



Work Session

Thursday, December 10, 2020 @ 6:00 PM Central
Middle School, 201 North Marian Road, Hastings, NE 68901

1. Roll Call -
2. Announcement - Jim Boeve -
3. Orchestra Performance - Commons Area -
4. Welcome to HEA reps and guests - Jim Boeve -
5. Review Board Norms/Goal - Jim Boeve -
6. Reminder to declare if interested in running for President or Vice-President - Jim Boeve -
7. Superintendent's Intent to Extend - Jim Boeve -
8. Information on "Spotlight on Learning" - Jeff Schneider -
9. *Approve Idea Bank Communication Proposal - Jeff Schneider -
10. *Approve the 2021-2022 negotiated agreement - Jeff Schneider -
11. *Consent Agenda - David Essink -

12. *Approve second reading of Revised Policy 502.03 - Entrance Admissions - Kandace Garwood -

13. Reminders - Jim Boeve -

14. Reports, etc., at Board Meeting - Jim Boeve -

15. Executive Session - Jim Boeve -

16. The Board of Education returned to Open Session at 7:50 p.m. - Jim Boeve -

17. Adjournment - Jim Boeve -

***Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on an item listed on the board agenda.

Students, staff, families and community will collaborate to maximize readiness for our student's college/career and citizenship. We will increase the rigor and relevance of each student's learning experience while meeting their academic and well-being needs.

Hastings Public Schools

Board of Education Norms

We will work to achieve consensus while valuing differences of opinion both within our Board and when considering the input of others.

We will conduct meetings and business in a manner that is fair and professional.

We will strive to ensure our decisions are congruent with the mission, vision, and strategic plan for the District.

Each member will be committed to the School Board process by attending meetings, being on time, coming prepared, adhering to the agenda (the President of the Board may adjust the order of the agenda to allow the fullest participation of the available members of the Board upon the request of a Board Member), *referencing Robert's Rules of Order*, and participating to their full potential.

We will gather the necessary data; seek expertise from within and outside of our District; and attempt to hear from any parent, student, or other community member in order to make wise decisions that reflect all stakeholders.

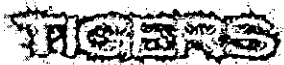
We will regularly and intentionally communicate with one another, the administration, faculty, staff, students, community, and the press to ensure information is shared openly and in a relevant, timely and appropriate manner.

We will also maintain confidentiality when necessary.

We will serve as advocates for K-12 public education within our community, as well as within the state of Nebraska.

We will recognize that, as community leaders, we will adhere to the character standards that are the core of our school: respect, responsibility, compassion, and honesty.

Our collective and fundamental purpose is to assure all students acquire the knowledge, skills, and behaviors essential to be successful individuals and responsible citizens.



Diana Reiner <diana.reiner@hpstigers.org>

Fwd: "Intent"

Jeff Schneider <jeff.schneider@hpstigers.org>
To: "Reiner, Diana" <diana.reiner@hpstigers.org>

Thu, Nov 5, 2020 at 11:14 AM

----- Forwarded message -----

From: **Jim Boeve** <jboeve@hastings.edu>
Date: Thu, Nov 5, 2020 at 10:57 AM
Subject: "Intent"
To: Jeff Schneider <jeff.schneider@hpstigers.org>
Cc: John Bonham <jbonham@marylanning.org>

Please consider this email an indication of my willingness to run for Board president.

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--
Jeff Schneider
Hastings Public Schools
402-461-7500



Diana Reiner <diana.reiner@hpstigers.org>

Fwd: Intent to run for Vice President

Jeff Schneider <jeff.schneider@hpstigers.org>
To: "Reiner, Diana" <diana.reiner@hpstigers.org>

Thu, Nov 5, 2020 at 10:50 AM

----- Forwarded message -----

From: **John Bonham** <jbonham@marylanning.org>
Date: Thu, Nov 5, 2020 at 10:46 AM
Subject: Intent to run for Vice President
To: Jeff Schneider <jeff.schneider@hpstigers.org>
Cc: Jim Boeve <jboeve@hastings.edu>

Jim/Jeff,

This email serves as written notification of my intent to run for Vice President.

