



Work Session

Thursday, February 12, 2026 @ 6:00 PM Central
Board Room at HPS District Offices, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -
2. Announcement - Becky Sullivan -
3. Welcome to HEA reps and guests - Becky Sullivan -
4. Review Board Norms/Goal - Becky Sullivan -
5. Board Report - Becky Sullivan -
6. SUPERINTENDENT'S REPORT - Dr. Christopher Prososki -
7. Policy Review: Second Half of the 4000 Series Policies -
8. Table Policy 4032: Professional Growth & Policy 4041: Staff Dress and Appearance -
9. Policy 4029: Salary Schedule for Certificated Employees -
10. 2026-27 Negotiated Agreement - Dr. Christopher Prososki -
11. Approve Substitute Teacher pay rate for 2026-27 - Dr. Tom Szlanda -

12. Approve Classified Staff increases and Appendix A for 2026-2027 - Dr. Tom Szlanda -

13. Approve Administrative Staff increase for 2026-2027 - Dr. Christopher Prososki -

14. Approve revised 215- and 225-day Principal Contracts — Dr. Christopher Prososki -

15. Approve Superintendent's Salary - Becky Sullivan, Jodi Graves, and Jim Boeve -

16. Discuss proposal for HMS Activity Director extra standard salary addition - Dr. Christopher Prososki -

17. Approve revised 2026-27 District and Preschool Calendars — Kristen Slechta -

18. Approve purchase of Musical Instruments — Dr. Christopher Prososki -

19. Approve purchase of upgraded Business Classroom computer workstations — Kristen Slechta -

20. Approve addition of Middle School Intro to Computer Science course — Kristen Slechta -

21. Approve student foreign travel request — Kristen Slechta -

22. Approve Paper Bid - Dr. Thomas Szlanda -

23. *Consent Agenda - Dr. Thomas Szlanda -

24. OPPORTUNITY FOR PUBLIC TO BE HEARD - Becky Sullivan -

25. Reminders - Becky Sullivan -

26. Adjournment - Becky Sullivan -

***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.

4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4031

Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4034
Staff Handbook

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4037 Reduction In Force

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. **Definition of Reduction in Force.** A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.
2. **Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.
3. **Criteria for Reduction in Force.** The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
 - a. Programs to be offered;
 - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the

endorsement(s) shown on each teacher's Nebraska Teaching Certificate;

- c. State and federal laws or regulations that may mandate certain employment practices;
 - d. Involvement in the programs and activities sponsored by the school district;
 - e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
 - f. The organizational and educational effect caused by multiple part-time certificated employees;
 - g. Formal and informal evaluation of staff performance by supervising administrators and if evaluations will be used as a criterion for a given reduction-in-force, the evaluation procedures shall be those adopted by board policy in effect at the time of the reduction and the evaluation forms shall be those on file with the Nebraska Department of Education for the district;
 - h. Any other reasons that are rationally related to the instruction in or administration of the school district.
4. **Consideration of Uninterrupted Service.** If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.
- a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
 - b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
 - c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
 - d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. **Rights of Recall.**

- a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.
- b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
- c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year of years of absence from employment shall not be considered as a year or years of employment by the district.
- d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. **Current Teaching Certificate.**

- a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
- b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. **Address Records.**

- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4038
Classified Staff Defined

The term "classified staff" means all employees other than certificated teachers and administrators. Classified staff employees are employed at will, and their employment may be amended or terminated at any time and without any cause.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4039
Employment of Classified Staff

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers (except certificated Nebraska school administrators or teachers) and keep a copy of that record on file and shall update it during the calendar year that coincides with the expiration of the driver's motor vehicle operator's license. Otherwise, the superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant. Criminal history or background checks shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4040
Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent or their designee on the terms stated.

Custodian Staff, Maintenance Staff, and Transportation Staff (12-month)

Employed on a 12-month full-time basis.

Provided appropriate level of insurance coverage based on Tier I or Tier II hiring status.

Allowed two weeks paid vacation after 6 months of employment; 3 weeks after 12 years; 4 weeks of vacation after 20 years.

Allowed 10 days of sick leave per year.

Allowed 10 paid holidays to include: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, and 2 floating holidays to be taken on non-student days.

Allowed 2 personal leave days.

Secretary (12-month)

Employed on a 12-month full-time basis.

Provided appropriate level of insurance coverage based on Tier I or Tier II hiring status.

Allowed two weeks paid vacation after 6 months of employment; 3 weeks after 12 years; 4 weeks of vacation after 20 years.

Allowed 10 days of sick leave per year.

Allowed 10 Paid holidays to include: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, and 2 floating holidays to be taken on non-student days.

Allowed 2 personal leave days.

Secretary, Bus Drivers (9/10-month)

Employed on an hourly basis only as needed.

Provided appropriate level of insurance coverage based on Tier I or Tier II hiring status.

Allowed 10 days of sick leave per year.

Allowed 8 Paid holidays to include: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, Good Friday, Memorial Day, and 1 floating holiday to be taken on a non-student day.

Allowed 2 personal days per year.

Paraeducators, Bus Monitors (9-month)

Employed on an hourly basis only as needed.

Allowed 9 days of sick leave per year.

Allowed 6 Paid holidays to include: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, and Good Friday.

Allowed 2 personal days per year.

Classified Employees with Salaried Positions:

Custodial Supervisor, District Accountant/Business Manager, Executive Secretary to the Superintendent & Payroll, Foundation Executive Director, Learned Professional, Maintenance Supervisor, Technology/Data Coordinator, Technology Facilitator, Transportation Coordinator (12-month salaried positions)

Employed on a 12-month full-time basis.

Provided appropriate level of insurance coverage based on Tier I or Tier II hiring status.

Allowed two weeks paid vacation after 6 months of employment; 3 weeks after 12 years; 4 weeks of vacation after 20 years.

Allowed 10 days of sick leave per year.

Allowed 10 paid holidays to include: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, and 2 floating holidays to be taken on non-student days.

Allowed 2 personal leave days.

School/Community Liaison (9-month salaried position)

Allowed 8 days of sick leave per year.

Allowed 2 personal days per year

Registered Nurses (185-day salaried position)

Allowed 8 days of sick leave per year.

Allowed 2 personal days per year (the Registered Nurse will be paid an amount equal to the gross compensation of a substitute teacher for any portion of his or her unused day(s) each year.)

Physical Exam

Any non-certified school employees who are required to do so by law must have a yearly physical examination.

Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.

The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent. If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

Non-Certified Substitute Pay

A substitute for a non-certified staff member will be paid on an hourly rate set each year by the school board.

Other Provisions Applicable to All Classified Staff

Classified employees who work more than 40 hours in a workweek shall receive either: (1) overtime payment at 1½ times their regular hourly rate for each hour over 40 worked, (2) compensatory time if agreed, or (3) overtime based on the method contained in their individual employment agreement as long as it is consistent with state and federal law.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

Salary Range for Classified Staff

Approved 02/16/2026

Effective 08/08/2026

<u>Work Classification</u>	<u>Entry Level Salary Range</u>
Master Plumber/HVAC	\$23.50 - \$28.50
Master Electrician	\$23.50 - \$28.50
Accompanist	\$23.50 - \$27.50
Licensed Practical Nurse	\$23.00 - \$26.00
Interpreter/Translator	\$22.50
Master Mechanic	\$21.75 - \$26.00
Master Carpenter	\$20.75 - \$24.50
Technology Assistant (Classified)	\$20.50 - \$24.50
Bus Driver	\$19.00 - \$21.50
Mechanic	\$18.00 - \$20.50
Administrative Asst Level II	\$19.00 - \$20.50
Director Admin Asst	
Payroll Admin Asst	
Federal Programs Admin Asst	
Central Office Admin Asst	
Senior High Head Admin Asst	
Middle School Head Admin Asst	
Like Skills/Emotional Disorder Paraeducator	\$18.50 - \$19.50
Grounds and Maintenance Level II	\$18.50 - \$19.50
Groundskeeper	
Nurse Assistant (CMA)	\$18.00 - \$19.00
Custodian V	\$18.00 - \$19.00
Senior High Head Day Custodian	
Administrative Asst Level I	\$17.50 - \$18.50
Middle School Admin Asst	
Senior High Admin Asst	
Elementary Admin Asst	
Custodian IV	\$16.50 - \$17.50
Middle School Head Day Custodian	
In-School Suspension Supervisor	\$16.50 - \$17.50
Custodian Level III	\$16.50 - \$17.50
Senior High Head Night Custodian	
Custodian Level II	\$16.25 - \$17.25
Elementary Head Custodian	
Middle School Head Night Custodian	
Custodian Level I	\$15.75 - \$16.75
Day Custodian	
Night Custodian	
Grounds and Maintenance Level I	\$15.75 - \$16.75
General Maintenance	
Grounds Worker	
Supply Clerk	
Bus Monitor	\$15.50 - \$16.50

Paraeducator	\$15.50 - \$16.50
Classroom Paraeducator	
Clerical Paraeducator	
Media Paraeducator	
Technology Paraeducator	
Summer Help	\$15.00

Periodic salary increases, approved by the Board of Education, will be applied to each individual's assigned hourly wage.

Trained personnel in asbestos removal will be paid \$3.00 per hour in addition to their regular hourly wage during mask-time removal.

Classified Employees with Salaried Positions

Salaries for the following work classifications are determined each year based upon the percentage increase provided to all classified employees:

- Custodial Supervisor
- District Accountant
- Executive Administrative Asst to the Superintendent
- Foundation Executive Director
- Learned Professional
- Maintenance Supervisor
- Registered Nurse
- School/Community Liaison
- Technology/Data Coordinator
- Technology Facilitator
- Transportation Coordinator

**2026-2027 RN Salary Schedule
Based on the Teacher Salary Schedule**

<u>Level</u>	<u>RN</u>	<u>RN (BSN)</u>
1 st year	\$ 40,600	\$ 42,224
2-3 years	\$ 42,224	\$ 43,848
4-5 years	\$ 43,848	\$ 45,472
6-7 years	\$ 45,472	\$ 47,096
8-9 years	\$ 47,096	\$ 48,720
10-11 years	\$ 48,720	\$ 50,344
12-13 years	\$ 50,344	\$ 51,968
14-15 years	\$ 51,968	\$ 53,592

**A new RN would be placed at the appropriate Level based on education and experience. If a 1st year RN, the nurse would move to the next Level in Year 2. Movement for other years would take place after two years at the same position. There would still be yearly raises that would follow the teacher salary schedule.

4042
Employee Social Security Numbers

Nebraska law prohibits employers from using or publishing an employee's social security number except under certain specified circumstances. This district shall comply with this law and take reasonable steps to protect the confidentiality of employees' social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee's social security number as an employee identification number or in any other reasonable manner.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4043

Professional Boundaries and Appropriate Relationships Between Employees and Students

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.

- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g., by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g., by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are: in-person, school e-mail accounts, ParentSquare, Google classroom, Google Meet, & and Zoom. Employees may use the following personal communication systems to communicate with students: district run social media accounts, and other

approved personal communication systems. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling (402) 461-2380, the county sheriff at (402) 461-7181, or the Nebraska State Patrol at (308) 385-6000.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4044 Political Activity by Staff Members

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee's work time (including duty-free lunch and planning periods):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.
2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.

3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.
5. Providing employees with additional compensation or benefits for engaging in political activities.
6. Representing an employee's personal political position as the position of the school district or the board of education.
7. Engaging in any other activity prohibited by state law.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4045
Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth unless otherwise required by law.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4046

Internet Searches Regarding Potential Employees

Members of the administrative team or of a hiring committee (hereinafter "the committee") may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check shall be made until the school district has determined that the applicant meets the minimum employment qualifications:

1. The committee may conduct internet searches using candidates' full names and any aliases. The committee may also search candidates' full names and any aliases on Facebook, Instagram, LinkedIn, Twitter, YouTube, and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, the committee must also conduct an identical search of all applicants' names.
3. The committee may not use deception to gain access to applicants' social networking pages, blogs, or other on-line media and will not require applicants for employment to provide the district with their username or password to personal social media accounts.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with the applicant for confirmation of accuracy, if appropriate.
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
 - a. Disparaging remarks made about current or former co-workers, supervisors, or employers;
 - b. Discriminatory, harassing, or demeaning behavior or comments;
 - c. Unprofessional, lewd, or obscene behavior or remarks;
 - d. Criminal activity;

- e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought; and
 - f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.
6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4048

Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
 - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
 - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska Student-Centered Assessment System Security Procedures;
 - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and

- ensuring the security of all test materials.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. State Accountability Tests

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4050
Overtime and Compensatory Time

Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

The district may grant compensatory time in lieu of overtime pay at a rate of one and one-half (1½) hours off for each hour of overtime the employee worked. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked. When an employee has accrued 240 hours of compensatory time, the district shall pay him/her at the rate of one and one-half (1½) times his/her regular rate of pay for each additional hour of overtime. An employee who asks to use compensatory time shall be permitted to use it within a reasonable period after the request if its use does not unduly disrupt the district's operations.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (1) the average regular hourly rate paid to the employee during the last three years of his/her employment, or (2) the final regular hourly rate paid to the employee, whichever is higher.

Payment for unused compensatory time shall be at the employee's regular rate of pay for each hour of compensatory time, not one and one-half (1½) times the regular rate of pay.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Hastings Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.
2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory;
4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

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Revised on: _____

Reviewed on: _____

4052
Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4053 Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes

prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
 - c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.
3. Employing Members of the Immediate Family.
- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - (1) The employee does not abuse his or her position.
 - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
 - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
 - (4) The board approves the employment or supervisory position.

- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
 - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
 - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.
6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than \$150,000 Per Year
- a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.
 - b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.
 - i. When assessing whether a conflict of interest exists, qualifying staff members should assess whether the benefit or detriment

identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.

- ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.
- c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:
- i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and
 - iii. Abstain from participating in the matter in which the employee has a conflict of interest.
- d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.
7. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4054 Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first-year evaluations should take place (1) at or prior to the November board meeting, and (2) at or prior to the May board meeting. Annual evaluations shall generally take place during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. **The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.**

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4058
Confidentiality in School Counseling

The school district provides students with a certificated school counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

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Revised on: _____

Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 90 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

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Revised on: _____

Reviewed on: _____

4060 School Vehicle Use

Pupil Transportation Vehicles. The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students. School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the **superintendent or his or her designee**.
- Be at least 19 years of age.

School personnel must notify the **superintendent or his or her designee** about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last **3 years** - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated **5 points** or more under an operator's license point system within the last **3 years**.

The **superintendent or his or her designee** has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The **superintendent or his or her designee** will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the **superintendent or his or her designee** as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4061

Workplace or Non-Workplace Injuries or Illness and Return to Work

Reporting Workplace Injuries. Staff members who are injured while performing duties or who witness workplace injuries must report them to the superintendent or superintendent's designee as soon as possible after being injured or witnessing an injury. Staff members must prepare written statements regarding the injuries they sustained or witnessed when they are asked to do so by the school district. Failure to report a workplace injury as a witness will constitute insubordination and neglect of duty and may result in adverse employment action up to and including termination or cancellation of employment. Failure to report workplace injuries may also result in delayed or forfeited benefits to which an employee may otherwise be entitled.

Returning to Work after Workplace Injuries or Non-Workplace Injuries or Illness. Staff members whose injuries or illness prevent them from completing any or all of their duties, whether or not incurred at work, may be permitted to continue working or may be offered modified duty positions as required by law or as determined appropriate by the superintendent. This policy does not guarantee a limited or modified assignment during the recovery period unless it is otherwise required by law. The employee may be required to provide a return to work certification or report from their treating physician which delineates any restrictions, modifications, or accommodations needed to allow the employee to perform the essential functions of their position.

Termination After Workplace Injuries or Illness. Unless otherwise covered in an individual employment contract, employees may be terminated after suffering a workplace injury or illness when the district has a legitimate, nondiscriminatory reason for doing so. Such reasons include but are not limited to:

- Necessity to fill the position to maintain continuous services as required by law or district policy or standards;
- Performance deficiencies of the employee unrelated to the injury or illness;
- Unavailability of substitute or replacement employees;
- When the absence will negatively impact students' educational experience or opportunities; or
- Any other reason not otherwise prohibited by law.

The district may make such employment determinations regardless of whether the employee has returned to work and regardless of whether a medical professional has certified that the employee has reached maximum medical

improvement. In the event the injury or illness lasts beyond the amount of leave time provided by the district and by the Family Medical Leave Act, which is generally no greater than 12 weeks, the employee may be terminated even if the employee remains eligible for Workers' Compensation under state law or short or long-term disability under a policy available through the district. In no event will an employee be terminated as retaliation for filing a Workers' Compensation claim.

Termination After Non-Workplace Injuries. Unless otherwise covered in an individual employment contract or prohibited by law, employees who are unable to perform any of the essential functions of their positions with reasonable accommodation(s) due to injury or illness occurring outside of the workplace may be terminated. The employee's position or a similar position will be held open only as required by law, such as the Family Medical Leave Act.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4062 Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason. Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor. School administrators or their designees may make random checks to assess policy compliance.

Adopted on: 2-16-2026

Reviewed on: _____

Amended on: _____

4063

Extra Duty and Extended Contract Assignments for Certificated Staff

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Noncertificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

Extra Duty Assignments

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season professional

development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events; actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

Extended Contract Days

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

[OPTION 1]

Unless otherwise directed by the administration, extended contract days shall be completed prior to the first regular duty day for teachers for the impending contract year. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

[OPTION 2]

Unless otherwise directed by the administration, extended contract days shall be completed after the last regular duty day for teachers. Teachers must document their completion of extended contract days on the form provided by

the office and submit that form to their direct supervisor at the end of each month.

Payment for Extended Contract Days

[OPTION 1]

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

[OPTION 2]

Payment for extended contract days will be made in the pay period following the date on which the extended contract days are completed.

Adopted on: 2-16-2026

Reviewed on: _____

Amended on: _____

4064

Transporting Students in Employee Vehicles

[Option 1] With the permission of the superintendent or their designee, school employees may transport students in the employee's personal vehicle even if those students do not live within the employee's household. School employees who transport students in their personal vehicles and those children do not live within the employee's household must comply with the board's policies on pupil transportation and school vehicle use, including Pupil Transportation Driver Qualification Criteria.

[Option 2] School employees shall not use their personal vehicle to transport students except for those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

4032 Professional Growth

Starting in the 2026-2027 school year, every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

NOTE TO BE DELETED: PICK OPTION A OR OPTION B AND DELETE THE OPTION NOT USED

4041

[Option A] Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color may not be worn except on Friday which is considered a "dress down" day.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Adopted on: 2-16-2026

Reviewed on: _____

Revised on: _____

4041

[Option B] Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

I. Staff Expectations in Dress and Appearance

A. General Expectations in Dress and Appearance

1. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

B. Unacceptable Forms of Dress and Appearance

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
 - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
 - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
 - Shorts, except when teaching physical education class or at athletic or other activity practices.
 - Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
 - Hats, except when worn outside for sun coverage.
 - Rubber soled 'flip flop' thong sandals.
 - Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
 - Any attire which is immodest or may distract other employees or students in the learning environment.

II. Enforcement

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The Board recognizes the positive effect employees can have on students in this capacity. To this end, the Board strongly suggests and encourages employees to dress themselves, groom themselves, and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with, or have an effect on, the educational process.

Legal Reference: NDE Rule 27

Cross Reference:	305	Administrative Code Of Ethics
	404.06	Harassment by Employees
	404.08	Drug-Free Schools and Community
	408	Certificated Employee Termination of Employment
	414	Classified Staff Termination of Employment

Approved 11-18-02 Reviewed _____ Revised _____

HASTINGS PUBLIC SCHOOLS

4029

Salary Schedule for Certificated Employees

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association. This policy is intended to supplement the terms and conditions contained in the collective bargaining agreement. If there is any conflict between the terms of this policy and the collective bargaining agreement, the terms of the negotiated agreement shall control.

Horizontal Advancement. Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to August 1 of the preceding school year. The teacher must furnish the superintendent with college transcripts by September 1 for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 1, the teacher must provide the superintendent with written confirmation by September 1 from a college official attesting that the teacher has satisfactorily completed the courses.

Movement Past the BA Column. Teachers who wish to advance beyond the BA column must be accepted in a Masters Program that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Movement Past the MA Column. Teachers who wish to advance beyond the MA column must be enrolled in course work that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Superintendent's Review. The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher's acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

Vertical Advancement. A teacher may advance only one step vertically on the schedule in any year.

All newly hired certificated employees for the 2026-2027 school year, will be granted all years of credit/experience on the salary schedule.

