diem basis equivalent to his/her placement on the salary schedule beginning the first day of substitute teaching services. Continuous substitute teachers do not have property rights to the position for which they are providing a service. Continuous substitute teachers may be considered as candidates for the position for which they are substituting if the contracted employee is unable to return. However, in this event, the

continuous substitute teacher must meet all other hiring criteria in comparison to other candidates for the position and is subject to approval by the Board of Education.

Cross Reference: Substitute Handbook

Approved 03/15/2010,9/28/21,07/11/2022 **Reviewed** 05/20/2013, 11/28/2016, 07/06/22 **Revised** 12/16/16, 9/28/21, 8/1/22

**POLICY 411.2
GERING PUBLIC SCHOOLS
GERING, NE**

SUMMER SCHOOL CERTIFICATED EMPLOYEES

It shall be within the discretion of the board to offer an education program during the summer recess. Certificated employees who are hired to deliver the summer education program shall be compensated in addition to their regular duties during the school academic year, unless such arrangements are made prior to determining the employee's compensation for the year.

Should the board determine a summer education program is necessary, certificated employees shall be given the opportunity to apply for the positions available. If the board determines a course must be offered and no certificated employees apply for the position, the board will make the necessary arrangements to fill the position. The board will consider applications of current certificated employees in conjunction with other applications.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the need for and the delivery of the summer education program.

Cross Reference: 604.2 Summer School Instruction

Approved 03/15/2010

Reviewed 11/28/2016

Revised _____

**POLICY 411.3
GERING PUBLIC SCHOOLS
GERING, NE**

ATTENDANCE OFFICER

The building principal shall serve as the attendance officer.

Legal Reference: Neb. Statute 79-208 and 209

Cross Reference: 503.04 Truancy - Unexcused Absence

Approved 03/15/2010

Reviewed 11/28/2016

Revised _____

**POLICY 411.4
GERING PUBLIC SCHOOLS
GERING, NE**

EDUCATION AIDE

The board may employ education aides or other instructional support personnel to assist certificated personnel in teaching duties, including, but not limited to:

- managing and maintaining materials and equipment;
- attending to the physical needs of children; and
- performing other limited services to support teaching duties when such duties are determined and directed by the teacher.

Instructional support personnel cannot create lesson plans or administer and/or record assessments.

Education aides who hold a teaching certificate shall be compensated at the rate of pay established for their position as an education aide. It shall be the responsibility of the principal to supervise education aides.

Cross Reference: 412.02 Classified Staff Qualifications, Recruitment, Selection

Approved 03/15/2010

Reviewed 11/28/2016

Revised _____

**POLICY 412.1
GERING PUBLIC SCHOOLS
GERING, NE**

CLASSIFIED STAFF DEFINED

Classified staff are employees who are not administrators or employees in positions which require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified staff shall include, but not be limited to, teacher and classroom aides, technology staff, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It shall be the responsibility of the superintendent or designee to establish job specifications and job descriptions for classified staff positions. Job descriptions may be approved by the board.

Classified staff required to hold a license for their position must present evidence of their current license to the superintendent prior to payment of wages each year.

Cross Reference: 406.01 Certificated Employee Defined
 412.02 Classified Staff Qualifications, Recruitment, Selection
 413.03 Classified Staff Group Insurance Benefits

**POLICY 412.2
GERING PUBLIC SCHOOLS
GERING, NE**

CLASSIFIED STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a classified staff position shall have an opportunity to apply and qualify for classified staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion, disability, veteran status, pregnancy, or childbirth or related medical condition. Job applicants for classified staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of the position shall be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be accessed and completed online. A standard application form shall be developed for these positions to ensure the enforcement of non-discrimination employment procedures. A signed release shall be obtained from the prospective candidates authorizing reference and background checks.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant. Gaps in the applicant's employment record will be questioned and checked.

In the initial employment process, including on the initial application, the applicant shall not be asked to disclose, orally or in writing, information concerning the applicants criminal record or history, until it has been determined that the applicant meets the minimum employment qualifications. This does not prohibit the requirement to disclose an applicant's criminal record or history relating to sexual or physical abuse. Following a determination that the applicant meets minimum employment qualifications, a criminal history information check and questions regarding the applicant's criminal record or history are allowed.