Thank You,

JOHN BONHAM, MHA
Director | Supply Chain Management
Linen Distribution | Forms Development

MARY LANNING HEALTHCARE
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Hastings, NE 68901
O: 402/461-5314
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Jeff Schneider
Hastings Public Schools
402-461-7500

December 15th, 2020

Members of the Hastings Public Schools Board of Education:

Please accept this document as the Superintendent's Notice of Intent to Extend. In my contract it states that I am required to give this to the Board between December 15th, 2020 and February 1st 2021 (December meeting is on the 15th). The Board will decide whether or not to accept this on or before March 1st. We will have this as an agenda item for the February board meeting unless you would like to handle it differently. It has been a pleasure to serve in this capacity and I would love the opportunity to continue to do so.

If you choose to extend the contract, the future years will require me to provide you with a Notice of Intent to Extend between October 15th and December 1st. The Board will be asked to accept or decline by December 31st.

Please let me know if you have any questions or concerns.

A handwritten signature in black ink that reads "Jeff Schneider". The signature is written in a cursive style with a large, prominent "J" and "S".

Jeff Schneider
Superintendent
Hastings Public Schools

Project Proposal

IN-MOTION IMPACT MARKETING

HASTINGS PUBLIC SCHOOLS



PRESENTED ON 12.10.20



Hastings Public Schools Board of Education and Superintendent Jeff Schneider:

Strong, strategic school communication leads to student achievement. We know this is true.

When a parent speaks well of their child's teacher and school, the student brings a positive attitude to learning. When the opposite is true, the negativity of a parent toward a school certainly rubs off on the student and their attitude for learning. The same impact is felt with a teacher who feels positively - or negatively - about the district.

In most cases, communication is the key to improving perception of the school district.

Before starting IdeaBank Education, I spent nearly a decade with Grand Island Public Schools working on the communication process. In my time, I came to realize the importance of a systematic approach to strategic communication, much like any other education process.

The key is research. Once the research is done, proper planning and implementation must be in place. And what would education be without assessments? We always need to measure the effectiveness of the efforts through evaluation, which, in this case, becomes the research for the next plan.

In the following pages you will find our proposal for an IdeaBank Education Impact Plan to help Hastings Public Schools research, plan, implement and evaluate a strategic, comprehensive communication plan.

Typically, a school district may love to hire a communications specialist to handle all of this work in house. However, HPS likely doesn't have the budget laying around to simply hire another administrator for \$100,000 a year. That's why I started IdeaBank Education with the team at IdeaBank, so I could help districts and school boards like yours better understand the vital communication needs of staff, parents, students and community in a much more cost effective way.

I look forward to working with you all to improve the internal and external HPS communication strategy and efforts.

Jack Sheard
IdeaBank Education Marketing Strategist
IdeaBank Marketing



IdeaBank Education communication strategy.

Jack Sheard is our education communication and marketing strategist. Jack spent eight years coordinating marketing and communications at a 10,000-student Nebraska school district, leading communication on strategic planning, curriculum adoption, a successful bond issue, shooting threats, student and staff deaths, viral stories, media management and more.

At IdeaBank Marketing, our Education Communication Plans are custom designed for each school district using a the best practice of the four-step process: Research, Planning, Implementation and Evaluation.

1. Research

We start with a series of Discovery meetings and planning sessions with the superintendent and leadership team to identify the district's goals and communication needs, as well as the audiences and current practices in place. At this point, we will conduct a surveys of all staff, all parents, select students and the community at large to identify the communication preferences of each audience, as well as their current perception of key district messages.

2. Planning

Utilizing the research, we will work with district leaders to develop audience preferences and baselines for the communication plan. We will also create crisis communication plans and media interaction processes. The communication plan will also identify key messages and methods for the year for the district focus on to help improve the perception within the target audiences.

3. Implementation

To ensure the communication plan is effective, IdeaBank will also help with implementation. We will set you up to succeed! We also provide content throughout the year, including development of a theme for the district for the year, stories about key areas of the district and work on your annual report, all strategically tied to needs outlined in the communication plan.

4. Evaluation

Near the end of the school year, IdeaBank will repeat the surveys to assess the effectiveness of the year's communication, as well as monitor and adjust the audience preferences. This annual evaluation is not only a way to ensure the messages being delivered are being received properly, it is also the research to jump start the process all over again for the following school year.

5. On-call communication consultant

Utilizing Jack's experience with school communication and marketing, IdeaBank Education provides you with advice and consultation on any topic. You also have Jack on-call to answer questions and provide service, along with the rest of the experts at IdeaBank. With IdeaBank Education, Jack will be your district's personal communication strategist and on-call consultant.



