

## **Regular Board of Education Meeting**

Monday, April 17, 2023 6:00 PM

City of Gering Council Chambers, 1025 P 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.*

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**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.*

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*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 north wall.

Notice of this meeting was published in the Gering Courier on Thursday, April 13, 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. March Expenditures:

01 General Fund	\$423,882.12
05 Activity Fund	\$39,341.50
06 Cafeteria Fund	\$187,570.30
07 Bond Fund	\$2,250.00
08 Special Building Fund	\$61,501.30
<b>Fund Totals:</b>	<b>\$714,545.22</b>

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.ii. Second Reading of Board Policies

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

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

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

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

- 3.4.ii.5. **410.9 SICK LEAVE BANK**
- 3.4.ii.6. **411.1 SUBSTITUTE TEACHERS**
- 3.4.ii.7. **411.1R1 SUBSTITUTE TEACHERS RATE OF PAY**
- 3.4.ii.8. **411.2 SUMMER SCHOOL CERTIFICATED EMPLOYEES**
- 3.4.ii.9. **411.3 ATTENDANCE OFFICER**
- 3.4.ii.10. **411.4 EDUCATION AIDE**
- 3.4.ii.11. **412.1 CLASSIFIED STAFF DEFINED**
- 3.4.ii.12. **412.2 CLASSIFIED STAFF QUALIFICATION,  
RECRUITMENT, AND SELECTION**
- 3.4.ii.13. **412.4 CLASSIFIED STAFF LICENSING/CERTIFICATION**
- 3.4.ii.14. **412.5 CLASSIFIED STAFF ASSIGNMENT**
- 3.4.ii.15. **412.6 CLASSIFIED STAFF TRANSFERS**
- 3.4.ii.16. **412.7 CLASSIFIED STAFF EVALUATION**

### 3.5. Personnel Items

- 3.5.i. Certified Staff Contract(s)
  - 3.5.i.1. **Janette Miller: Gering Jr. High Business Teacher**
  - 3.5.i.2. **Matteal Chapin: Geil Elementary Pre-School Teacher**
  - 3.5.i.3. **Fritz Murphy: Gering Jr. High English Teacher**
  - 3.5.i.4. **Julie Siebke: Gering Jr. High Principal (changed from a 210 day contract to a 220 day contract)**
- 3.5.ii. Certified Staff Resignation(s)
  - 3.5.ii.1. **Katie Moser: Gering High English Teacher**
  - 3.5.ii.2. **Kyle Cotton: Gering Jr. High Physical Education Teacher**

## 4. Reports and Discussions

4.1. Recognitions:

**DECA International Qualifiers**

4.2. Building Report: Gering Jr. High

4.3. Employee Recognition: "Bulldogs Going Beyond"

4.3.i. **Lisa Becker, Building Secretary @ Northfield Elementary**

4.4. Board Committee Report: Curriculum & Personnel

4.5. Board Committee Report: Finance & Facilities

4.5.i. Monthly Finance Summary Report

4.6. Superintendent's Report

5. **Patron Comments**

6. **Action Items**

6.1. Discuss, consider, and take action in regards to approving the Resolution submitted by D.A. Davidson, authorizing officers of the district to proceed with preliminary preparations for refunding, redeeming, purchasing through tender or the secondary market or otherwise, all or a portion of the district's general obligation refunding bonds (taxable interest), series 2019B, including the engagement of professional, preparation of a preliminary market notice to reflect the passage of this resolution and related matters and ratifying all actions taken by officers of the district in preparation therefor.

7. **Board Comments**

7.1. Tentative Upcoming Board Meeting/Event Dates

**Future Board Meetings**

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

Regular Meeting: Mon, May 15 , 2023 @ 6:00 p.m. (City Council Chambers)

Special Meeting: Tues, May 23, 2023 @ 12:00 p.m. (Central Office)

**Tentative Committee Meeting Dates:**

Personnel & Curriculum Committee: Tues, May 2, 2023 @ 7:00 a.m. (Central Office)

Policy Review Committee: Thurs, May 11, 2023 @ 4:00 p.m. (Central Office)

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

Upcoming Event Highlights:

GHS Musical (Footloose) April 20-22, 2023 @ 7:00p.m.

GHS Graduation @ Five Rocks Ampitheater- May 20, 2023

BOE Retreat @ Weborg 21 Centre (Hospitality Room), Thursday June 8, 2023 from 8:00 a.m.-12:00 p.m, then Admin will join from 12:00 p.m.-3:00 p.m.