**POLICY 412.4
GERING PUBLIC SCHOOLS
GERING, NE**

CLASSIFIED STAFF LICENSING/CERTIFICATION

Classified staff who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Nebraska Department of Education for the position.

Upon recommendation by the superintendent, the board may approve payment for special license/certification on a case-by-case basis.

Cross Reference: 412.02 Classified Staff Qualifications, Recruitment, Selection

Approved 03/15/2010

Reviewed 01/30/2017

Revised _____

**POLICY 412.5
GERING PUBLIC SCHOOLS
GERING, NE**

CLASSIFIED STAFF ASSIGNMENT

Determining the assignment of each classified staff is the responsibility of the superintendent or designee. In making such assignments each year, the superintendent shall consider the qualifications of each classified staff and the needs of the school district.

Cross Reference: 200.01 Board Powers and Responsibilities
 412.06 Classified Staff Transfer

Approved 03/15/2010

Reviewed 01/30/2017

Revised 02/20/2017

**POLICY 412.6
GERING PUBLIC SCHOOLS
GERING, NE**

CLASSIFIED STAFF TRANSFERS

Determining the location where a classified staff member's assignment will be performed is the responsibility of the superintendent or designee.. In making such assignments each year, the superintendent shall consider the qualifications of each classified staff member and the needs of the school district.

A transfer may be initiated by the employee, supervisor, the administrator or the superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e et seq. (1994)
42 U.S.C. §§ 12101 et seq. (1994).

Cross Reference: 412.02 Classified Staff Qualifications, Recruitment, Selection
412.05 Classified Staff Assignment

**POLICY 412.7
GERING PUBLIC SCHOOLS
GERING, NE**

CLASSIFIED STAFF EVALUATION

Evaluation of classified staff on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified staff shall be to maintain classified staff who meet or exceed the Board's standards of performance, to clarify each classified staff member's role, to ascertain the areas in need of improvement, and to develop a working relationship between the administrators and other employees.

It shall be the responsibility of the superintendent to ensure classified staff are formally evaluated at least annually.

Cross Reference: 412.02 Classified Staff Qualifications, Recruitment, Selection
 412.08 Classified Staff Probationary Status

Approved 03/15/2010

Reviewed 01/30/2017

Revised 02/20/2017

**POLICY 409.1
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages certificated employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board shall maintain and support an in-service program for certificated employees.

The superintendent and or designee will develop and schedule in-service workshops as appropriate to the needs of the district and will inform the board regarding in-service staff development.

NDE standards require school districts to conduct staff development sessions. Each teacher must participate in at least ten hours of staff development activities each year.

All certified employees permanently employed by the District shall provide evidence of professional growth every six years as provided by law.

Legal Reference: NDE Rule 10
79-830

Cross Reference: 409.02 Certificated Employee Training, Workshops or
Conferences

Approved 03/15/2010

Reviewed _____ Revised _____

**POLICY 409.2
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE TRAINING, WORKSHOPS OR CONFERENCES

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, shall be made to the building principal. Approval of the building principal must be obtained prior to attendance by a certificated employee in a professional development program when the attendance would result in the certificated employee being excused from their duties or when the school district pays the expenses for the program.

Employees authorized by the superintendent to represent the school system at training, workshops and conferences will be allowed salary and expenses in conformance with regulations on expense reimbursement. Requests that involve unusual expenses or overnight travel must also be approved by the superintendent.

The superintendent shall have sole final discretion to allow or disallow certificated employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the certificated employee and the school district, the effect of the certificated employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding professional development of such employees shall be followed.

Cross Reference: 402.08 Employee Travel Compensation
 402.11 Credit Cards

Approved 03/15/2010

Reviewed _____

Revised _____

**POLICY 409.3
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE MENTOR TEACHERS

The building principal or immediate supervisor will assign a mentoring teacher to every probationary teacher upon entrance of the probationary teacher into the district. The mentoring teacher, insofar as possible, will be a tenured teacher with a minimum of three (3) years' teaching experience in the district and will be engaged in teaching within the same grade, building, or discipline as the probationary teacher.

The mentoring teacher will not be involved in the evaluation of the probationary teacher, will not be in the line of authority, and will not exercise formal supervision over the new teacher with whom he/she is working. Each teacher will be advised during employee orientation as to who will observe and evaluate job performance. No formal observations will take place until such orientation has been completed.