Two-year In-Motion Impact Plan

The following is a look at the timeline, process and deliverables included in the two-year IdeaBank Education In-Motion Impact Plan.

Process

► **Discovery meeting:**

- ▷ Understand the superintendent and district goals and needs, set up the Planning Session (1-2 hours)

► **Planning Session:**

- ▷ District team identifies communication goals, needs, audiences, channels (1-2 hours)

► **Surveys:**

- ▷ *IdeaBank conducts and analyzes surveys*

► **Impact meeting:**

- ▷ Jack meets with district team (2-4 hours)
 - ▷ Present crisis communication flowchart, audience preferences
 - ▷ Present results of the survey and research
 - ▷ Develop key messages as a team
 - ▷ Recommendations for next steps

► **Presentation of plan:**

- ▷ Presentation meeting: Jack presents final plan to district team
- ▷ Board of Education report: Jack presents plan and survey summary to school board

Deliverables

With the two-year In-Motion contract, Hastings Public Schools will get:

- On-call communication consulting for superintendent
- Yearly district communication plan
 - ▷ Communication goals and measurables
 - ▷ Crisis communication plan
 - ▷ Media interaction plan
 - ▷ Key messages and communication calendar
 - ▷ Audience expectations
- Annual spring communication survey
 - ▷ Board of education presentation
 - ▷ Analysis and raw data
- Annual report design and content
- Annual district theme and campaign support
- Nine written stories tied to communication plan each year
- Board and administration communication training sessions



Timeline

► **January 2021:**

- ▷ Discovery meeting

► **February 2021:**

- ▷ Planning session with district team

► **March-May 2021:**

- ▷ Survey of all audiences

► **June 2021:**

- ▷ Impact meeting with district team

► **July 2021:**

- ▷ Presentation of 2021-2022 communication plan
- ▷ Board of Education presentation
- ▷ Plan for start of school year/theme

► **August 2021:**

- ▷ Back to school
- ▷ Story/content (1)
- ▷ Implementation of plan
- ▷ Start of school year theme

► **September 2021:**

- ▷ Story/content (2)

► **October 2021:**

- ▷ Story/content (3)
- ▷ Annual report planning

► **November 2021:**

- ▷ Story/content (4)
- ▷ Annual report production

► **December 2021:**

- ▷ Story/content (5)
- ▷ Annual report distribution

► **January 2022:**

- ▷ Story/content (6)

► **February 2022:**

- ▷ Discovery meeting/survey planning
- ▷ Story/content (7)

► **March 2022:**

- ▷ Story/content (8)
- ▷ Survey of all audiences

► **April 2022:**

- ▷ Story/content (9)

► **June 2022:**

- ▷ Impact meeting with district team

► **July 2022:**

- ▷ Presentation of 2022-2023 communication plan
- ▷ Board of Education presentation
- ▷ Plan for start of school year/theme

► **August 2022:**

- ▷ Back to school
- ▷ Story/content (1)
- ▷ Start of school year theme

► **September 2022:**

- ▷ Story/content (2)

► **October 2022:**

- ▷ Story/content (3)
- ▷ Annual report planning

► **November 2022:**

- ▷ Story/content (4)
- ▷ Annual report production

► **December 2022:**

- ▷ Story/content (5)
- ▷ Annual report distribution
- ▷ *RENEW CONTRACT*

► **January 2023:**

- ▷ Story/content (6)

► **February 2023:**

- ▷ Discovery meeting/survey planning
- ▷ Story/content (7)

► **March 2023:**

- ▷ Story/content (8)
- ▷ Survey of all audiences

► **April 2023:**

- ▷ Story/content (9)

► **June 2023:**

- ▷ Impact meeting with district team

► **July 2023:**

- ▷ Presentation of 2023-2024 communication plan
- ▷ Board of Education presentation
- ▷ Plan for start of school year/theme

► **August 2023:**

- ▷ Back to school
- ▷ Story/content (1)
- ▷ Start of school year theme

► **September 2023:**

- ▷ Story/content (2)

► **October 2023:**

- ▷ Story/content (3)
- ▷ Annual report planning

► **November 2023:**

- ▷ Story/content (4)
- ▷ Annual report production

► **December 2023:**

- ▷ Story/content (5)
- ▷ Annual report distribution



One-time Impact Plan

The following is a look at the timeline, process and deliverables included in the one-time IdeaBank Education Impact Plan.