Adopted on: 2-16-2026

Revised on: _____

Reviewed on: _____

2026-2027 BASIC SALARY PLAN
Hastings Board of Education, Hastings, Nebraska Adopted: February 16, 2026

\$40,600 Base

The Index is 4.0% X 4.0%

Base:	40,600										
Level	BA	BA09	BA18	BA27	BA36	MA	MA09	MA18	MA27	MA36	MA45
1	\$43,848 1.080	\$45,472 1.120	\$47,096 1.160	\$48,720 1.200	\$50,344 1.240	\$50,344 1.240	\$51,968 1.280	\$53,592 1.320	\$55,216 1.360	\$56,840 1.400	\$58,464 1.440
2	\$43,848 1.080	\$45,472 1.120	\$47,096 1.160	\$48,720 1.200	\$50,344 1.240	\$50,344 1.240	\$51,968 1.280	\$53,592 1.320	\$55,216 1.360	\$56,840 1.400	\$58,464 1.440
3	\$43,848 1.080	\$45,472 1.120	\$47,096 1.160	\$48,720 1.200	\$50,344 1.240	\$50,344 1.240	\$51,968 1.280	\$53,592 1.320	\$55,216 1.360	\$56,840 1.400	\$58,464 1.440
4	\$45,472 1.120	\$47,096 1.160	\$48,720 1.200	\$50,344 1.240	\$51,968 1.280	\$51,968 1.280	\$53,592 1.320	\$55,216 1.360	\$56,840 1.400	\$58,464 1.440	\$60,088 1.480
5	\$47,096 1.160	\$48,720 1.200	\$50,344 1.240	\$51,968 1.280	\$53,592 1.320	\$53,592 1.320	\$55,216 1.360	\$56,840 1.400	\$58,464 1.440	\$60,088 1.480	\$61,712 1.520
6	\$48,720 1.200	\$50,344 1.240	\$51,968 1.280	\$53,592 1.320	\$55,216 1.360	\$55,216 1.360	\$56,840 1.400	\$58,464 1.440	\$60,088 1.480	\$61,712 1.520	\$63,336 1.560
7	\$50,344 1.240	\$51,968 1.280	\$53,592 1.320	\$55,216 1.360	\$56,840 1.400	\$56,840 1.400	\$58,464 1.440	\$60,088 1.480	\$61,712 1.520	\$63,336 1.560	\$64,960 1.600
8	\$51,968 1.280	\$53,592 1.320	\$55,216 1.360	\$56,840 1.400	\$58,464 1.440	\$58,464 1.440	\$60,088 1.480	\$61,712 1.520	\$63,336 1.560	\$64,960 1.600	\$66,584 1.640
9			\$56,840 1.400	\$58,464 1.440	\$60,088 1.480	\$60,088 1.480	\$61,712 1.520	\$63,336 1.560	\$64,960 1.600	\$66,584 1.640	\$68,208 1.680
10				\$60,088 1.480	\$61,712 1.520	\$61,712 1.520	\$63,336 1.560	\$64,960 1.600	\$66,584 1.640	\$68,208 1.680	\$69,832 1.720
11					\$63,336 1.560	\$63,336 1.560	\$64,960 1.600	\$66,584 1.640	\$68,208 1.680	\$69,832 1.720	\$71,456 1.760
12					\$64,960 1.600	\$64,960 1.600	\$66,584 1.640	\$68,208 1.680	\$69,832 1.720	\$71,456 1.760	\$73,080 1.800
13					\$66,584 1.640	\$66,584 1.640	\$68,208 1.680	\$69,832 1.720	\$71,456 1.760	\$73,080 1.800	\$74,704 1.840
14						\$68,208 1.680	\$69,832 1.720	\$71,456 1.760	\$73,080 1.800	\$74,704 1.840	\$76,328 1.880
15						\$69,832 1.720	\$71,456 1.760	\$73,080 1.800	\$74,704 1.840	\$76,328 1.880	\$77,952 1.920
16										\$77,952 1.920	\$79,576 1.960
16+											\$81,200 2.000

Hastings Public Schools
Substitute Teacher Increase Proposal
Effective 8/8/2026

Increase the substitute teacher pay for the 2026-2027 school year to \$175.00 per day. This will be an increase of \$5.00 per day from the current year.

Hastings Public Schools
Classified Staff Increase Proposal
Effective 8-8-2026

1. Increase classified staff salaries by 3.5% or \$1.00 per hour, whichever is greater.
2. Raise the starting pay for all classified positions by .50 cents per hour.

*Approximate Cost = \$750,000 This includes salary and insurance (based on all current staff members returning)

APPENDIX A
Salary Range for Classified Staff
 Approved 02/16/2026
 Effective 08/08/2026

<u>Work Classification</u>	<u>Entry Level Salary Range</u>
Master Plumber/HVAC	\$23.50 - \$28.50
Master Electrician	\$23.50 - \$28.50
Accompanist	\$23.50 - \$27.50
Licensed Practical Nurse	\$23.00 - \$26.00
Interpreter/Translator	\$22.50
Master Mechanic	\$21.75 - \$26.00
Master Carpenter	\$20.75 - \$24.50
Technology Assistant (Classified)	\$20.50 - \$24.50
Bus Driver	\$19.00 - \$21.50
Mechanic	\$18.00 - \$20.50
Administrative Asst Level II	\$19.00 - \$20.50
Director Admin Asst	
Payroll Admin Asst	
Federal Programs Admin Asst	
Central Office Admin Asst	
Senior High Head Admin Asst	
Middle School Head Admin Asst	
Like Skills/Emotional Disorder Paraeducator	\$18.50 - \$19.50
Grounds and Maintenance Level II	\$18.50 - \$19.50
Groundskeeper	
Nurse Assistant (CMA)	\$18.00 - \$19.00
Custodian V	\$18.00 - \$19.00
Senior High Head Day Custodian	
Administrative Asst Level I	\$17.50 - \$18.50
Middle School Admin Asst	
Senior High Admin Asst	
Elementary Admin Asst	
Custodian IV	\$16.50 - \$17.50
Middle School Head Day Custodian	
In-School Suspension Supervisor	\$16.50 - \$17.50
Custodian Level III	\$16.50 - \$17.50
Senior High Head Night Custodian	
Custodian Level II	\$16.25 - \$17.25
Elementary Head Custodian	
Middle School Head Night Custodian	
Custodian Level I	\$15.75 - \$16.75
Day Custodian	

Night Custodian	
Grounds and Maintenance Level I	\$15.75 - \$16.75
General Maintenance	
Grounds Worker	
Supply Clerk	
Bus Monitor	\$15.50 - \$16.50
Paraeducator	\$15.50 - \$16.50
Classroom Paraeducator	
Clerical Paraeducator	
Media Paraeducator	
Technology Paraeducator	
Summer Help	\$15.00

Periodic salary increases, approved by the Board of Education, will be applied to each individual's assigned hourly wage.

Trained personnel in asbestos removal will be paid \$3.00 per hour in addition to their regular hourly wage during mask-time removal.

Classified Employees with Salaried Positions

Salaries for the following work classifications are determined each year based upon the percentage increase provided to all classified employees:

- Custodial Supervisor
- District Accountant
- Executive Administrative Asst to the Superintendent
- Foundation Executive Director
- Learned Professional
- Maintenance Supervisor
- Registered Nurse
- School/Community Liaison
- Technology/Data Coordinator
- Technology Facilitator
- Transportation Coordinator

**2026-2027 RN Salary Schedule
Based on the Teacher Salary Schedule**

<u>Level</u>	<u>RN</u>	<u>RN (BSN)</u>
1 st year	\$ 40,600	\$ 42,224
2-3 years	\$ 42,224	\$ 43,848
4-5 years	\$ 43,848	\$ 45,472
6-7 years	\$ 45,472	\$ 47,096
8-9 years	\$ 47,096	\$ 48,720
10-11 years	\$ 48,720	\$ 50,344
12-13 years	\$ 50,344	\$ 51,968
14-15 years	\$ 51,968	\$ 53,592

**A new RN would be placed at the appropriate Level based on education and experience. If a 1st year RN, the nurse would move to the next Level in Year 2. Movement for other years would take place after two years at the same position. There would still be yearly raises that would follow the teacher salary schedule.

2025-2026 Total Compensation Comparison

Superintendent				Enrollment	Compensation	
Position	School	Education Level	Total Experience	24-25 School Year (PK-12)	Annual Salary	Total Compensation
Superintendent	Fremont	Ed.D.	28	5283	\$305,296.00	\$370,366.00
Superintendent	Kearney	Ed.D.	25	6066	\$268,000.00	\$333,286.00
Superintendent	Gretna	Ed.S.	27	7013	\$264,000.00	\$325,000.00
Superintendent	Lexington	Ed.D.	29	3242	\$232,765.00	\$299,977.00
Superintendent	Bennington	Ed.D.	19	4381	\$242,000.00	\$295,627.00
Superintendent	North Platte	Ed.D.	29	3730	\$240,500.00	\$274,337.00
Superintendent	Ralston	Ed.S.	27	3491	\$210,058.00	\$268,423.00
Superintendent	Columbus	Ed.D.	34	4171	\$258,784.00	\$267,484.00
Superintendent	Waverly	Ed.D.	28	2110	\$198,127.00	\$258,379.00
Superintendent	Norris	Ed.D.	18	2343	\$199,214.00	\$257,489.00
Superintendent	Schuyler	Ed.D.	30	1977	\$192,675.00	\$255,279.00
Superintendent	Hastings	Ed.D.	18	3789	\$215,000.00	\$247,338.00
Superintendent	Beatrice	Ed.S.	32	2102	\$203,600.00	\$242,698.00
Superintendent	Norfolk	Ed.S.	28	4543	\$200,000.00	\$229,270.00

Superintendent	Adams Central	Ed.S.	28	1056	\$193,283.00	\$257,275.00
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Abbreviation	Degree
B.A.	Bachelor's Degree
M.A.	Master's Degree
Ed.S.	Education Specialist
Ed.D.	Doctor of Education

Mean	\$230,715.64	\$280,353.79
Median	\$223,882.50	\$267,953.50
102% of Midpoint	\$231,845.05	\$279,636.72
Midpoint	\$227,299.07	\$274,153.64
98% of Midpoint	\$222,753.09	\$268,670.57

Please Note: My current total compensation is at 90.22% on the array or \$26,815 below midp

CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

THIS CONTRACT is made by and between the Board of Education of the **Adams County School District 01-0018, a/k/a Hastings Public Schools**, hereinafter referred to as “the Board,” and **Dr. Christopher Prosocki**, hereinafter referred to as “the Superintendent.”

WITNESSETH: That in accordance with action taken by the Board, as recorded in the minutes of the Board meeting held on the 15th day of December, 2025, the Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment, subject to the following terms and conditions:

1. Term of Contract. This Contract is for a term beginning on the 15th day of December, 2025, and expiring on the 30th day of June, 2028, unless extended under the terms of this section (an "Extended Term"). A "contract year" for purposes of this Contract shall be from July 1 to June 30. Extensions ("roll-overs") may occur as follows:

a. Superintendent's Notice of Intent to Extend. Each year after the Contract Year, the Superintendent's Notice of Intent to Extend shall be given to the President of the Board between October 15th and December 1st. In the event a Superintendent's Notice of Intent to Extend is not given within the specified time, the Contract may not be extended.

b. Board Action on Notice of Intent to Extend. In the event the Board has received a Superintendent's Notice of Intent to Extend, the Board shall have until on or before December 31st each year thereafter to give a Notice of Intent to Not Extend. In the event the Board does not give a Notice of Intent to Not Extend or a notice of possible non-renewal or cancellation, the Contract shall be extended for an additional term of one contract year.

c. Notice of Non-Renewal. The failure to extend does not automatically affect a non-renewal of the Contract. The deadline to give a notice of non-renewal is April 15th.