The mentoring teacher will assist the probationary teacher in acclimating to the teaching profession and the district. The mentor's role is to assist the new teacher by being available to answer questions, explain the courses of study, instructional materials, building procedures, availability of resources and district policies.

Cross Reference: 406.09 Certificated Employee Probationary Status/Tenure

Approved 03/15/2010

Reviewed _____

Revised _____

**POLICY 409.4
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS

Materials created by certificated employees and the financial gain therefrom shall be the property of the school district if school materials and time were used in their creation or such materials were created in the scope of the certificated employee's employment. The certificated employee must seek prior written approval of the superintendent concerning such activities.

Staff members are encouraged to contribute professional articles and news items to local, state, and national agencies. As a matter of professional ethics, all professional articles should be cleared through the Office of the Superintendent of Schools, in the event that the School District or any of its separate departments is mentioned. Materials developed in workshops, funded by the District, shall become the sole property of the District.

Cross Reference: 402.03 Employee Conflict of Interest
 607.04 Student Production of Materials and Services

Approved 03/15/2010

Reviewed _____

Revised _____

**POLICY 409.5
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE TUTORING

Every effort will be made by the certificated employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by certificated employees may be approved by the superintendent.

Certificated employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the building administrator.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: NDE Rule 27
Neb. Statute 49-14,101.01

Cross Reference: 402.03 Employee Conflict of Interest
403.06 Employee Outside Employment

Approved 03/15/2010

Reviewed _____

Revised _____

**POLICY 410.1
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE VACATION, HOLIDAYS, AND PERSONAL LEAVE

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

An employee vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who shall determine whether the request will disrupt the operation of the school district. Certificated employees who work during the school academic year, whether full-time or part-time, shall have time off in concert with the school calendar.

The requirements stated in the Negotiated Contract or employment contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

Cross Reference: 410.08 Certificated Employee Unpaid Leave
 415.01 Support Staff Vacations, Holidays and Personal Leave
 602.01 School Calendar

Approved 03/15/2010

Reviewed 11/28/2016

Revised 12/19/2016

**POLICY 410.2
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE PERSONAL ILLNESS LEAVE

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with the board policy regarding family and medical leave.

Certificated employees shall be granted sick leave per the Negotiated Contract.

Cross Reference: 404.02 Employee Injury on the Job
 410.03 Certificated Employee Family and Medical Leave
 410.08 Certificated Employee Unpaid Leave

Approved 03/15/2010

Reviewed 11/28/2016

Revised 12/19/2016

**POLICY 410.3
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, a year is defined as the employee contract year. Requests for family and medical leave shall be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Certificated employees shall be granted leave per the Negotiated Contract.

Legal Reference: 29 U.S.C. §§ 2601 et seq. (1994)
29 C.F.R. Pt. 825 (1996).

Cross Reference: 410.02 Certificated Employee Personal Illness Leave
410.08 Certificated Employee Unpaid Leave
415.03 Support Staff Family and Medical Leave

Approved 03/15/2010

Reviewed 11/28/2016

Revised 12/19/2016

**POLICY 410.4
GERING PUBLIC SCHOOLS
GERING, NE**

CERTIFICATED EMPLOYEE BEREAVEMENT LEAVE

Certificated employees shall be granted bereavement leave per the Negotiated Contract.

The same policy as negotiated in the bargaining unit applies to any other certificated employee.

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence

Approved 03/15/10 Reviewed 11/28/2016

Revised 12/19/2016

VISITORS TO SCHOOL

The Board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which includes persons other than employees or students, must notify the principal of their presence in the facility upon arrival and request authorization to visit elsewhere in the building.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska law.

The district may restrict the use of its buildings and grounds or restrict access to school property by issuing no trespassing commands and/or stay away/no trespassing letters when deemed necessary by the superintendent when any individual or group:

1. is determined to present a risk to the safety of others,
2. presents a disruption to the learning environment,
3. fails to follow proper check-in and identification procedures, or
4. does not have a legitimate purpose to be present on school grounds or activities.

Visitor Management Systems

Each visitor must check in at the administrative offices. The staff will obtain the visitor's valid driver's license and scan it with the appropriate software. Other types of government issued licenses or identification such as Active Military Cards are also

Approved _____ Reviewed _____ Revised _____

acceptable. When the system approves the issuance of a visitor's badge, it will be printed and issued to the visitor. The badge must be visible at all times while on school grounds and shall be turned in to the office upon leaving the school. If the system does not approve of issuing a badge, the staff member shall immediately contact an administrator to resolve the issue. Unless unusual circumstances (such as escort by a law enforcement member) should apply, the visitor will be denied access to school facilities. Upon the visitor's exit, the staff member will take appropriate steps to record the return of the visitor badge.