Deliverables

- ▶ District communication plan
 - ▷ Communication goals and measurables
 - ▷ Crisis communication plan
 - ▷ Media interaction plan
 - ▷ Key messages and communication calendar
 - ▷ Audience expectations
- ▶ Annual spring communication survey
 - ▷ Board of education presentation
 - ▷ Analysis and raw data

7-Month Timeline

▶ **January 2021:**

- ▷ Discovery meeting - understand the superintendent and district goals and needs, set up the Planning Session

▶ **February 2021:**

- ▷ Planning session with district team - group works to identify communication goals, needs, audiences, channels

▶ **March - May 2021:**

- ▷ *IdeaBank conducts and analyzes surveys*

▶ **June 2021:**

- ▷ Impact meeting with district team -
 - ▷ Present crisis communication flowchart, audience preferences
 - ▷ Present results of the survey and research
 - ▷ Develop key messages as a team
 - ▷ Recommendations for next steps
 - ▷ Jack and the IdeaBank team finish the production of the communication plan

▶ **July 2021 (optional):**

- ▷ Presentation meeting: Jack presents final plan to district team
- ▷ Board of Education report: Jack presents plan and survey summary to school board



Your Investment

Pricing based on student enrollment

MULTI-YEAR IN-MOTION IMPACT PLAN

MULTI-YEAR PLAN (\$7 per student)

\$25,270/YEAR (\$2,160/MONTH)

- Includes research and surveys, planning, implementation and evaluation; on-call support; content development and district training sessions

ONE-TIME IMPACT PLAN

ONE-TIME PLAN (\$5 per student)

\$18,500/YEAR (\$3,084/MONTH)

- Includes research, surveys and communication plan



Why IdeaBank is uniquely qualified to serve you.

IdeaBank is a well-rounded, full-service marketing communications company with vast experience in planning and executing successful marketing strategies. Thanks to our strong in-house capabilities and depth of knowledgeable staff, we have the ability to produce most every component of your marketing programs in-house, resulting in greater synergy and brand-building continuity.

IdeaBank has helped many companies and organizations conduct successful programs.

A sampling of those we've served in this capacity includes:

- Hope Harbor in Grand Island
- Grand Island Area Community Foundation
- Memorial Community Health in Aurora
- Tom Dinsdale Automotive
- Howard County Foundation
- CRANE Public Transit
- Community Hospital in McCook
- Adams Central Public Schools

IdeaBank has a depth of experience in serving public school districts and in providing the type of services you are seeking. Please refer to the case studies and list of clients we've included in this proposal as examples of our ability to respect the budgets and missions of these types of organizations.

IdeaBank offers expertise in digital marketing. We know that traditional mediums are not always the most effective at reaching an audience. Digital marketing efforts have become a viable and engaging way to connect with a growing number of target audiences. We will perform evaluations of your digital audience and platforms and present our insights and recommendations as part of a plan customized for your organization.

IdeaBank is fortunate to have a team of creative and conscientious individuals who work closely with each other – and our clients – to achieve the best possible results. Our collaborative spirit helps bring the very best solutions to the surface, and thanks to our depth of staff, assignments for this project can be shared among staff members to make sure they stay on schedule.

IdeaBank understands that as a public school district, your budget is limited. Whether we're billing hourly or pricing work on a per-project basis, we'll make the most of your budget. With a three-year contract, we can spread certain costs out for you. Developing foundational materials that can be used for years in the future and repurposing their content to meet other marketing tactics will help maximize your budget.



Qualifications

IdeaBank has been a leading marketing firm in greater Nebraska for more than 35 years.

Our company was founded in 1982 by Ann Martin and Bob Portwood in Hastings, Nebraska. Originally known as Portwood & Martin Advertising, the agency changed its name to Portwood, Martin, Jones when Sherma Jones became a partner in 1993.

In 1997, we purchased and remodeled the historic City National Bank building at Second and Hastings streets in Hastings, giving our growing company the additional space it needed, as well as an excellent opportunity to rebrand our firm as a progressive marketing communications company. Thus, IdeaBank Marketing was born, and our company indeed continued to grow.

In 2016, Anthony May became a partner, thus helping to assure IdeaBank Marketing a strong and vibrant future.

IdeaBank offers the marketing services you need to reach your goals.