2. Salary. The annual salary for the remainder of the 2025-2026 contract year shall remain at \$215,000.00. The annual salary for the 2026-2027 school year shall be mutually agreed to at a later date. All annual salary amounts shall be payable in twelve (12) equal installments. The District, acting by and through its Board of Education, reserves the right to adjust the annual salary during the term of this Contract, said salary adjustment, however, not to reduce the annual salary to any lesser amount than that as above stated. Any adjustment in salary made during the term of this Contract shall be in the form of an amendment and shall become a part of this Contract, provided, however, that, in making any such salary adjustment, it shall not be considered that the District has entered into a new Contract nor shall the termination date of this Contract be thereby extended unless the Board of Education, by specific action, shall expressly extend such termination date. In no event shall any such extension, together with the unexpired term of this Contract or any prior extension, be for a period in excess of three (3) years.

Each monthly salary installment shall be paid on or before the sixteenth (16th) day of each month during the term of this agreement. Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the District.

In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this Contract.

This Contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security, and School Employees' Retirement Act. Other deductions may be withheld as agreed to by the parties to this contract.

3. Benefits. As further consideration for the services to be performed by the Superintendent, it is agreed as follows:

a. Leave Benefits. The Superintendent shall be allowed 23 working days of vacation leave and ten (10) working days of sick leave during each contract year, exclusive of legal holidays. Vacation days are to be used in a manner and at times selected by the Superintendent, provided that the Superintendent make reasonable efforts to not schedule vacations which would cause the Superintendent to not be able to attend regularly scheduled meetings of the Board of Education. It is desirable that the Superintendent use the allotted vacation time each year. However, when this is not possible, days may accumulate for future vacation use or for reimbursement up to a maximum accumulation of 23 days. Up to one half of the annual allotted vacation days may be carried forward each year to accumulate until the maximum is reached.

b. Section 125 Plan and LTD Insurance. The Superintendent may elect to participate in the School District's Section 125 Plan through a salary deduction agreement for the purchase of group health/dental insurance. The Superintendent may elect to pay the premium for Long Term Disability insurance that shall provide the Superintendent with a benefit equal to Sixty-Six and Two-Thirds percent (66.67%) of the total of the Superintendent's salary hereunder.

c. Meetings and Dues. The Superintendent shall attend appropriate professional meetings at the local, state, and national levels, provided that such attendance does not interfere with the proper performance of Superintendent's duties. In addition, the District shall pay the Administrator's annual dues to the Nebraska Council of School Administrators. The reasonable and necessary expenses of such meetings shall be reimbursed by the District consistent with Board policies.

d. Transportation Expenses. The reasonable and necessary expenses of transportation required in the performance of the Superintendent's official duties outside the District and the immediate area contiguous to the District and considered to be a part of the Hastings' area shall be reimbursed at the rate set annually by the Board for District travel.

e. Indemnification. The District shall, to the extent permitted by law, defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions,

and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the District, provided that the incident arose while the Superintendent was acting (or, in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the District.

f. **Other Benefits.** The Superintendent may be provided such other benefits as are provided to employees of the District in the Board's discretion, except as otherwise provided herein, provided the Superintendent meets the conditions and eligibility requirements for such benefits.

4. Duties. The Superintendent is employed as the Superintendent. The Superintendent shall perform the duties of such positions as are regularly and customarily expected for such position and such duties and responsibilities as are set forth in Board Policy and/or Regulations for such position. The Superintendent shall be subject to such other duties as the Board may assign from time to time. The Superintendent agrees to devote full time to the assigned duties, provided that, with the advance agreement of the Board of Education, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties.

In performing the assigned duties, the Superintendent shall be governed by the policies, regulations, and directions of the Board of Education. The Superintendent shall in all respects diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

5. Board-Superintendent Relationship. The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the District and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulation and rules consistent with Board policy. In the absence of Board policy on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements, provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints, and suggestions called to its attention to the Superintendent for action, study, or recommendation, as appropriate.

6. Superintendent Physical: The Superintendent may be provided a comprehensive medical examination in each contract year at the Board's expense. To be reimbursed for such medical examination, the Superintendent shall provide the Secretary of the Board of Education with a statement from the physician certifying to the physical competency of the Superintendent to perform the essential functions of the Superintendent's position. Such statement shall be placed in a separate medical personnel file and remain confidential as and to the extent permitted by law.

7. Evaluation of the Superintendent. Beginning in the 2026-2027 school year, the Superintendent shall be evaluated once during each contract year unless the Board deems additional evaluations appropriate. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a response to the evaluation, which response shall be placed in the Superintendent's personnel file. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.

8. Contract Termination: In the event the Superintendent violates any of the provisions of this Contract or performs any act or does anything which is materially harmful to the District or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein, including, but not limited to, (1) becoming legally disqualified to perform as a superintendent in the State of Nebraska; (2) participating in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) making any representations in this Contract which are determined to be false or incorrect; (6) failing to return a Renewal Agreement by the required date, provided that such date not be prior to March 15 of the final year of the Contract or any extension of the Contract term; and (7) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties including Policy 305.0 Administrative Code of Ethics; then the Superintendent may be discharged in accordance with applicable law. Suspension or other disciplinary action may be enforced in accordance with applicable law. Upon lawful termination of this Contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date such termination bears to the twelve months in the annual salary period in which termination occurs. Any portion of the salary paid but not earned prior to the date of termination of this Contract and any sums owing to the District by the Superintendent shall be set off from sums due to the Superintendent; and, if the sums owing to the District are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

The Board of Education may require a certificate of health and physical fitness of the Superintendent in accordance with applicable law at any time while this Contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason of mental or physical capacity or any reason beyond the Superintendent's control and said disability exists for a period exceeding the Superintendent's sick leave allowance, the Board of Education may, in its discretion, make a proportionate reduction from the salary and benefits; and, if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the position for which the Superintendent is employed, the Board of Education may, at its option, terminate this agreement, whereupon the respective duties, rights, and obligations hereof shall terminate.

9. Representations and Legal Requirements. The Superintendent affirms that: (1) the Superintendent holds, or will hold, a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract; (2) the required certificate to perform the assigned

duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate; and, if said information ceases to be true, Superintendent will advise the Board of Education immediately; (2) Superintendent has never been convicted or pled no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude, or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NAC 21; and (3) Superintendent has not suffered suspension or revocation of any educational professional license or certificate nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

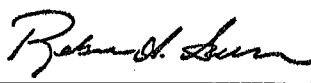
There shall be no penalty for release or resignation by the Superintendent from this Contract, provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. This Contract is subject to provisions of the School Employees' Retirement Act.

10. Governing Laws. The parties shall be governed by all applicable Nebraska and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

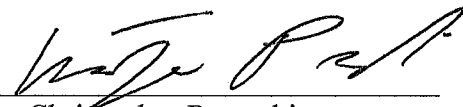
11. Amendments and Severability. This Contract may be modified or amended only in writing, duly authorized and executed by the Superintendent and the Board. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

The failure to return a signed copy of this Contract to the President or Secretary of the Board of Education on or before December 31, 2025 shall constitute a rejection by the Superintendent of the offer of employment.

Dated this 15 day of December, 2025

By: 
President, Board of Education

Dated this 15 day of December, 2025

By: 
Dr. Christopher Prososki,
Superintendent

Superintendent Pay Transparency Notice—Proposed Contract Dr. Christopher Prososki

Notice is hereby given that Hastings Schools has approval of a proposed superintendent employment contract on its agenda for the board meeting to be held on December 15, 2025 at 6:00 pm at the Hasting Boardroom in Hastings, Nebraska.

After the 2025/26 school year, how many years remain on the contract:
(Column F must be completed if additional years remain on contract.)

2

The estimated costs to the district for the 2025/26 year and future years are listed below:

	2025/26 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 215,000.00	\$ 430,000.00	\$ 645,000.00
Compensation for activities outside of the regular salary:			
• <i>Extended contracts / Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>	\$ 114.00	\$ 228.00	\$ 342.00
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>			\$ -
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare if paid by the district</i>			\$ -
• <i>District's share of retirement, FICA and Medicare</i>	\$ 35,278.00	\$ 70,556.00	\$ 105,834.00
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association / Membership dues</i>			\$ -
• <i>Cell Phone/Internet reimbursement</i>			\$ -
• <i>Relocation reimbursement</i>	\$ 10,000.00		\$ 10,000.00
• <i>Travel allowance/reimbursement</i>	\$ 3,500.00	\$ 3,500.00	\$ 7,000.00
• <i>Mileage Allowance</i>			\$ -
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 263,892.00	\$ 504,284.00	\$ 768,176.00

2026-2027 HMS Activities Director Extra Standard Salary Schedule Addition

Description

Hastings Middle School employs two assistant principals, each responsible for approximately half of the student body (about 375 students) for discipline and student support. Both assistant principals supervise and evaluate 19-20 certificated staff members, oversee a comparable number of classified staff, and share similar responsibilities in supporting the principal.

In addition to these duties, one assistant principal also serves as the Activities Director. This role includes extensive administrative, supervisory, and operational responsibilities related to athletics and activities, including:

- Coordinating and maintaining athletic schedules across four seasons and 12 sports programs
- Managing athletics and activities platforms (*rSchoolToday*, transitioning to *Bound* beginning in the fall of 2026)
- Coordinating transportation for activities, staff, and field trips
- Contracting and compensating officials and event staff
- Overseeing athletic facilities and coordinating facility use with outside agencies
- Hiring, evaluating, and supporting coaches (30 total coaching positions, including 13 head coaches as of 2025-2026)
- Managing equipment, uniforms, and purchasing for all athletic programs
- Overseeing student participation requirements (registration, physicals, tickets, etc.)
- Coordinating medical coverage for select home events
- Providing general supervision of all home athletic events

Purpose of Proposal

The purpose of this proposal is to provide additional compensation for the Activities Director responsibilities assigned to a faculty member. It is recommended that the HMS Activities Director position be compensated under the 2026-2027 Extra Standard Assignment Responsibilities Salary Schedule and classified as Category V (5).

Projected Costs

Compensation under the Extra Standard Assignment Responsibilities Salary Schedule is calculated as a percentage of the certificated staff salary schedule, based on years of experience.

2025-2026 Category V Rates:

- Level 1: 14% – \$5,569.20
- Level 2: 16% – \$6,364.80
- Level 3: 18% – \$7,160.40
- Level 4: 20% – \$7,956.00

Comparison with Peer Schools

Hastings Middle School is a member of the Great Plains Athletic Conference (Mid-Level), which includes Columbus Middle School, Grand Island Barr, Grand Island Walnut, Grand Island Westridge, Kearney Horizon, and Kearney Sunrise.