In the event a person prohibited by any part of this or other board policies is on district property or is attending a district-sponsored event, the superintendent or building principal will tell the person he or she must leave and will notify the person they are not permitted back on district property, except if their presence is required by the district. The superintendent or building principal may contact the proper legal authorities if necessary to enforce this policy and may file a report or sign a complaint on behalf of the district.

Legal Reference: Neb. Statute 79-8,100

Cross Reference: 1004 Press, Radio and Television News Media

POLICY 204.12
GERING PUBLIC SCHOOLS
GERING, NE

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation.

Instructions for members of the public who wish to speak:

- Getting started: When you have been recognized, please stand and state your name.
- Time Limit: Tonight the board will allow a total of 30 minutes for the presentation of ALL public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker. You may only speak ONCE.
- Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies may require you to follow the district's complaint procedure before addressing the board. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. Please remember that slanderous comments will not be tolerated.
- General Rules: This is a public meeting for the conduct of business. Comments from within the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- No action by the Board: The board will not act on any matter which is not on the agenda and will not take action upon the conclusion of public comment.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the board on a certain agenda item must notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents.

Subjects for comment should involve areas within the board's proper responsibility. Discussion on unrelated matters is to be discouraged.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting.

This material will be transmitted to the members of the board for their consideration.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.7 School Board Liability
204.3 Public Hearings
204.10 Agenda
403.5 Public Complaints about Employees

Approved 01/20/2003

Reviewed 02/23/2015, 10/14/2021 6/9/22

Revised 09/14/2009, 7/20/22

Contract#:

Copier contract

Description:

HVAC Upgrade (GJHS)

Project Location:

800 Q Street - Gering, NE 69341

Bid Opening:

07/07/2022 @ 2:00 p.m.



Bidder# 1

Eakes Office Solutions

Bid received
8:15 a.m.
3/17/23

Black average .0032 Color average .0290

Bid Total: \$ 4,891.02

Security Bond: YES / NO

Bidder# 2

Capital Business Systems

Bid received
9:30 a.m.
3/14/23

Black average .0042 color average .035

Bid Total: \$ 5,053.20

Security Bond: YES / NO

Bidder# 3

Bid Total: \$ _____

Security Bond: YES / NO

Bidder# 4

Bid Total: \$ _____

Security Bond: YES / NO

Bidder# 5

Bid Total: \$ _____

Security Bond: YES / NO

EX:

[Bidder Company Name]

Proposal Submitted/Received: 01/01/2022 @ 8:02 a.m.

Bid Total: \$TBD

Security Bond: YES / NO

SECTION 4
Bid Form Summary

BID: (4-year contract)

Monthly hardware cost.	\$ <u>1,640.28</u>
Monthly service and supply cost	
Black (2.5 million pages Annually)	\$ <u>642.08</u>
Color (950,000pages Annually)	\$ <u>2,770.83</u>
Total Monthly Cost	\$ <u>5,053.20</u>

OVERAGES: (Billed at end of fiscal year)

Black Overage rate.	\$ <u>0.0042 (4845i)/ 0.0029 (C5870i)</u>
Color Overage rate	\$ <u>0.035 (C5870i)</u>

- **Would bill all pages monthly in arrears, just as your current contract. This allows you to pay for all pages printed in that month, creates no overage and will allow you to have smaller bills in the summer.**
- **Additional savings can be found in our Cloud Faxing Solution and making adjustments to the devices.**

SECTION 4
Bid Form Detail

Location Current / Proposed PPM	Current Equipment	Vendor's Recommended Equipment			Maintenance
	Model	Model Name & #	PPM	Monthly Hardware Payment	Monthly Maintenance Payment (See Appx A)
Central Office 45 PPM / 45-55 PPM	Canon iRA 4545i	Canon iRA DX 4845i	45 ppm	\$61.44	\$13.83
Central Office 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$163.68	\$236.59
Gering Senior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$163.68	\$387.03
Gering Senior High School 45 PPM / 45-55 PPM	Canon iRA 4545i	Canon iRA DX 4845i	45 ppm	\$61.44	\$20.55
Gering Junior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$152.52	\$570.89
Gering Junior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$152.52	\$283.70
Northfield Elementary 45 PPM / 45-55 PPM	Canon iRA 4545i	Canon iRA DX 4845i	45 ppm	\$61.44	\$32.90
Northfield Elementary 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$152.52	\$534.60

