

## **Regular Board of Education Meeting**

Monday, July 18, 2011 7:00 PM

Central Office Board Room  
1519 10th Street  
Gering, NE 69341



## **Minutes**

### **1. Signature of Notification**

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

- 2.1. Acknowledge Open Meeting Laws
- 2.2. Notice of this meeting was published in the Star Herald on July 15, 2011.

### **3. Excuse Absent Board Members**

### **4. Consent Agenda**

- 4.1. Approval of Agenda/Amendment of Agenda Items
- 4.2. Approval of Minutes of Previous Meetings
- 4.3. Approval of Claim/Bills

### **5. Recommendation to Approve Consent Agenda**

One correction to the Facility Committee minutes reflecting a statement made by Brunner that the district's current Staff Treatment of Students Policy does in fact cover coach/teacher behavior outside of the classroom was made.

### **6. Patron Comments**

There were no patron comments.

### **7. Action Items**

- 7.1. Recommendation to Approve Treasurer's Report  
Meisner presented the Treasurer's Report to the board and explained that the Business Committee had reviewed the list and is recommending that the board approve the report.
- 7.2. Recommendation to Approve the 2011-2012 Elementary Handbook  
HAGUE stated that the current 2011-2012 school calendar would be inserted into the Elementary Handbook upon approval. BRUNNER confirmed that the section on student busing had been addressed with both CURT HANSON and CANDY HUBBARD.
- 7.3. Recommendation to Approve 10 Cent Increase on Lunch Prices  
The Business Committee determined that lunch prices need to be increased to meet the Federal Guidelines. The committee is recommending that breakfast prices remain the same, with a ten cent increase for current lunch prices. A second 10 cent increase will occur next school year. This is a government mandated issue since they subsidize the lunches.
- 7.4. Anderson & Shaw Application and Certification for Payment

MEISNER informed the Board that the second application for payment in the amount of \$287,466.17 was received from Anderson & Shaw. This amount includes two change orders regarding operable windows at the new Lincoln Elementary facility.

7.5. Approve purchase of Two (2) San Servers

MEISNER explained that the district is running out of disc space at the Junior and Senior High Schools. The IT Department came across a promotional item for first time buyers: San Servers normally run around \$160,000 each, however this deal enables the district to do a one time purchase of these units at \$33,500 each, which would provide substantial savings for this department. Funding for these units can come from AARA funds. San servers hold student and staff data. Outside backup off-site has been considered. The current servers are approximately four to five years old and the district is not longer to obtain maintenance agreements for them. The new servers will come with a three year warranty, which MEISNER will get in writing.

7.6. Second Reading of Board Policy 202.02 Board Member Conflict of Interest

7.7. Second Reading of Board Policy 503.03 Student Absences - Excused

7.8. Second Reading of Board Policy 503.04 Excessive Absenteeism

7.9. Second Reading of Board Policy 508.15 Concussion Awareness

BRUNNER asked if the wording could be changed from "is available" to "is mandatory" if coaching a sport is involved. It was confirmed that this training is included in the first aid classes so the head coaches are receiving this training. The head coaches are not always on site, however, so the Board would like to see the wording on this policy changed.

7.10. Second Reading of Board Policy 604.11 Citizenship

7.11. Second Reading of Board Policy 610.01 Test or Assessment Selection

7.12. Second Reading of Board Policy 610.02 Test or Assessment Administration

7.13. Second Reading of Board Policy 611.01 Student Progress Reports

7.14. Second Reading of Board Policy 611.02 Student Promotion, Retention or Acceleration

7.15. Second Reading of Board Policy 611.03 Student Honors & Awards

7.16. Second Reading of Board Policy 611.04 Parent Conferences

7.17. Second Reading of Board Policy 611.05 Grading Guidelines

7.18. Second Reading of Board Policy 611.06 Class Rankings and Grade Point Average

7.19. Second Reading of Board Policy 611.07 Graduation Requirements

7.20. Second Reading of Board Policy 611.08 Early Graduation

7.21. Second Reading of Board Policy 611.09 Commencement

## 8. Discussion Items

8.1. Building Committee Meeting

PETERS explained that the committee had toured the Lincoln Elementary construction site. Termite control has been applied which is required by code. In addition, the first of the footings are done, the gym floor has been poured, the walls are beginning to go up and Snell Services is working on the plumbing in the kitchen. There may be a delay in the delivery of the first load of steel, but everything else is moving along well.