We currently have a staff of 12 talented and experienced individuals including marketing strategists, designers, copywriters, website developers, and media buyers. We've recently added a digital marketing strategist to help our clients benefit from this highly targeted, affordable, flexible, and ever-changing method of communication.

The services we offer include:

- ✔ Corporate identity and logo design
- ✔ Brand development and management
- ✔ Marketing strategies, plans, and budgets
- ✔ Public relations
- ✔ Event marketing
- ✔ Website design and development
- ✔ SEO and SEM
- ✔ Video
- ✔ Campaign development and execution, which may include:
 - ⚙ Social, search, and email marketing
 - ⚙ Print advertising
 - ⚙ Billboard, tradeshow, point of purchase
 - ⚙ Direct mail
 - ⚙ Collateral
 - ⚙ Television and radio



Meet the IdeaBank Team

Account Service Team



Sherma Jones, owner + creative director, has skills as a chief strategist, motivational specialist, presentation expert and talent developer. She joined the agency's staff in 1988 and became a partner in 1993. Jones has experience in concept development, project planning, technical production and interactive design. She graduated from the University of Nebraska - Lincoln in 1986 with a degree in advertising.



Anthony May, owner + digital director, is skilled in web design, social marketing, email marketing, video, print design and trend monitoring. He became a partner in 2016 after being on staff for several years. With a degree in broadcast journalism from Hastings College, May has a background in newspaper, television and radio and experience in TV and radio advertisements, websites and video projects.



Jack Sheard, marketing strategist, uses his experience working for newspapers and the Grand Island Public Schools to find creative marketing solutions for a wide variety of clients. His skills include school district communications, reputation management, writing and editing, and online management. He earned a Bachelor of Science in journalism/mass communication with a minor in multimedia from the University of Nebraska at Kearney in 2000.

Production Team



Melissa Struss, project management, brings experience in digital marketing, multimedia strategies, reputation management, web and print design, photography and videography, and media relations to the IdeaBank team. She earned a Bachelor of Arts in broadcasting-sports emphasis with a minor in visual media from Hastings College. She previously worked in the corporate, nonprofit and professional sports fields.



Matt Hodtwalker, print design and technologies, is skilled in design and production, typography, Adobe Creative Suite, EasyCatalog, Illustrator, InDesign and Photoshop. His experience includes work on a variety of print media, brochures, catalogs, ads and display items. Hodtwalker earned his associates degree in graphic design, illustration and computer graphics from the Creative Center in Omaha.



Tina Muth, print design and production, is skilled in typography, Adobe Creative Suite, Illustrator, InDesign and Photoshop. She has experience in producing logos, brochures, package designs and catalogs. Muth earned her Bachelor of Fine Arts in graphic design from the University of Nebraska-Kearney in 1994.



Julie Fahrlander, web project management and service, has skills in project management, client services, estimating, email marketing, print design and illustration. With a degree in graphic design from the University of Nebraska-Kearney, she has worked for a wide-range of companies from Omaha to Dallas. Her background includes experience as an art director, webmaster, print and multimedia designer, and illustrator.



Garrett Griess, lead developer, supplements his web design and development talents with skills in programming, graphic design, illustration, photography, videography, and video and audio editing. He has won numerous awards for his work on websites for newspapers in Central Nebraska. He earned his Associate of Applied Science in media arts from Central Community College in Hastings in 2004.



Darin Hudson, web programming and technical support, has skills including systems integration, reporting, web support and trend monitoring. Hudson understands the planning, coding, links and technology that go into making an attractive and functional website. His experience and coding techniques allow him to spot potential problems before they occur.



R.J. Post, copywriting and content creation, worked as a newspaper reporter and editor for 31 years before joining IdeaBank and now produces copy for print, broadcast and online communications. He also has skills in editing and proofreading. Post earned his Bachelor of Arts in English from St. Mary of the Plains College in Dodge City, Kansas.



Caleb Groves, production assistant, brings skills in scheduling and management, production workflow, web and print design, social media and administrative support to the IdeaBank roster. His advertising designs have won awards from the Nebraska Press Association. A skilled illustrator with an interest in animation, Groves earned a Bachelor of Arts in studio art from Hastings College.