As of the 2025-2026 school year, Hastings Middle School and Columbus Middle School are the only conference members assigning Activities Director responsibilities to an assistant principal. The Columbus Middle School assistant principal receives additional compensation through an extra standard percentage. In Kearney and Grand Island schools, Activities Director roles are held by certificated teachers who also receive extra standard compensation.



2026-2027 Hastings Public Schools Calendar

August 2026

January 2027

S	M	T	W	Th	F	S	August 2026							S	M	T	W	Th	F	S	January 2027							
						1	August 5-6: New Teachers Only													1	2	January 1: No School/Winter Break						
							August 7, 10-12: Teacher Professional Inservice															January 4: No Classes/PreK-12 Work Day						
2	3	4	5	6	7	8	August 12: Grades 7, 8, & 9 Only							3	4	5	6	7	8	9	January 5: Beginning of Quarter Three/2nd Semester							
9	10	11	12	13	14	15	August 13: First Day of Classes for K-6, 9-12							10	11	12	13	14	15	16	January 18: No School/Martin Luther King Jr. Day							
16	17	18	19	20	21	22	August 13: Grades 7 & 8 Do Not Attend							17	18	19	20	21	22	23								
23	24	25	26	27	28	29	August 13 & 17: Half Kindergarten Start							24	25	26	27	28	29	30								
30	31						August 14 & 18: Half Kindergarten Start							21														

Student Days: 13 | Teacher Days: 17

Student Days: 18 | Teacher Days: 19

September 2026

February 2027

S	M	T	W	Th	F	S	September 2026							S	M	T	W	Th	F	S	February 2027						
		1	2	3	4	5	September 7: Labor Day														February 12: No School						
							September 25: No Classes/Professional Development								1	2	3	4	5	6	February 15: No Classes/Professional Development						
6	7	8	9	10	11	12								7	8	9	10	11	12	13							
13	14	15	16	17	18	19								14	15	16	17	18	19	20							
20	21	22	23	24	25	26								21	22	23	24	25	26	27							
27	28	29	30											28													

Student Days: 20 | Teacher Days: 21

Student Days: 18 | Teacher Days: 19

October 2026

March 2027

S	M	T	W	Th	F	S	October 2026							S	M	T	W	Th	F	S	March 2027						
				1	2	3	October 14: End of Quarter One														March 4: End of Quarter Three						
							October 15: No Classes/PreK-12 Work Day								1	2	3	4	5	6	March 5: No Classes/PreK-12 Work Day						
4	5	6	7	8	9	10	October 16: No School							7	8	9	10	11	12	13	March 8-12: No School/Spring Break						
11	12	13	14	15	16	17	October 19: ESU9 Teaching & Learning Conference							14	15	16	17	18	19	20	March 15: Beginning of Quarter Four						
18	19	20	21	22	23	24	October 20: Beginning of Quarter Two							21	22	23	24	25	26	27	March 26-29: No School/Holiday Break						
25	26	27	28	29	30	31								28	29	30	31										

Student Days: 19 | Teacher Days: 21

Student Days: 15 | Teacher Days: 16

November 2026

April 2027

S	M	T	W	Th	F	S	November 2026							S	M	T	W	Th	F	S	April 2027						
							November 25-27: No School/Thanksgiving Break														April 16: No Classes/PreK-12 Work Day						
1	2	3	4	5	6	7												1	2	3							
8	9	10	11	12	13	14								4	5	6	7	8	9	10							
15	16	17	18	19	20	21								11	12	13	14	15	16	17							
22	23	24	25	26	27	28								18	19	20	21	22	23	24							
29	30													25	26	27	28	29	30								

Student Days: 18 | Teacher Days: 18

Student Days: 21 | Teacher Days: 22

December 2026

May 2027

S	M	T	W	Th	F	S	December 2026							S	M	T	W	Th	F	S	May 2027						
		1	2	3	4	5	December 18: End of Quarter Two/First Semester														May 16: Graduation						
							December 18: Early Dismissal at 1:15PM													1	May 21: End of Quarter Four/Second Semester						
6	7	8	9	10	11	12	December 21-31: No School/Winter Break							2	3	4	5	6	7	8	May 21: Early Dismissal at 1:15PM						
13	14	15	16	17	18	19								9	10	11	12	13	14	15	May 24: No Classes/PreK-12 Work Day						
20	21	22	23	24	25	26								16	17	18	19	20	21	22							
27	28	29	30	31										23	24	25	26	27	28	29							
							Q2 Days: 41							30	31						Q4 Days: 47						

Student Days: 14 | Teacher Days: 14

Student Days: 15 | Teacher Days: 16

KEY

	No School/School Break
	No Classes/Professional Day
	Beginning/End of Quarter
	New Teachers Only
	No School (Payback for PTC)
Total Student Days: 171	
Total Teacher Days: 183	



SCHOOL HOURS

Elementary
8:10AM – 3:20PM
Wednesday Early Dismissal: 2:30PM

Middle School
8:10AM – 3:35PM
Wednesday Early Dismissal: 2:35PM

High School
8:05AM – 3:30PM
Wednesday Early Dismissal: 2:45PM

** The calendar, including time for learning teams, may be adjusted by the District in response to inclement weather or other needs**



2026-2027 Hastings Public Schools **Preschool** Calendar

August 2026							January 2027							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
						1							1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	24	25	26	27	28	29	30	
30	31						21							
Preschool Days: 9							Preschool Days: 14							

September 2026							February 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28						
Preschool Days: 17							Preschool Days: 15						

October 2026							March 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3		1	2	3	4	5	6
4	5	6	7	8	9	10	7	8	9	10	11	12	13
11	12	13	14	15	16	17	14	15	16	17	18	19	20
18	19	20	21	22	23	24	21	22	23	24	25	26	27
25	26	27	28	29	30	31	28	29	30	31			
Preschool Days: 15							Preschool Days: 14						

November 2026							April 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	4	5	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15	16	17
22	23	24	25	26	27	28	18	19	20	21	22	23	24
29	30						25	26	27	28	29	30	
Preschool Days: 15							Preschool Days: 17						

December 2026							May 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5							1
6	7	8	9	10	11	12	2	3	4	5	6	7	8
13	14	15	16	17	18	19	9	10	11	12	13	14	15
20	21	22	23	24	25	26	16	17	18	19	20	21	22
27	28	29	30	31			23	24	25	26	27	28	29
School Days: 11							School Days: 12						

KEY	
	No School/School Break
	No Classes/Professional Day
	Beginning/Ending for Preschool
	New Teachers Only
	No Preschool (Payback for PTC)
	No Preschool, Professional Day
	Parent Teacher Conferences



SCHOOL HOURS

All Classes are Monday - Thursday
 AM Classes: 8:00AM - 11:20AM
 PM Classes 11:55AM - 3:15PM

** The calendar, including time for learning teams, may be adjusted by the District in response to inclement weather or other needs**

Yanda's Music & Pro Audio

1004 N Diers Ave
 Suite 150
 GRAND ISLAND NE 68803
 308-234-1970

PROPOSAL

PROPOSAL	DATE
796768	1/29/2026 4:36 PM
ACCT	EMPL ID
2533	SXKOEHN
PO	EXPIRES
HASTINGS "PIF" 2026	2/28/2026

Sold To: HASTINGS PUBLIC SCHOOL
 1515 W 8TH STREET
 HASTINGS NE 68901

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
1	M645	Musser M645 ORCHESTRA BELLS, 2.5-OCTAVE BARS, VINYL COVERED WOOD CASE	1,543.13	1,543.13
1	NKS-K139	Nomad NKS-K139 Double X-style lever action keyboard stand	35.85	35.85
5	VA80SBC12	Eastman VA80SBC12 12" VIOLA OUTFIT	415.20	2,076.00
10	VA80SBC13	Eastman VA80SBC13 13" VIOLA OUTFIT	415.20	4,152.00
4	VA80SBC14	Eastman VA80SBC14 14" VIOLA OUTFIT	415.20	1,660.80
7	VA80SBC15	Eastman VA80SBC15 15" VIOLA OUTFIT	415.20	2,906.40
1	VA80SBC16	Eastman VA80SBC16 16" VIOLA OUTFIT	415.20	415.20
3	VB80SBC1/2	Eastman VB80SBC1/2 1/2 SIZE BASS OUTFIT	1,760.40	5,281.20
1	VB80SBC1/4	Eastman VB80SBC1/4 1/4 SIZE BASS OUTFIT	1,760.40	1,760.40
15	VC80SBC1/2	Eastman VC80SBC1/2 1/2 SIZE CELLO OUTFIT	750.00	11,250.00
17	VC80SBC3/4	Eastman VC80SBC3/4 3/4 SIZE CELLO OUTFIT	750.00	12,750.00
5	VC80SBC4/4	Eastman VC80SBC4/4 4/4 SIZE CELLO OUTFIT	750.00	3,750.00
8	VL80SBC1/2	Eastman VL80SBC1/2 1/2 SIZE VIOLIN OUTFIT	358.80	2,870.40
21	VL80SBC3/4	Eastman VL80SBC3/4 3/4 SIZE VIOLIN OUTFIT	358.80	7,534.80
3	YBB-105WC	Yamaha YBB-105WC Standard Tuba; key of BBb; 3/4 size; 3 top action nickel-plated pistons; .661" bore; 14-3/8" upright bell; BBC-27 case; 67 mouthpiece	4,626.00	13,878.00
4	YBS-480	Yamaha YBS-480 Intermediate Baritone Saxophone; key of Eb; low A; two-piece bell; peg receiver; 5C mouthpiece	6,874.80	27,499.20
7	YTR-4335GSII	Yamaha YTR-4335GSII Intermediate Trumpet; key of Bb; silver-plated; .459" bore; 4-7/8" gold brass bell; monel alloy pistons; 1st valve slide thumbhook and 3rd valve slide ring; main tuning slide brace; TRC-400E case; 11B4 mouthpiece; China	1,744.80	12,213.60
SUBTOTAL				111,576.98



Yanda's Music & Pro Audio

1004 N Diers Ave
Suite 150
GRAND ISLAND NE 68803
308-234-1970

PROPOSAL

PROPOSAL	DATE
796768	1/29/2026 4:36 PM
ACCT	EMPL ID
2533	SXKOEHN
PO	EXPIRES
HASTINGS "PIF" 2026	2/28/2026

Sold To: HASTINGS PUBLIC SCHOOL
1515 W 8TH STREET
HASTINGS NE 68901

TOTAL

111,576.98





Rick Matticks <rick.matticks@hpsstigers.org>

Instrument bid for Hastings Public Schools

1 message

dolsen@dietzmusic.com <dolsen@dietzmusic.com>

To: Rick Matticks <rick.matticks@hpsstigers.org>

Cc: Michael Conley <mconley@dietzmusic.com>, Justin Jones <jjones@dietzmusic.com>, James Pracht <jpracht@dietzmusic.com>

Rick Matticks

Hastings Public School

January 23, 2026

Dear Rick,

The following are bid quotations on equipment as requested:

Note: we will need to check expected shipping dates on all items

***Due to the current state of tariffs, manufacturer programs, and product availability, we'll do our best to honor these prices wit**

Instrument	Qty.	List Price	Unit Bid	Bid Price
YBS-480 Yamaha INTERMEDIATE Baritone Saxophone; key of Eb; low A; two-piece bell; 62-style neck; peg receiver; BSC-4III case; 5C mouthpiece	4	\$11,458.00	\$6,299.00	\$25,196.00

YTR-5335GSIIAL Yamaha Bb Trumpet, ML bore (11.65mm;0.459"), allround model, silver plated, with 2-piece bell (123mm; 4-7/8") from YTR-4335GS, parts from YTR-6335S & custom models, mouthpiece 14B4(for YCA, YC)	7	\$2,328.00	\$1,499.00	\$10,493.00	available in March
YBB-105WC Yamaha STANDARD Tuba; key of BBb; 3/4 size; 3 top action nickel-plated pistons; .661" bore; 14 3/8" upright bell; BBC-27 case; 67 mouthpiece	3	\$7,710.00	\$4,299.00	\$12,897.00	
M645 Musser Bells 2.5 Octave classic Bells w/o Damper; vinyl covered wood case	1	\$2,604.00	\$1,399.00	\$1,399.00	
LE1368 Ludwig Orchestra Bell Stand - Chrome w/ 4 support arms	1	\$202.00	\$99.99	\$99.99	
VL80SBC1/2 Eastman 1/2 size Violin Outfit / CA450 / BL10 / D'Addario Prelude	8	\$920.00	\$299.00	\$2,392.00	
VL80SBC3/4 Eastman 3/4 size Violin Outfit / CA450 / BL10 / D'Addario Prelude	21	\$920.00	\$299.00	\$6,279.00	
VA80SBC12 Eastman 12" Viola Outfit / CA450/750 / BA10 / D'Addario Prelude	5	\$1,062.00	\$339.00	\$1,695.00	
VA80SBC13 Eastman 13" Viola Outfit / CA450/750 / BA10 / D'Addario Prelude	10	\$1,062.00	\$339.00	\$3,390.00	
VA80SBC14 Eastman 14" Viola Outfit / CA450/750 / BA10 / D'Addario Prelude	4	\$1,062.00	\$339.00	\$1,356.00	
VA80SBC15 Eastman 15" Viola Outfit / CA450/750 / BA10 / D'Addario Prelude	7	\$1,062.00	\$339.00	\$2,373.00	
VA80SBC16 Eastman 16" Viola Outfit / CA450/750 / BA10 / D'Addario Prelude	1	\$1,062.00	\$339.00	\$339.00	
VC80SBC1/2 Eastman 1/2 Cello Outfit / CC40 / BC10 / D'Addario	15	\$1,920.00	\$609.00	\$9,135.00	

Prelude				
VC80SBC3/4 Eastman 3/4 Cello Outfit / CC40 / BC10 / D'Addario	17	\$1,920.00	\$609.00	\$10,353.00
Prelude				
VC80SBC4/4 Eastman 4/4 Cello Outfit / CC40 / BC10 / D'Addario	5	\$1,920.00	\$609.00	\$3,045.00
Prelude				
VB80SBC1/4 Eastman 1/4 Bass Outfit / CB40 / BB10 / D'Addario	1	\$4,511.00	\$1,429.00	\$1,429.00
Prelude				
VB80SBC1/2 Eastman 1/2 Bass Outfit / CB40 / BB10 / D'Addario	3	\$4,511.00	\$1,429.00	\$4,287.00
Prelude				

These prices good for 30 days.

Thank you for the opportunity to bid on these items.

At Your Service,

Darcie Olsen

Education Specialist



BID / QUOTATION

West Music
 1212 5th St * P.O. Box 5521
 Coralville, IA 52241
 Billing: 800-373-2000
 Service 800-397-9378
 service@westmusic.com
 westmusic.com

Percussion Source
 P.O. Box 5521
 Coralville, IA 52241
 Billing: 800-373-2000
 Service: 866-849-4387
 service@percussionsource.com
 percussionsource.com

Sales Quote Number: SQ178752

Sales Quote Date: 01/22/26

Page: 1 of 2

Bill HASTINGS PUBLIC SCHOOLS
To: RICK MATTICKS
 1515 W 8TH ST
 HASTINGS, NE 68901
 United States

Ship HASTINGS PUBLIC SCHOOLS
To: RICK MATTICKS
 1515 W 8TH ST
 HASTINGS, NE 68901
 United States

Requested By HASTINGS PUBLIC SCHOOLS
 Terms NET 30 DAYS
 P.O. Number QUOTE ONLY
 Salesperson ADAM BALLING

Customer No. C002203
 Customer Phone +14024617500
 Customer Fax 8884703942
 Your Reference LCAL

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
402091	YAMAHA YBS-480 BARI SAX;LOW A	4	Each	\$11,458.00	47.37%	\$6,030.50	\$24,122.00
401805	YAMAHA YTR-5335GSIAL TRUMPET;GOLD BELL;SILVER	7	Each	\$2,328.00	39.69%	\$1,404.00	\$9,828.00
400456	YAMAHA YBB-105WC TUBA;3/4;3VL;TOP	3	Each	\$7,710.00	47.37%	\$4,058.00	\$12,174.00
211328	MUSSER M645 BELLS;CLASSIC;W/O DAMPER	1	Each	\$2,604.00	49.21%	\$1,322.56	\$1,322.56
265984	YAMAHA YPS-200 TRAP TABLE;BELL STAND;ROLLING	1	Each	\$590.00	32.67%	\$397.25	\$397.25
302027	EASTMAN 80 VIOLIN;1/2;OUTFIT	8	Each	\$920.00	60.98%	\$359.00	\$2,872.00
310434	EASTMAN 80 VIOLIN;3/4;OUTFIT	21	Each	\$920.00	60.98%	\$359.00	\$7,539.00
310160	EASTMAN 80 VIOLA;12;OUTFIT	5	Each	\$1,062.00	60.83%	\$416.00	\$2,080.00
304779	EASTMAN 80 VIOLA;13;OUTFIT	10	Each	\$1,062.00	60.83%	\$416.00	\$4,160.00
305123	EASTMAN 80 VIOLA;14;OUTFIT	4	Each	\$1,062.00	60.83%	\$416.00	\$1,664.00
310448	EASTMAN 80 VIOLA;15;OUTFIT	7	Each	\$1,062.00	60.83%	\$416.00	\$2,912.00
310647	EASTMAN 80 VIOLA;16;OUTFIT	1	Each	\$1,062.00	60.83%	\$416.00	\$416.00



BID / QUOTATION

West Music
 1212 6th St * P.O. Box 5521
 Coralville, IA 52241
 Billing: 800-373-2000
 Service 800-397-9378
 service@westmusic.com
 westmusic.com

Percussion Source
 P.O. Box 5521
 Coralville, IA 52241
 Billing: 800-373-2000
 Service: 866-849-4387
 service@percussionsource.com
 percussionsource.com

Sales Quote Number: SQ178752

Sales Quote Date: 01/22/26

Page: 2 of 2

Bill HASTINGS PUBLIC SCHOOLS
To: RICK MATTICKS
 1515 W 8TH ST
 HASTINGS, NE 68901
 United States

Ship HASTINGS PUBLIC SCHOOLS
To: RICK MATTICKS
 1515 W 8TH ST
 HASTINGS, NE 68901
 United States

Requested By HASTINGS PUBLIC SCHOOLS
 Terms NET 30 DAYS
 P.O. Number QUOTE ONLY
 Salesperson ADAM BALLING

Customer No. C002203
 Customer Phone +14024617500
 Customer Fax 8884703942
 Your Reference LCAL

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
310558	EASTMAN 80 CELLO;1/2;OUTFIT	15	Each	\$1,920.00	60.94%	\$750.00	\$11,250.00
SPC28366	EASTMAN 80 CELLO;3/4;OUTFIT	17	Each	\$1,920.00	60.94%	\$750.00	\$12,750.00
304782	EASTMAN 80 CELLO;4/4;OUTFIT	5	Each	\$1,920.00	60.94%	\$750.00	\$3,750.00
310408	EASTMAN 80 STRING BASS;1/4;OUTFIT	1	Each	\$4,511.00	60.96%	\$1,761.00	\$1,761.00
310413	EASTMAN 80 STRING BASS;1/2;OUTFIT	3	Each	\$4,511.00	60.96%	\$1,761.00	\$5,283.00
	FREE DELIVERY	1					
	COMPLIMENTARY SETUP OF BRASS/WOODWINDS/STRINGS STANDARD MANUFACTUER WARRANTY						

Quote valid for 30 days unless otherwise noted.

* - All orders must reference quote #

Comments/Memos :

Subtotal:	\$104,280.81
Taxable Subtotal:	\$.00
Tax Amount:	\$.00
Quote Total:	\$104,280.81

ITEM	DIETZE MUSIC		WEST MUSIC		YANDAS MUSIC		RON'S MUSIC	
	IND. PRICE	EXT PRICE	IND. PRICE	EXT PRICE	IND. PRICE	EXT PRICE	IND. PRICE	EXT PRICE
4 - Bari Saxophone, Yamaha YBS-480	\$6,299.00	\$25,196.00	\$6,030.50	\$24,122.00	\$6,874.80	\$27,499.20		
7 - Trumpet, Yamaha YTR - 5335GSIIAL	\$1,499.00	\$10,493.00	\$1,404.00	\$9,828.00	\$1,744.80	\$12,213.60		
3 - 3/4 Tuba, Yamaha YBB-105WC	\$4,299.00	\$12,897.00	\$4,058.00	\$12,174.00	\$4,626.00	\$13,878.00		
1 - Concert Bells, Musser M645 & case	\$1,399.00	\$1,399.00	\$1,322.56	\$1,322.56	\$1,543.13	\$1,543.13		
Stand for bells	\$99.99	\$99.99	\$397.25	\$397.25	\$35.85	\$35.85		
8 - Violin 1/2 size, Eastman VL80SBC1/2	\$299.00	\$2,392.00	\$359.00	\$2,872.00	\$358.80	\$2,870.40		
21 - Violin 3/4 size, Eastman VL80SBC3/4	\$299.00	\$6,279.00	\$359.00	\$7,539.00	\$358.80	\$7,534.80		
5 - Viola 12", Eastman VA80SBC12	\$339.00	\$1,695.00	\$416.00	\$2,080.00	\$415.20	\$2,076.00		
10 - Viola 13", Eastman VA80SBC13	\$339.00	\$3,390.00	\$416.00	\$4,160.00	\$415.20	\$4,152.00		
4 - Viola 14", Eastman VA80SBC14	\$339.00	\$1,356.00	\$416.00	\$1,664.00	\$415.20	\$1,660.80		
7 - Viola 15", Eastman VA80SBC15	\$339.00	\$2,373.00	\$416.00	\$2,912.00	\$415.20	\$2,906.40		
1 - Viola 16", Eastman VA80SBC16	\$339.00	\$339.00	\$416.00	\$416.00	\$415.20	\$415.20		
15 - Cello 1/2 size, Eastman VC80SBC1/2	\$609.00	\$9,135.00	\$750.00	\$11,250.00	\$750.00	\$11,250.00		
17 - Cello 3/4 size, Eastman VC80SBC3/4	\$609.00	\$10,353.00	\$750.00	\$12,750.00	\$750.00	\$12,750.00		
5 - Cello 4/4 Size, Eastman VC80SBC4/4	\$609.00	\$3,045.00	\$750.00	\$3,750.00	\$750.00	\$3,750.00		
1 - Bass 1/4 size, Eastman VB80SBC1/4	\$1,429.00	\$1,429.00	\$1,761.00	\$1,761.00	\$1,760.40	\$1,760.40		
3 - Bass 1/2 size, Eastman VB80SBC1/2	\$1,429.00	\$4,287.00	\$1,761.00	\$5,283.00	\$1,760.40	\$5,281.20		

	TOTAL	\$96,157.99	TOTAL	\$104,280.81	TOTAL	\$111,576.98	TOTAL	\$0.00
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*West Music bid the best rolling cart stand, followed by a simple 4 post stand by Dietze, and a piano x brace stand by Yandas. The West Music stand is the best deal for quality and longevity.