Location Current / Proposed PPM	Current Equipment	Vendor's Recommended Equipment			Maintenance
	Model	Model Name & #	PPM	Monthly Hardware Payment	Monthly Maintenance Payment (See Appx A)
Geil Elementary 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$152.52	\$273.68
Geil Elementary 45 PPM / 45-55 PPM	Canon iRA 4545i	Canon iRA DX 4845i	45 ppm	\$61.44	\$12.94
Lincoln Elementary 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$152.52	\$546.15
Lincoln Elementary 45 PPM / 45-55 PPM	Canon iRA 4545i	Canon iRA DX 4845i	45 ppm	\$61.44	\$35.60
Gering Senior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Canon iRA DX C5870i	70 ppm	\$181.68	\$467.57
Gering Junior High School 45 PPM / 45-55 PPM	Canon iRA 4545i	Canon iRA DX 4845i	45 ppm	\$61.44	\$11.20
TOTAL				<u>\$1,640.28</u>	<u>\$3,427.24</u>

OPTIONAL – Cloud Faxing Solution

add \$70.82/month

- Includes Porting of current fax numbers and 1,000 faxes per month
- Output at devices or sent to email(s) of choice
- Fax directly from the email, uses TLS 1.2 encrypted email
- Built on Microsoft® Azure®, which complies with international and industry specific compliance standards
- Manage users, fax cover pages, inbound fax routing, fax activity, reports, encrypted fax archive, and more
- **Based on average cost of fax lines, potential savings of around \$60/month**

Proposed Solution

6 - Canon iRA DX 4845i

(Admin, Geil, Northfield, Lincoln, Freshman and HS)

Features:

Print, Scan, Copy and Fax
45-page per minute, Print/Copy
10.1-inch Smart Operation Panel
Single Pass Scan up to 270-images per minute
2 550-sheet Drawers, up to 8.5x14 paper size

Canon iRA DX C5870i

(Admin, Geil, Northfield, Lincoln, Freshmanx2 and HSx2)

Features:

Print, Scan, Copy
70-page per minute, Print/Copy
10.1-inch Smart Operation Panel
Single Pass Scan up to 270-images per minute
3,650 sheet Capacity, up to 12x18
50-page Staple Finisher

- HS – 2 Hole Punch, 1 Booklet Finisher
- Admin – Hole Punch

Financial Overview

48 Month Lease Agreement

\$3,427.24=\$5,067.52)

\$1,640.28tax/Month (Service 12m avg -

*above service is based off the 12 month average

provided

- Includes the 14 devices above as configured
- Delivery, Networking, Training Included
- Parts, Service, Labor and Toner Included
- All pages billed monthly in arrears as follows
 - iRA DX 4845i:
 - Pages billed at \$0.0042/Black page
 - iRA DX C5870i:
 - Pages billed at \$0.0029/Black page and \$0.035/Color page

OPTIONAL – Cloud Faxing Solution

add \$70.82/month

- Includes Porting of current fax numbers and 1,000 faxes per month
- Output at devices or sent to email(s) of choice
- Fax directly from the email, uses TLS 1.2 encrypted email
- Built on Microsoft® Azure®, which complies with international and industry specific compliance standards
- Manage users, fax cover pages, inbound fax routing, fax activity, reports, encrypted fax archive, and more
- **Based on average cost of fax lines, potential savings of around \$60/month**