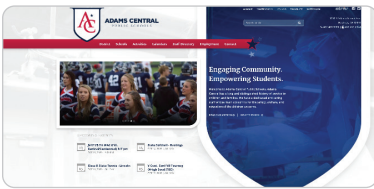


Carla Maurer, finance management, handles the agency's bookkeeping and HR responsibilities. She handled the finances of area nonprofits for 30 years before joining IdeaBank. Maurer earned her associate's degree in accounting at Spencer School of Business in Grand Island and has gained a wide range of organizational skills through volunteer work.



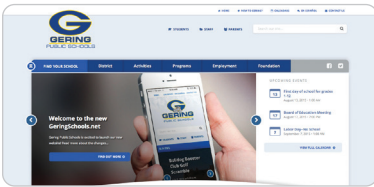
Our Experience

During our 35-year history, we have produced websites and communication resources for dozens of educational organizations.



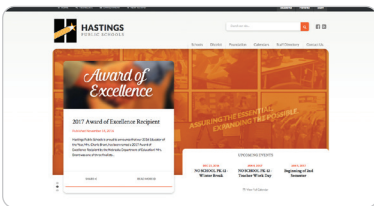
Adams Central Public Schools [adamscentral.us]

IdeaBank designed a site that is easy to navigate and leads parents and students quickly to their schools information. We created a management platform for teachers to easily maintain their school's information. IdeaBank trained over 60 teachers and staff to manage the system.



Gering Public Schools [geringschools.net]

The new Gering website serves as a communication hub for students, parents and the community. Each school has its own section, accessed on the "Find Your School" tab. Schools are distinct but still connected to the main site, include section banners, a slideshow and photo gallery.



Hastings Public Schools [hastingspublicschools.org]

The website IdeaBank created for Hastings Public Schools is not only easy for the staff to maintain, but sorts and organizes information in a manner that makes it easy to find. The new design features a consistent look throughout the entire site, unifying all schools under one shared umbrella while allowing individual pages for each school and department.



Norfolk Public Schools [norfolkpublicschools.org]

IdeaBank developed a website and logo for the Norfolk Public Schools district. The redesign offers simplified organization to make navigation easy. Our GearsCMS is an intuitive system that allows straightforward content editing and maintenance and expands when needed.



Ossining Union Free School District [ossiningufsd.org]

The Ossining Union Free School District of New York needed a website that is intuitive, mobile-friendly, and well organized. IdeaBank created a site with designs that provide an enjoyable experience on any device. We also programmed numerous other features for a site that is easy to navigate.



Greater Grand Island Community Foundation

IdeaBank Marketing helped the Greater Grand Island Community Foundation rebrand their organization, developing a new name and brand to help them better connect with donors and the community.

As part of the branding effort, IdeaBank developed:

- ✿ Organization Name
- ✿ Collateral Materials
- ✿ Annual Impact Report
- ✿ Tagline + Messaging
- ✿ Logo Design
- ✿ Announcement Event + Materials





Hope Harbor Corporate Identity

Upon completion of a successful capital campaign, Hope Harbor was poised for a refresh of its corporate identity. The momentum and success of the campaign allowed Hope Harbor to seamlessly introduce a new logo and slogan. IdeaBank's services included:

- Adapting components of capital campaign theme to build new Hope Harbor logo
- Identifying color palette and corporate presentation of brand
- Developing slogan to help identify Hope Harbor's purpose: "A shelter from the storm."





These clients trust us with their projects.

We work with clients of every size, in a wide variety of sectors, including private business, manufacturing, industries, nonprofit and governmental organizations, education, healthcare, and more.



Thank You!

IdeaBank Marketing welcomes this opportunity to work with the Hastings Public Schools.

We hope the information in this initial proposal answers any questions you may have about our agency and the ways we can help you develop a strong identity and cohesive brand presentation. If you have any further questions, please contact us. It would be our pleasure to continue to build a relationship with Hastings Public Schools.



For more information, please contact:
Jack Sheard (jack@ideabankmarketing.com)

IdeaBank Marketing

701 W. Second St.
PO Box 2117
Hastings, Nebraska 68901-2117
402 463 0588
ideabankmarketing.com

PERSONNEL

Certificated Staff Resignation(s)/Retirement(s) – Lisa Nelson

The administration recommends acceptance of the following certificated retirement(s)/resignation(s):

Lisa Nelson retiring from Special Education position at Senior High effective the end of the 2020-21 school year.