8.2. Facility Committee Meeting

BRUNNER pointed out errors in the minutes of the Facility Committee meeting which will be corrected. He explained that the committee had most recently met at Cedar Canyon Elementary school for their meeting. The modular has been set and is ready for the electrical connections to be completed. The committee reviewed a North Platte Resources District hazard mitigation plan, which came with a 444 page document on a CD if anyone would like to view it in detail. In addition, conversations were held to discuss a possible sustainability policy or resolution and board goals. BETTY SMITH provided the tour and gave input on the building's needs.

#### 8.3. Curriculum Committee Meeting

DOLL provided a recap of the committee's discussions about the GAP program, which is where High School students go to recover credits. Terra Nova data was reviewed, trends were examined and student and faculty issues were addressed. An update on the white board installation, projectors and BenQ arms was given. Also discussed was sustainability within the district and the budget was reviewed.

#### 8.4. Business Committee Meeting

BRUNNER explained that the Business Committee had met on July 11th in the board room. Items discussed included Booster Club finances, where their funds are kept and if they should obtain their own federal tax ID number. COPSEY would like to see the district obtain a list of Booster Clubs with contact names/list of officers. MEISNER stated that FLORES had already started a spreadsheet for tracking purposes.

#### 8.5. Personnel Committee Meeting

MILES stated that he had reviewed the Classified Handbook, including the pay schedule. He will be making some changes and recommendations and will provide that list for consideration. The changes will then be submitted to the full board for review. The NRD Hazardous Mitigation Plan will be included on the August agenda for approval. Discussions about the expectations for the new Activities Director were held. An internal audit of classified staff personnel files will take place during July and August to verify that all staff is placed on the correct step on the pay schedule. It was also determined that classified staff need not wait until negotiations are done for their annual merit increases to occur as the Personnel Committee will be looking at their wages and benefits separately. Insurance fees will also be examined for full time classified staff.

#### 8.6. First Reading of Policy 701 - Fiscal Management Goals & Objectives.

WINN informed the board that the Fiscal Management Goals and Objectives are stipulated by the state. Gering Public School District mimics these goals and objectives in their policies.

#### 8.7. First Reading of Policy 702.01 - Fiscal Year

#### 8.8. First Reading of Policy 702.02 - Budget Planning, Preparation and Schedules

It was determined that this should be the responsibility of the District Superintendent and/or Business Manager. In addition, the Business Manager will be specified as the individual who will prepare the budget for review by the Board.

#### 8.9. First Reading of Policy 702.03 - Budget Adoption Process

#### 8.10. First Reading of Policy 703 - Management of Capital Reserves

#### 8.11. First Reading of Policy 704-01 - Deposits and Transfers

#### 8.12. First Reading of Policy 704.02 - Financial Records

#### 8.13. First Reading of Policy 704.03 - Inventories

It was asked if the District keeps a current inventory and who is responsible for keeping it accurate. Each department has their own inventory. The Business Manager is in charge of reviewing their records. The board suggested that a master copy of all inventoried items be kept at the Central Office.