1.18 General Requirements: Each device shall be capable of delivering the following minimum functionality:

1. All copiers must be newly manufactured, no used or rebuilt or remanufactured or newly remanufactured equipment will be accepted. **All device will be new from the factory**
2. Integration with TCP/IP network print services (Windows) allowing for full control of all copier features through the print driver loaded on the client PC. **Yes**
3. PCL 5, PCL 6 and Adobe Postscript Level 3 (no emulations) drivers for Windows 32 and 64-bit operating systems. **All Canon products include this**
4. Web based user interface with lockout of administrative setup functions. **Yes**
5. Secure print where jobs are stored on the copier until called up through entry of a security code at the front panel. **All Canon products include this**
6. Integration with Windows Active Directory for purposes of user identification and email address lookup. **All Canon products include this**
7. Scan to email (SMTP) and scan to network file folder and USB drive in DOC, PPT, PDF, JPG or TIFF format. **All Canon products include this**
8. Walk up feature lockout based on user identification/security. **All Canon products include this**
9. Duplex printing. **All Canon products include this**
10. Walk up fax/email send and receive. Alternative fax solutions will be considered. **All Canon products include this**
11. Scan in color regardless of the device's output capabilities. **All Canon products include this**
12. Incrementally enlarge document up to 200% or better. **All Canon products include this**
13. Incrementally reduce document up to 50% or better. **All Canon products include this**
14. Toner replacement must be made using recyclable, sealed cartridges (or equivalent) rather than bulk chemicals so that there is no need to come in contact with toner. **All Canon products include this**
15. All machines shall use a 120-volt power source and a standard, residential type 3-prong plug. Any machine supplied with a different type of plug shall be accompanied by appropriate outlet receptacle at no charge, if necessary. Machines shall be U.L. approved, energy star qualified and RoHS compliant. **All Canon products include this**
16. If power filters or surge protectors are recommended or required by the manufacturer, they shall be supplied at no cost. **Yes**
17. Job logs/Access logs for user codes. **All Canon products include this**

1.19 Proposal Requirements: The objective of this Request for Proposal is to enable Gering Public Schools to procure the highest quality product and services at a price that meets our budget.

- 1.19.1 Training must be provided on-site. Additionally, indicate how much training will be provided on a system and individual basis, with the minimum number of hours noted. **All training is free and unlimited, scheduling can be done at the District's convenience**
- 1.19.2 All proposals must provide for complete installation of the system, including any set up of hardware or software required to make the system fully operational as of the date of completion. **Yes**
- 1.19.3 Diagnostic, programming and maintenance guide for hardware should be included. **All Canon products include this in both hard and digital copies.**
- 1.19.4 The problem resolution process for service/equipment and technical/connectivity problems. **First line is a service call for our technicians to engage and attempt resolution, Second would be your account rep for any escalation.**

SECTION 4
Bid Form Summary

BID: (4-year contract)

Monthly hardware cost.	\$ <u>1928.51</u>
Monthly service and supply cost	\$ <u>667.67</u>
Black (2.5 million pages Annually)	Color (950,000
pages Annually)	\$ <u>2295.84</u>
Total Monthly Cost	\$ <u>4891.02</u>

OVERAGES: (Billed at end of fiscal year)

Black Overage rate.	\$ <u>.0032</u>
Color Overage rate.....	\$ <u>.0290</u>

SECTION 4
Bid Form Detail

Location Current / Proposed PPM	Current Equipment	Vendor's Recommended Equipment			Maintenance
	Model	Model Name & #	PPM	Monthly Hardware Payment	Monthly Maintenance Payment (See Appx A)
Central Office 45 PPM / 45-55 PPM	Canon iRA 4545i	Sharp BP 70M45	45	\$74.68	\$10.03
Central Office 70 PPM / 70-80 PPM /14	Canon iRA C7570i	Sharp BP 70C65	65	\$195.23	\$198.29
Gering Senior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Sharp BP 70C65	65	\$195.23	\$344.51
Gering Senior High School 45 PPM / 45-55 PPM	Canon iRA 4545i	Sharp BP 70C45	45	\$94.86	\$15.01
Gering Junior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Sharp BP 70C65	65	\$172.54	\$497.37
Gering Junior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Sharp BP 70C65	65	\$172.54	\$247.31
Northfield Elementary 45 PPM / 45-55 PPM	Canon iRA 4545i	Sharp BP 70M45	45	\$74.68	\$23.07
Northfield Elementary 70 PPM / 70-80 PPM	Canon iRA C7570i	Sharp BP 70C65	65	\$172.54	\$458.06
Geil Elementary 70 PPM / 70-80 PPM	Canon iRA C7570i	Sharp BP 70C65	65	\$172.54	\$240.07
Geil Elementary 45 PPM / 45-55 PPM	Canon iRA 4545i	Sharp BP 70M45	45	\$74.68	\$9.86
Lincoln Elementary 70 PPM / 70-80 PPM	Canon iRA C7570i	Sharp BP 70C65	65	\$172.54	\$471.20
Lincoln Elementary 45 PPM / 45-55 PPM	Canon iRA 4545i	Sharp BP 70M45	45	\$74.68	\$26.12