Certificated Staff Appointment(s) – Carlyn Byrnes

The administration recommends the following certificated staff appointment(s):

Carlyn Byrnes to Grade 04 Teacher position at Watson due to the death of a staff member. Ms. Byrnes will be placed at MA-1 according to the 2020-21 certificated salary schedule. Contract will be prorated for the 2nd semester. Information about Ms. Byrnes is attached.

Extra Standard Resignation – Michelle Haase

The administration recommends acceptance of the following extra standard resignation(s):

Michelle Haase from 7th Grade Volleyball effective the end of the 2020-21 season.

Extra Standard Appointment(s) – Cynthia Hinrichs, Kelsey Keever

The administration recommends acceptance of the following extra standard appointment(s):

Cynthia Hinrichs to Learning Team Liaison (Elementary Special Education – split position) to replace Carol Caba who retired. Position has been unfilled since 2017-18. Ms. Hinrichs will be paid the Learning Team Liaison stipend of \$434.28 (1/2 split) according to the 2020-21 extra standard salary schedule.

Kelsey Keever to Learning Team Liaison (Elementary Special Education – split position) to replace Carol Caba who retired. Position has been unfilled since 2017-18. Ms. Keever will be paid the Learning Team Liaison stipend of \$434.28 (1/2 split) according to the 2020-21 extra standard salary schedule.

Classified Staff Releases/Resignations/Retirements – Charles Benson, Tina Clark, Brad Duhachek, Floreign Enderina, Naomy Gomez, Rachel Lemirand, Jessica Loya, Sharon Strampher, Brittany Zade

The administration recommends acceptance of the following classified retirement(s)/resignation(s):

Charles Benson resigned from Evening Custodian position at Senior High effective 11/18/20.

Tina Clark resigning from Elementary Secretary position at Hawthorne effective 12/11/2020.

Brad Duhachek resigning from Head Day Custodian position at Senior High effective 2/1/2021.

Floreign Enderina resigning from EL Paraeducator position at Middle School effective 12/11/2020.

Naomy Gomez resigning from EL Paraeducator position at Senior High effective 12/18/2020.

Rachel Lemirand resigned from Special Education Skills 3 Paraeducator position at Senior High effective immediately.

Jessica Loya resigning from Attendance Secretary at Senior High effective 12/18/2020.

Sharon Strampher resigned from School Nurse/RN position effective 11/30/2020.

Brittany Zade resigned for Paraeducator position at Lincoln effective 12/03/2020.

Classified Staff Transfer(s) – Thomas Frase, Dawn Meyers

The administration recommends the following classified staff transfer(s):

Thomas Frase from Evening Custodian at Senior High to Evening Custodian at Middle School to replace Trevor Cox. Transfer is effective 11/10/2020. Mr. Frase's wage will remain the same according to the 2020-2021 classified salary schedule.

Dawn Meyers from Special Education Skills 3 Paraeducator at Middle School to Special Education Skills 2 Paraeducator at Senior High to replace Laura Morris who resigned. Transfer is effective 11/10/2020. Ms. Meyers' wage will remain the same according to the 2020-2021 classified salary schedule.

Classified Staff Appointment(s) – Destiny Curtis, Christopher Faber, Teresa Knoedler, Benjamin Larson, Ryan Voboril

The administration recommends the following classified staff appointment(s):

Destiny Curtis to Elementary Secretary position at Hawthorne to replace Tina Clark who resigned. Ms. Curtis will be paid the starting wage for Elementary Secretary, with adjustment for education and experience, according to the 2020-2021 classified salary schedule.

Christopher Faber to General Maintenance position to replace Cynthia Svoboda who retired. Mr. Faber will be paid the starting wage for General Maintenance, with adjustment for education and experience, according to the 2020-2021 classified salary schedule.

Teresa Knoedler to new CNA/Med Aide position. Ms. Knoedler will be paid the starting wage for CNA/Med Aide, with adjustment for education and experience, according to the 2020-2021 classified salary schedule.

Benjamin Larson to Special Education Skills 3 Paraeducator position at Senior High to replace Linda Colburn who retired. Mr. Larson will be paid the starting wage for Skills Paraeducator, with adjustment for education and experience, according to the 2020-2021 classified salary schedule.

Ryan Voboril to Evening Custodian position at Senior High to replace Thomas Frase who transferred to another position. Mr. Voboril will be paid the starting wage for Evening Custodian, with adjustment for education and experience, according to the 2020-2021 classified salary schedule.