8. **Adjourn**

## Regular Board of Education Meeting

Monday, March 20, 2023 6:00 PM

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



## Minutes

### 1. GPS Board of Education Information

### 2. Opening Procedures

#### 2.1. Call to Order

President Brian Copsey called this meeting to order at 6:00 p.m.

#### 2.2. Roll Call

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

#### 2.3. Excuse Absent Board Member(s)

A motion to excuse absent board members was presented by John Maser, seconded by B.J. Peters. After voting, motion Passed.

Josh Lacy: Absent, Brian Copsey: **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 B.J. Peters, seconded by John Maser. After voting, motion Passed.

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

#### 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**
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- 3.4.i.11. **412.1 CLASSIFIED STAFF DEFINED**
- 3.4.i.12. **412.2 CLASSIFIED STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION**
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- 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

Gering had a full house with all the recognition this evening. It is always such a pleasure seeing our student body succeeding in all the extra-curricular activities. Hats off to the students and coaches for successful seasons in Wrestling, Speech, Swimming, Harmony, and HOSA. Your hard work and dedication does not go unnoticed!

4.2. Employee Recognition: "Bulldogs Going Beyond"

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

Mr. Williams read the letter he submitted on behalf of Mr. Hutchison, to receive the Bulldog Going Beyond Award. Mr. Hutchison had his wife and children present to receive this award. Thank you for all you do for GPS!!!

4.3. Board Committee Report: Curriculum & Personnel

Tracy Wiese reported the following:

The middle school staff attended the AMLE conference, and also visited a high functioning middle school in Gillette, WY. The middle school staff is working on how to keep kids engaged and focused.

4.4. Board Committee Report: Finance & Facilities

Brian Copsey reported the following:

The committee reviewed the A/P listing, and everything was balanced. State aid is increasing due to our enrollment numbers rising. D.A. Davidson presented at the meeting in regards to the Bond Buy Back they offer. Discussion about updates at the district office was also a topic at the meeting. Lastly, the Geil preschool playground is finally complete.

4.4.i. Monthly Finance Summary Report

4.5. Legislative Update: President Brian Copsey

Brian Copsey reported the following:

After a meeting on Monday morning (3/20/23) he stated that the Legislature may start grouping bills together to vote on, due to the volume of bills that are trying to get passed.

#### 4.6. Superintendent's Report

Dr. Nicole Regan reported the following:

Last week, GPS was selected as 1 of 3 districts in NE to host the State Wide Standard Response Protocol training. The training was overbooked with educators, administrators, and emergency personnel from the region. The Department of Education trained us on the reunification process as it related to a variety of emergency situations.

Dr. Regan thanked all the coaches and students that were recognized for attending the meeting. Speech, Wrestling, Quiz Bowl, Seacats. Harmony and HOSA successes remind us of our WHY. Every student has the opportunity to grow and expand on their natural talents and strengths. We have the unique privilege to be here sharing their moments of outstanding accomplishments.

We are nearing the end of the school year, and as a school community, we are staying focused on our purpose. As we come into a strong finish this quarter, I know we will continue to do great things!

### 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.

A motion to approve 4 year contract copier bid from Eakes Office Supply for the monthly amount of \$4,891.02 was presented by Tracy Wiese, seconded by John Maser. After voting, motion Passed.

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

### 7. Board Comments

Tracy Wiese- Was with a heavy heart, as a Gering Family lost their daughter due to a car accident over the weekend. Please keep the Elsen Family in your prayers

John Maser- Also mentioned the Elsen family, and sends his condolences. Maser enjoyed being present for the activity recognitions as well.

Greg Trautman- Is amazed at the time and effort the students put into all the programs at GPS. He also stated that the personal touch that GPS teachers give kids will not be found anywhere else!

BJ Peters- He values extra-curricular activities go well beyond the classroom. Accomplishments like these tonight, "Just Don't Happen"

Brian Copsey- Thanked the teachers and coaches for working endlessly with our students. Thanked Dr. Regan, Jennifer Sibal, and the High School staff on how the "Swatting" incident was handled. We are truly surrounded by a great community!

7.1. Tentative Upcoming Board Meeting/Event Dates

### 8. Adjourn

The meeting was adjourned at 6:43 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:

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

Beginning the sixteenth (16<sup>th</sup>) 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 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