Location Current / Proposed PPM	Current Equipment	Vendor's Recommended Equipment			Maintenance
	Model	Model Name & #	PPM	Monthly Hardware Payment	Monthly Maintenance Payment (See Appx A)
Gering Senior High School 70 PPM / 70-80 PPM	Canon iRA C7570i	Sharp BP 70C65	65	\$207.12	\$412.58
Gering Junior High School 45 PPM / 45-55 PPM	Canon iRA 4545i	Sharp BP 70M45	45	\$74.68	\$9.03
TOTAL				\$ 1928.51	\$ 2962.51

SECTION 4 **Evaluation Process**

A selection committee will review in detail all proposals that are received to determine the highest scored proposal.

The Gering Public Schools reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost and other criteria as assessed by the review team.

During the evaluation process, the Gering Public Schools may require a vendor's representative to answer questions with regard to the vendor's proposal. Failure of a vendor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

The following criteria will be used in reviewing and comparing the proposals and in determining the "highest scored proposal." The weight assigned to each criterion appears following each item:

- **Responsiveness:** Adherence to the requirements of the RFP. Responsiveness of proposal to the original specifications set forth in the RFP. (20%)
- **Qualifications and Experience:** The ability, capacity, flexibility, financial stability and skill of the vendor to perform the contract, as evidenced by related factors such as its market position, strategic partnerships, customer base, standard financial reports, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers. (15%)
- **Technical Approach and Quality:** The ability of the vendor to meet the specifications and requirements for equipment, installation, maintenance and service as evidenced by demonstrated success on similar projects, technician training, average response time, problem resolution process and parts available (i.e. delivery time for routine and special orders, as well as on-hand inventory). Includes the quality of performance and service on previous contract

SECTION 1
General Conditions

- 1.1 The purchase will be made from the bidder whose bid is in the best interest of the school district based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the Board. All bids must be submitted in sealed envelopes, addressed to the Board and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened and examined publicly.
- 1.2 All equipment and service as specified herein will be made by a reputable experienced company and shall conform with the specifications in order to promote efficiency in its use, reduce maintenance costs, and to assure durability for which it is intended.
- 1.3 The Board reserves the right to reject any or all bids or any part of any bid and accept that bid which appears to be in the best interest of the school district. The Board of Education may also elect to negotiate directly with any and all vendors concerning any proposal.
- 1.4 All proposals submitted shall remain firm for a period of sixty (60) days of receiving bids.
- 1.5 The successful bidder shall, within 30 days after receipt of written notice thereof, make good any defects in materials or workmanship which may develop during said one (1) year period, or otherwise represented by the bidder.
- 1.6 Vendor shall provide a parts and labor warranty for a minimum of 90 days. Vendor shall identify this warranty period.
- 1.7 The bids will be considered on the basis of cost, quality, technical know-how, support and delivery. All bidders will be advised on the decision as soon as the bids have been properly evaluated.
- 1.8 Bidders shall furnish Owner with brochures identifying each item of the bid, with deviations from specifications noted on a separate sheet, other than literature.
- 1.9 Bidders shall furnish the Owner with instructions on connecting client computers to use Network printers.
- 1.10 Delivery/Installation: Delivery and successful integration are very critical to this project. Our current copier contract is expiring. Copiers supplied under the new contract must be installed and fully tested by **week of April 17th but can be negotiated with winning vendor**. The vendor is required to furnish their proposed schedule with their bid with milestones noted.
- 1.11 Time is of the essence with respect to Vendor's performance of the services and equipment.
- 1.12 Maintenance Support Requirements: Vendor shall provide telephone support and a toll-free phone number for placing service calls, which will be available Monday through Friday, 7:45 a.m. to 5:00 p.m. Within two (2) hours of receiving the initial service call, the vendor is required to call the Gering Public Schools to establish an estimated time of arrival (ETA). A technician shall arrive at the Gering Public Schools' office within four (4) business hours of the initial service call. Business hours are between 7:30 a.m. and 4:30 p.m. Monday through Friday, excluding Gering Public Schools' recognized holidays. Vendor will remedy any defect in software or equipment within forty-eight (48) hours, excluding Gering Public Schools' recognized holidays, of the initial service request by the Gering Public Schools. If the reported defect(s) remain unresolved for a

period of forty-eight (48) hours or more, the vendor will provide the Gering Public Schools with a comparable loaner copier at no charge.