*** I recommend we go with: Dietze Strings \$46,073.00 / West Music Winds \$47,843.81, for a total of \$93,916.81**

Computer Hardware, Inc.

1001 W. 2nd St
Hastings, NE 68901

QUOTE

H45720

01/22/26

PAGE: 001

SALESPERSON Shayne Raitt	PURCHASE ORDER#	REFERENCE#	SHIPPER:
------------------------------------	------------------------	-------------------	-----------------

BILLED TO: HASTINGS PUBLIC SCHOOL 1515 W 8TH ST HASTINGS, NE 68901	SHIPPED TO: HASTINGS PUBLIC SCHOOL 1142 W. 18TH ST HASTINGS, NE 68901
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ITEM NUMBER	ITEM DESCRIPTION	QTY	PRICE	EXTENDED PRICE
001 12TD001KUS	LENOVO M70Q I7-3.7GHZ 16GB 512GB TINY 3YR	25	\$1,227.00	\$30,675.00

Quote Good Up Through: 01/31/26

SUBTOTAL:	\$30,675.00
SHIPPING:	\$0.00
HANDLING:	\$0.00
OTHER CHARGES:	\$0.00
TAX:	\$0.00
TOTAL:	<u>\$30,675.00</u>

HASTINGS PUBLIC SCHOOLS DOMESTIC OR FOREIGN TRAVEL REQUEST FORM

Name of Teacher(s) Proposing Travel : Jean Davis (Former HHS Spanish teacher 2006-2017 and trip coordinator) Linda Shaw is planning to be a sponsor. Other Foreign Language teachers could go as sponsors as needed.

Travel Project Title : Costa Rica “Tico Tutors LLC” Travel and Family-Stay Program 2027

1. What purpose will this travel address?

Students will have the opportunity to stay with a Costa Rican family (hired/approved through the language school) and will be able to improve their Spanish communication skills by being immersed in the language and using it in a natural environment as well as at the Tico Tutors formal language school. Through the immersion, students will experience Costa Rican/Hispanic culture as they view and participate in the daily family routine. Additionally, students will have the opportunity to experience the ecological beauty of Costa Rica firsthand, which is an important part of that culture.

2. How is this purpose related to the learning of the classroom?

Students will be given a first-hand opportunity to develop an understanding and appreciation for the Spanish language and culture during their family stay and through a formal study in a Spanish language school. Being immersed in the language will help them put to use what they have learned in the classroom. Students will be able to compare the Costa Rican/Hispanic culture with their own.

3. What is the itinerary for this travel project from beginning to end?

Day 1 (March 4, 2027) Depart for Costa Rica; spend night in San Jose
Day 2 Travel to the Pacific coast, Punta Leona; Carara National Park
Day 3 Snorkeling/Kayak at Playa Agujas, Beach Day, Jacó
Day 4 Beach in the a.m. / Transport to host families in Turrialba
Day 5 Family Stay / Tico Tutors language school – placement testing and classes; walking tour of Turrialba
Day 6 Family Stay / Tico Tutors language school; Ziplining/Canyoning tour
Day 7 Family Stay / Tico Tutors language school; Latin dance classes at the school
Day 8 Family Stay / Tico Tutors language school; Overnight Stay at Finca Quijote
Day 9 Family Stay / Pacuare Rafting Tour
Day 10 (March 13, 2027) Transport to SJO airport for return flight to Omaha, HHS Bust

back to Hastings

4. Are commercial agents involved? Yes

Dana Garrison and his company Tico Tutors LLC (with whom we have traveled since 2012, but note that they recently changed their name. The company was formerly "ISLS") will arrange / provide :

- Round trip air transportation
- Bus transportation to and from airport in Costa Rica, for all tours, and to Turrialba
- Arrange stay in San Jose and Punta Leona
- Arrange family stays for students and sponsors with families hired, supervised, and evaluated through the language school
- Arrange all tours and weekend / after school activities
- Provide a bilingual guide to accompany us throughout the trip
- Provide accident insurance

5. What arrangements need to be made for food, lodging, and transportation?

All lodging, meals, and transportation are arranged by Tico Tutors LLC and are included in the cost of the trip (with the following exceptions): Students will need school transportation to and from the airport in Omaha. Students will be responsible for their meals on the travel days (2-3 meals on day 1, and lunch and dinner on day 10).

6. How will students be supervised on this trip?

- Throughout the trip, students are expected to observe the strict Tico Tutors/HHS codes of conduct and regulations for minors (curfew; abstention from alcohol, tobacco use, physical relations; buddy system, etc.)
- Days 1-3 and Day 10 the supervisors and students will be together as a group.
- For days 4-9, students and supervisors will stay in Tico Tutors selected/approved/monitored family stays where the same rules will apply. Students and Supervisors will be in attendance at a language institute in the morning on days 5 – 8, so we will be in contact with students every day even during the host-family stay, in addition to participating in activities and excursions as a group after school during the week. Supervisors will also be in contact with all host parents by phone or in person as needed to ensure that students are obeying strict guidelines or to check on students in any situation that arises. When not with supervisors, students will have 24-hour phone access to trip leaders.

7. What will the trip cost the District?

- Bus transportation to / from Omaha Eppley Airfield

- Cost of substitute teacher for 1 day (plus more for possible extra sponsors as needed)
- Partial/full cost for 2nd and 3rd supervisor (dependent on final # of student participants) (Full cost = approximately \$3820, which includes 2 sponsors if we have 12+ student travelers)
- Phone coverage while in Costa Rica for one sponsor's phone (approximately \$130) to be able to communicate with students while they are with their host families or in case of emergency
- Cost to pay trip coordinator

8. What will this trip cost individual students and/or their parents?

Quoted price = \$3820 (Cost dependent on minimum of 12 students traveling)
Or \$4240 for 8-11 students

9. What fundraising activities are planned to cover District and/or individual student costs?

Travelers may participate in a fundraiser in Feb/March 2026 and again in the fall of 2026.

There will also be a small amount of scholarship money for travelers from unused funds raised by former or current students who didn't end up traveling. Special priority will be given based on needs.

10. How will the trip be evaluated?

All students will complete an evaluation form for the language school and a post-trip evaluation form developed by the trip leaders. Data collected from trip participants will be analyzed by trip leaders and help inform future trip decisions.

11. Are there pre-travel meetings that students must attend?

- All students / one parent are to attend an informational meeting in late February 2026.
- All students / one parent must attend a meeting in Jan. 2027
- All students / one parent must attend a final pre-departure meeting in February 2027.
- Required weekly student meetings starting Jan. 2027 up until time of departure

ITEM	UNIT	QTY	NOTES:	Staples Business				Eakes Office Solutions				Paper 101 (ESUCC Coop Paper Buy)			
				UNIT PRICE	TOTAL PRICE	ITEM NUMBER	NOTES	UNIT PRICE	TOTAL PRICE	ITEM NUMBER	NOTES	UNIT PRICE	TOTAL PRICE	ITEM NUMBER	NOTES
20# 8 1/2" X 11" WHITE COPY PAPER 92 BRITE	CASE	840	21 Pallets; 40 Cases/ Pallet; (500 Sheets/ Ream; 10 Reams/ Case)	\$29.90	\$25,116.00	24595065	\$25,116.00/ TKL (21 PLTS.)	\$34.4420	\$28,931.28	PEREDUPAP	\$1377.68/ Pallet	\$30.57200	\$25,680.48	179324-21PLT	\$25,680.48/ 21 Plts. 400141-21PLT
20# 8 1/2" X 14" WHITE COPY PAPER 92 BRITE	CASE	4	10 Reams/ Case (40 total Reams) (500 Sheets/ Ream; 10 Reams/ Case)	\$65.28	\$261.12	126987	10/ cs. \$6.528/ Rm. 221193	\$64.50	\$258.00	DMR3986	10/ cs. \$6.45/ Rm.	\$58.59	\$234.36	114124	10/ cs. \$5.859/ Rm. 400150
20# 11" X 17" WHITE COPY PAPER 92 BRITE	CASE	9	5 Reams/ Case (45 total Reams) (500 Sheets/ Ream; 5 Reams/ Case)	\$49.37	\$444.33	512215	5/ cs. \$9.874/ Rm. 512215	\$50.00	\$450.00	DMR3987	5/ cs. \$10.00/ Rm.	\$47.26	\$425.34	114224	5/ cs. \$9.452/ Rm. 400160
20# 8 1/2" X 11" BLUE COPY PAPER	CASE	12	10 Reams/ Case (120 total Reams) (500 Sheets/ Ream; 10 Reams/ Case) PASTEL COLORS ONLY	\$57.60	\$691.20	2259456	10/ cs. \$5.76/ Rm. 14786-AA	\$60.00	\$720.00	DMR94284	10/ cs. \$6.00/ Rm.	\$53.54	\$642.48	124624	10/ cs. \$5.354/ Rm. 400350-BLU
20# 8 1/2" X 11" CHERRY COPY PAPER	CASE	5	10 Reams/ Case (50 total Reams) (500 Sheets/ Ream; 10 Reams/ Case) PASTEL COLORS ONLY	\$57.60	\$288.00	2273516	10/ cs. \$5.76/ Rm. 14779-AA PINK	\$126.30	\$631.50	WUAU21031	Pulsar Pink 24# 10/ cs. \$12.63/ Rm.	\$53.54	\$267.70	106424	10/ cs. \$5.354/ Rm. 400350-CHRY
20# 8 1/2" X 11" GREEN COPY PAPER	CASE	8	10 Reams/ Case (80 total Reams) (500 Sheets/ Ream; 10 Reams/ Case) PASTEL COLORS ONLY	\$57.60	\$460.80	2259455	10/ cs. \$5.76/ Rm. 14781-AA	\$59.60	\$476.80	DMR94304	10/ cs. \$5.96/ Rm.	\$53.54	\$428.32	109424	10/ cs. \$5.354/ Rm. 400350-GRN
20# 8 1/2" X 11" PINK COPY PAPER	CASE	8	10 Reams/ Case (80 total Reams) (500 Sheets/ Ream; 10 Reams/ Case) PASTEL COLORS ONLY	\$57.60	\$460.80	2273516	10/ cs. \$5.76/ Rm. 14779-AA	\$60.00	\$480.00	DMR94314	10/ cs. \$6.00/ Rm.	\$53.54	\$428.32	1942424	10/ cs. \$5.354/ Rm. 400350-PNK
65# 8 1/2" X 11" WHITE COVERSTOCK PAPER	CASE	37	8 Reams/ Case (296 total Reams) (250 Sheets/ Ream; 8 Reams/ Case)	\$95.44	\$3,531.28	508021	8/ cs. \$11.93/ Rm. 21408/22401	\$108.40	\$4,010.80	WUAU91904	8/ cs. \$13.55/ Rm.	\$51.72	\$1,913.64	21819	8/ cs. \$6.465/ Rm. 400890
65# 8 1/2" X 11" GOLD COVERSTOCK PAPER	CASE	3	8 Reams/ Case (24 total Reams) (250 Sheets/ Ream; 8 Reams/ Case) PASTEL COLORS ONLY	\$173.16	\$519.48	24371926	8/ cs. \$21.645/ Rm. 22771 Galaxy Gold	\$101.44	\$304.32	WUAU22771	8/ cs. \$12.68/ Rm.	\$90.60	\$271.80	69914	8/ cs. \$11.325/ Rm. 400550-GLD
65# 8 1/2" X 11" PINK COVERSTOCK PAPER	CASE	1	8 Reams/ Case (8 total Reams) (250 Sheets/ Ream; 8 Reams/ Case) PASTEL COLORS ONLY	\$87.98	\$87.98	24633696	8/ cs. \$10.9975/ Rm. 9WUAU22129CT Plasma Pink	\$50.16	\$50.16	DMR94361	8/ cs. \$6.27/ Rm.	\$90.60	\$90.60	998914	8/ cs. \$11.325/ Rm. 400550-PPK Pulsar Pink
FREIGHT CHARGE			FREIGHT CHARGES (IF ANY)	\$0.00	\$0.00	NF	No Freight Charge	\$0.00	\$0.00	Freight	No Freight Charge	\$0.00	\$0.00	400995	400995-P101 FREE
					\$31,860.99				\$36,312.86				\$30,383.04		