- 8.14. First Reading of Policy 704.04 - Audits
- 8.15. First Reading of Policy 705.01 - Local, State, Federal, or Miscellaneous Revenue  
"The Business Manager or designee" was listed in addition to the Superintendent.
- 8.16. First Reading of Policy 705.02 - Usage Fees, Admissions and Royalties  
It was asked if Gering Up usage fees for the use of the gyms was figured into this section. Meisner stated that there is a Facility Usage Form that is required to be pre-approved by the Business Manager. Any users are also required to provide proof of insurance.
- 8.17. First Reading of Policy 705.03 - Free Admissions Passes
- 8.18. First Reading of Policy 705.04 - Gifts, Grants and Bequests  
The dollar amount was increased from \$1,000 to \$10,000.
- 8.19. First Reading of Policy 706.01 - Purchasing Procedures
- 8.20. First Reading of Policy 706.02 - Petty Cash
- 8.21. First Reading of Policy 706.03 - Bidding Procedures
- 8.22. First Reading of Policy 706.04 - Vendor Relations
- 8.23. First Reading of Policy 706.05 - Purchasing on Behalf of Employees  
BRUNNER clarified that any purchases made by the district on behalf of employees must be pre-paid by that employee prior to the receipt of the purchase. BRUNNER provided an example: the Board will be receiving coats that identify Gering Public Schools on them. The offer was made to central office employees to purchase the same item at cost. One individual placed an order and their payment must be received prior to the coats coming into possession by the District. The decision was made to change the language from "Board decision" to "Superintendent or designee" in the first paragraph. The second paragraph was eliminated in its entirety which specified that employees were required to pay in advance.
- 8.24. First Reading of Policy 706.06 - Payment for Goods and Services
- 8.25. First Reading of Policy 707.01 - Payroll Procedures
- 8.26. First Reading of Policy 707.02 - Salary Deductions
- 8.27. First Reading of Policy 707.03 - Expense Authorization and Reimbursement  
COPSEY asked if all building principals were using the same form. He was told that they are and that they are required to be submitted to the Business Manager.
- 8.28. First Reading of Policy 708.01 - Insurance Program
- 8.29. First Reading of Policy 709 - Cash in School Buildings
- 8.30. First Reading of Policy 710 - Disposition of School Property
- 8.31. North Platte Natural Resources District Hazard Mitigation Plan  
HAGUE explained that the North Platte Natural Resources District (NRD) has requested that the District approve and adopts a Multi-jurisdictional Hazard Mitigation Plan. Details were provided on a disc that contained a 444 page document of support. HAGUE stated that had this resolution been in place, the FEMA application may have been processed

faster. This plan covers all governmental agencies, not just schools. This plan will be presented to the board in August for adoption.

**8.32. 2011-2012 Classified Staff Handbook**

MILES asked the full board to provide him with any recommended changes and he will discuss them at the next Personnel Committee meeting. Updates will be done and it will be presented to the committees once again.

**8.33. Sustainability Resolution**

WINN drafted a District wide Sustainability Resolution for board review. BRUNNER said that the board would support the Resolution, which is concise and to the point. The Resolution will appear on the August agenda for board adoption.

**9. Superintendent Report**

HAGUE informed the board that Brian Sweeney is back in town after being in Lincoln for a couple of weeks. He will get an update on Tuesday morning. HAGUE encouraged the board to visit the construction site to see the progress. HAGUE stated that an official Letter of Accreditation a certificate were received from the State and are displayed at central office. The classrooms at the Aurora facility have been construction and are being moved into now. Blue Ox will be sealing off the basement area and will provide air quality testing prior to school beginning. Progress on summer projects include the removal of the High School parking lot fence. HAGUE informed the board that he would be out of the office on Tuesday to travel to Lander, Wyoming and would be back in on Wednesday. HAGUE and MEISNER will be working on the budget that afternoon with Travis Miller, who is the new Superintendent at Bayard. HAGUE stated that he would be on vacation from July 26th through August 2nd so he will not be able to attend Administrator Days. MARTIN will be attending this year.

**10. Board Comments**

MILES reminded everyone that school start in August already. There were no other board comments.

**11. Tentative Committee & Meeting Dates**

The Business Committee meeting was scheduled for 4:30pm on August 8th. The Personnel Committee meeting was scheduled for 7:00am on August 3rd. The Policy Review Committee meeting was postponed until August 29th.

**12. Adjourn**