- 1.13 The vendor shall maintain a minimum average rate of 95% uptime per copier/printer per calendar quarter. Quarterly, the Gering Schools' representative(s) and the vendor's representative(s) will meet to review the monthly Service Summary Reports. Consistently poor performing and/or problematic copier/printer units will be replaced with new similar equipment repaired to the manufacturer's specifications and/or repaired to the Gering Public Schools' satisfaction.
- 1.14 Contract Duration: We are requesting pricing based upon contract duration of four (4) years.
- 1.15 Proposals Due: Proposals will be received by The BOARD OF EDUCATION, GERING PUBLIC SCHOOLS, 1519 10th Street, Gering, NE 69341, on or before 10:00 a.m. local time on **Friday March 17th, 2023** at which time bids will be publicly opened. The BOARD OF EDUCATION will not consider any proposal that has not been received prior to this date. No telegraphic bid or telegraphic modification of a bid or faxed bid will be considered.
- 1.16 The purpose of this document is to provide the bidder with enough information to quote firm fixed prices and delivery. It is not our intention to limit the bidder to a specific copier solution. The bidder has the right to quote what they feel to be the best solution for the project, at the best price. The bidder must provide documentation, schematics, specification sheets and descriptions of the associated equipment.
- 1.17 Bidder Qualification: In order for a bidder's proposal to be considered, each proposal must include the following information:
 - 1.17.1 A description of their company location and the number of years in business.
 - 1.17.2 A description of experience for other installations of similar projects.
 - 1.17.3 A list of not less than three (3) references for similar projects performed.
 - 1.17.4 Evidence that the vendor is in good standing and qualified to conduct business in Nebraska.These items should serve as evidence of ability to adequately install, service, and supply the required copiers, and that the service is a substantial, regular and continuous part of the bidder's business.

- 1.18 General Requirements: Each device shall be capable of delivering the following minimum functionality:
1. All copiers must be newly manufactured, no used or rebuilt or remanufactured or newly remanufactured equipment will be accepted
 2. Integration with TCP/IP network print services (Windows) allowing for full control of all copier features through the print driver loaded on the client PC.
 3. PCL 5, PCL 6 and Adobe Postscript Level 3 (no emulations) drivers for Windows 32 and 64-bit operating systems.
 4. Web based user interface with lockout of administrative setup functions.
 5. Secure print where jobs are stored on the copier until called up through entry of a security code at the front panel.
 6. Integration with Windows Active Directory for purposes of user identification and email address lookup.
 7. Scan to email (SMTP) and scan to network file folder and USB drive in DOC, PPT, PDF, JPG or TIFF format.
 8. Walk up feature lockout based on user identification/security.
 9. Duplex printing.
 10. Walk up fax/email send and receive. Alternative fax solutions will be considered.
 11. Scan in color regardless of the device's output capabilities.
 12. Incrementally enlarge document up to 200% or better.
 13. Incrementally reduce document up to 50% or better.
 14. Toner replacement must be made using recyclable, sealed cartridges (or equivalent) rather than bulk chemicals so that there is no need to come in contact with toner.
 15. All machines shall use a 120-volt power source and a standard, residential type 3-prong plug. Any machine supplied with a different type of plug shall be accompanied by appropriate outlet receptacle at no charge, if necessary. Machines shall be U.L. approved, energy star qualified and RoHS compliant.
 16. If power filters or surge protectors are recommended or required by the manufacturer, they shall be supplied at no cost.
 17. Job logs/Access logs for user codes.
- 1.19 Proposal Requirements: The objective of this Request for Proposal is to enable Gering Public Schools to procure the highest quality product and services at a price that meets our budget.
- 1.19.1 Training must be provided on-site. Additionally, indicate how much training will be provided on a system and individual basis, with the minimum number of hours noted.
 - 1.19.2 All proposals must provide for complete installation of the system, including any set up of hardware or software required to make the system fully operational as of the date of completion.
 - 1.19.3 Diagnostic, programming and maintenance guide for hardware should be included.
 - 1.19.4 The problem resolution process for service/equipment and technical/connectivity

problems.

1.19.5 Additional Questions: If additional information is required, please contact:

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