Total 2026 \$30,383.04

- Total 2025 \$42,413.50
- Total 2024 \$34,086.32
- Total 2023 \$42,786.07
- Total 2022 \$37,265.00
- Total 2021 \$32,813.00
- Total 2020 \$31,773.20
- Total 2019 \$30,835.83
- Total 2018 \$33,770.70
- Total 2017 \$31,318.00

Administrative Resignation/Release/Retire(s)					
Name	Assignment/Building		FTE	Effective	Replaces/Reason
Tracy Douglas	Activities Director/Senior High		1	6/31/26	Retire
Amy Sloan	Principal/Hawthorne		1	6/31/26	Resign
Administrative Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building		Effective	Replaces/Reason
No Transfer(s)					
Administrative New Hire(s)					
Name	Assignment/FTE/Building	Effective			Replaces/Reason
Bryan Vetter	Activities Director/Senior High	7/1/2026			Tracy Douglas/Retire
Certificated Resignation/Release(s)					
Name	Assignment/Building		FTE	Effective	Replaces/Reason
MaShayla Burnett	Grade 3/Alcott		1	5/22/26	Resign
Austin Heikkinen	P.E./Skilled & Technical Science/Middle School		1	5/22/26	Resign
Cherlene Himmelberg	Art/Watson		0.62	5/22/26	Retire
Megan Steinhauer	Social Studies/Senior High		1	5/22/26	Resign
Certificated Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building		Effective	Replaces/Reason
Troy Ehmke	Instrumental Music/Senior High	Elementary Instrumental Music/District Wide		8/8/26	Rick Matticks/Retire
Denise Jarmer	Grade 1/Alcott	Grade 3/Alcott		8/8/26	MsShayla Burnett/Resign
Bryan Vetter	Asst. Principal Activities Director/Middle School	Activities Director/Senior High		7/1/26	Tracy Douglas/Retire
Certificated New Hire(s)					
Name	Assignment/FTE/Building	Effective	Degree/Level	College/University	Replaces/Reason
Cailey Hanson	Grade 1/Lincoln	8/8/2026	BA-1	Hastings College	Karlene Scharf-Reed/Retire
Mikayla Seebohm	English/Senior High	8/8/2026	BA-1	Hastings College	David Witt/Retire
Extra Standard Resignation/Release(s)					
Name	Assignment/Building			Effective	Replaces/Reason
Austin Heikkinen	Head Boys Track/Middle School			5/22/26	Resign
Austin Heikkinen	Assistant Boys Wrestling/Middle School			5/22/26	Resign
Austin Heikkinen	Assistant 7th Grade Football/Middle School			5/22/26	Resign
Jaimie Reeves	Wellness Team Lead/Hawthorne			5/22/26	Resign
Megan Steinhauer	National Honor Society/Senior High			5/22/26	Resign
Rylee Turner	Assistant Volleyball/Senior High			5/22/26	Resign
Extra Standard Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building		Effective	Replaces/Reason
No Transfer(s)					
Extra Standard New Hire(s)					
Name	Assignment/Building	Level		Effective	Replaces/Reason
Courtney Benscoter	National Honor Society/Senior High	CAT A, Lvl 1		8/8/26	Megan Steinhauer/Resign
Mikayla Seebohm	Assistant Cross Country/Senior High	CAT I, Lvl 1		8/8/26	Brandon Kile/Resign
Classified Resignation/Release(s)					
Name	Assignment/Building		FTE	Effective	Replaces/Reason
Denise Behrends	Payroll Clerk/Administrative Assistant/Admin		1.0	3/13/26	Resign
Shawn Cole	Night Custodian/Senior High		1.0	1/8/26	No Call No Show
Xyeria Hayes	Sped Paraeducator/Middle School		1.0	1/8/26	No Call No Show
Katie Sidlo	Administrative Assistant/Lincoln		1.0	2/6/26	Resign
Classified Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building	FTE	Effective	Replaces/Reason
Jay Hoffman	Night Lead Custodian/Middle School	Head Day Custodian/Alcott	1	2/8/26	Crystal Peterson/Resign
Classified New Hire(s)					
Name	Assignment/Building		FTE	Effective	Replaces/Reason
Erika Ashby	SPED Paraeducator/Middle School		1	TBD	Xyeria Hayes/NCNS
Michael Brown	Skills 3 Paraeducator/Senior High		1	2/9/26	Taylor Holdsworth/Resign
Megan Gomez Rocha	SEBL Paraeducator/Alcott		1	TBD	Jackie Robles/Resign

Advanced Services	Skills 3 Paraeducator/Alcott		1	TBD	Sarah Avalos/Resign
Heather Monnier	Administrative Assistant/Lincoln		1	TBD	Katie Sidlo/Resign
Crystal Peterson	Night Custodian/Middle School		1	1/27/26	Damon Sanders/Resign

ADMINISTRATIVE OPEN POSITIONS

NAME	POSITION	RESIGNATION/TERM DATE
BRYAN VETTER	Activities Director - Middle School	06-31-2026
AMY SLOAN	Hawthorne - Principal	06-31-2026

CERTIFICATED OPEN POSITIONS

NAME	POSITION	RESIGNATION/TERM DATE
HOPE MCMURTRY	HHS - SPED Resource	05-22-2026
MEGAN STEINHAEUER	HHS - Social Studies	05-22-2026
BRANDON KILE	HHS - Math	05-22-2026
TROY EHMKE TXFR	HHS and HMS Band	05-22-2026
AUSTIN HEIKKINEN	MS - P.E./STS	05-22-2026
DENISE JARMER TXFR	Grade 1 - Alcott	05-22-2026
JULIE SIMMONS TXFR	Longfellow - Kindergarten	05-22-2026
CHERLENE HIMMELBERG	Art - Watson	05-22-2026
LORI SAMUELSON	School Psychologist	05-22-2026
PAM TILLMAN	School Psychologist	05-22-2025
0.5 FTE RHONDA MCBRIDE	School Psychologist	05-22-2025
EMILY HASS	Speech Language Pathologist	05-19-2023
JAMIE LEPANT	Speech Language Pathologist	05-19-2023

CLASSIFIED OPEN POSITIONS

NAME	POSITION	RESIGNATION/TERM DATE
DENISE BEHRENDIS	Admin - Payroll Clerk/Administrative Assistant	3-13-2026
ALYSSA TIMMERMAN	AL - School Nurse	5-22-2025
JULIE DIDIER	LI - School Nurse	9-8-2025
SARAH CHEI	LI - Title Paraeducator	12-19-2025
NADIA TRAUSSCH	LI - Title Paraeducator	9-26-2025
	DIST - PART TIME BUS DRIVER (NEW)	
LORI HARTWIG	DIST - 9 Month Bus Driver	10-6-2025
CHANCE KRATZER	District Bus Monitor	5-22-2025
JAMIE HAVERKAMP	DIST - Inventory Supply Clerk/Custodian	11-24-2025
JAY HOFFMAN	HMS - Night Lead Custodian	2-8-2026

EXTRA-STANDARD OPEN POSITIONS

NAME	POSITION	RESIGNATION/TERM DATE
MEAGAN BLODGET	HHS - Assistant Swimming & Diving	09-29-2022
BRANDON KILE	HHS - Assistant Boys Wrestling	05-22-2026
RYLEE TURNER	HHS - Assistant Volleyball	05-22-2026
MEGAN STEINHAEUER	HHS - National Honor Society	05-22-2026
LACEY FRANZEN	HMS - Head 8th Grade Volleyball	05-22-2026
AARON OSWALD	HMS - Assistant Track	05-22-2025
AUSTIN HEIKKINEN	HMS - Head Boys Track	05-22-2025
AUSTIN HEIKKINEN	HMS - Assistant Boys Wrestling	05-22-2025
AUSTIN HEIKKINEN	HMS - Assistant 7th Grade Football	05-22-2025
JAIMIE REEVES	HA - Wellness Team Lead	05-22-2026
ANTHONY FAGIOLO	Vocal Music Learning Team Liaison	05-22-2025

HPS HAS 80 ACTIVE SUBSTITUTES AS OF 2/9/25