ENTRANCE - ADMISSIONS

All persons age five through twenty who reside within the boundaries of this School District may attend public schools without payment of tuition. Upon a student's twenty-first birthday, all services shall be discontinued unless the student has an identified handicapping condition and is receiving special education services (see Board of Education Policy 604.03). In addition, persons who do not reside in the District may be admitted under Board of Education policies relating to non-resident students or by specific action of the Board of Education.

The Board of Education may establish fees for students to attend summer programs.

A birth certificate, or other acceptable proof of legal age, and proof of residence are required prior to admission.

In accordance with Nebraska law, a physical examination by a qualified physician, physician assistant, or nurse practitioner is required within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school, provided no such physical examination shall be required of any child whose parent or guardian objects thereto in writing. The cost of such physical examination shall be borne by the parent or guardian of each child who is examined.

In addition, also in accordance with Nebraska law, students shall be immunized against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, varicella, and any other required immunizations prior to enrollment. Any student not in compliance shall not be permitted to continue in school. Exceptions shall be granted for the following: (1) medical exceptions for health reasons substantiated by a signed statement submitted from a physician; or (2) religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The cost of immunization shall be borne by the parent or guardian of each child immunized.

Kindergarten

In accordance with Nebraska law, a child must be five (5) years of age on or before July 31 of the current school year in order to enter kindergarten. Students who will reach the age of five years on or after August 1 and on or before

October 15 of such school year may be admitted if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child has demonstrated the capability of carrying the work of kindergarten.

To initiate the procedure for determining if a child is considered capable of carrying out the work of kindergarten, the parent or guardian will make application for early entrance. Upon review of the application materials, the District will either counsel the parents about concerns with the child's skills in meeting the demands of the kindergarten curriculum or recommend the administration of a developmental assessment by District personnel. Based on the results of the developmental assessment, the child may be admitted for early entrance.

Middle School

To enter Middle School, students must have met the criteria established for elementary promotion or the criteria established here for students transferring from non-accredited schools.

Senior High

To enter Senior High School, a student must have met the criteria established for Middle School promotion for students enrolled in the Hastings Middle School or the criteria established here for students transferring from non-accredited schools.

Transfer Students

A student transferring from an accredited school will be placed in Hastings Public Schools at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

A student transferring during grades 9-12 will be responsible for meeting all graduation requirements of the Hastings Public Schools if the student desires to earn a Hastings High School diploma. Credits earned during grades 9-12 at an accredited school will be counted toward Hastings High School graduation requirements.

Credits earned from non-accredited schools in grades 9-12 must be verified by subject matter tests, based on the curriculum of the Hastings Public Schools, originated and given by Hastings High School teachers teaching the courses for which verification is sought. Based on the performance of a student on such a subject matter test, in comparison to other students in the class receiving credit, the principal will determine the amount of credit to be awarded, if any. Disputes arising over the determination or awarding of credit may be appealed to the Superintendent of Schools.

A student transferring from a non-accredited school during grades 1-8 will be placed according to the student's age, his/her performance on standardized achievement test(s), and/or any other appropriate sources of information. If a student scores lower than one grade level below the grade level appropriate for his/her age level, the student may be placed at a grade level one or two grades below the grade level appropriate for his/her age level. All other students will be placed at the grade level appropriate for their age level. Disputes arising over the grade placement of a student may be appealed to the Superintendent of Schools.

The District administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: N.D.E. Rule 10 (92 NAC 10), Rule 19, and Rule 13
R.R.S. 79-215, 79-201, 79-444.01, 79-444.06, and 79-444.07

Approved 12-15-03 Reviewed 11-15-11; 6-17-19; 7-15-19 Revised 12-19-11; 7-15-19

HASTINGS PUBLIC SCHOOLS

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To initiate the procedure for determining if a child is considered capable of carrying out the work of kindergarten, the parent or guardian will make application for early entrance. **The application must be received by the District by May 1st.** Upon review of the application materials, the District will either counsel the parents about concerns with the child's skills in meeting the demands of the kindergarten curriculum or recommend the administration of a developmental assessment by District personnel. Based on the results of the developmental assessment, the child may be admitted for early entrance.

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Approved 12-15-03 Reviewed 11-15-11; 6-17-19; 7-15-19 Revised 12-19-11; 7-15-19

HASTINGS PUBLIC SCHOOLS