

GIPS BOE Regular Meeting  
Thursday, July 13, 2023 5:30 PM  
Kneale Administration Building - Board Room

1. CALL TO ORDER

**Speaker(s):** Board President

2. ROLL CALL

**Speaker(s):** Mrs. Dibbert

3. CONSENT AGENDA

**Speaker(s):** Board President

3.1. Minutes from the previous month's meeting

3.2. Acceptance of Agendas From Standing Committees

3.3. Claims as submitted

3.4. Bid Proposals as submitted

3.5. Staff Adjustments as submitted

3.6. Treasurer's Report as submitted

3.7. Grant Report Update

**Speaker(s):** Mrs. Jennifer Worthington

3.8. Change Orders as Documented

3.9. Approval of Agenda as submitted

4. SPECIAL RECOGNITION

4.1. PathBack Program Recognition

**Speaker(s):** Dr. Carrie Kolar

5. REQUESTS TO ADDRESS THE BOARD

**Speaker(s):** Board President

6. INFORMATION ITEMS

6.1. Staff Handbooks

**Speaker(s):** Dr. Carrie Kolar

**Goals:** Obj 1.3 Every student learns in a safe and resourced environment, Obj 3.2 Community partnerships that increase supports to students and families, 4.1 Every Student will graduate, college, career, and community ready.

6.2. Stipends for MTSS and Assessment Coordinators

**Speaker(s):** Dr. Carrie Kolar

6.3. GIPS Auditor

**Speaker(s):** Mr. Virgil Harden

6.4. Policy

6.4.1. 3315 ATTENDANCE OFFICER on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.2. 8462 METAL DETECTOR SCREENING on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.3. 8340 PARTTIME ENROLLMENT on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.4. 9410 STUDENT GROUPS on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.5. 8453 SUSPENSION, EXPULSION AND REASSIGNMENT on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.6. 7490 ALTERNATIVE EDUCATION on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.7. 7510 OPTION ENROLLMENT on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.8. 7511 OPTION ENROLLMENT RESOLUTION on First Read

**Speaker(s):** Mr. Matt Fisher

6.5. Construction Update

**Speaker(s):** Mr. Petsch

6.6. Superintendent Report

**Speaker(s):** Mr. Fisher

## 7. ACTION ITEMS

7.1. 2160 POLICY ADOPTION AND IMPLEMENTATION on Final Read

**Speaker(s):** Mr. Matt Fisher

7.2. 2215 BOARD MEMBERSHIP on Final Read

**Speaker(s):** Mr. Matt Fisher

7.3. 3320 POLICY IMPLEMENTATION Delete on Final Read

**Speaker(s):** Mr. Matt Fisher

7.4. 4312 INTERNAL CONTROLS FOR FEDERAL AND STATE AWARDS on Final Read

**Speaker(s):** Mr. Matt Fisher

7.5. 4430 INVENTORY SYSTEM on Final Read

**Speaker(s):** Mr. Matt Fisher

7.6. 4461 RECOGNITION FOR SERVICE OF STAFF AND OTHERS on Final Read

**Speaker(s):** Mr. Matt Fisher

7.7. 9230 ACCESS TO DISTRICT RECORDS on Final Read

**Speaker(s):** Mr. Matt Fisher

7.8. GIPS Auditor

**Speaker(s):** Mr. Virgil Harden

7.9. Extra Standard for SY 2023-24

**Speaker(s):** Mr. Wayne Stelk

7.10. Wholeness Healing EAP

**Speaker(s):** Mr. Wayne Stelk and Wholeness Healing Staff

## 8. REPORTS

8.1. Grand Island Public Schools Foundation Report

**Speaker(s):** Mrs. Lindsey Jurgens

9. EXECUTIVE SESSION FOR THE PURPOSE OF SUPERINTENDENT EVALUATION BECAUSE IT IS IN THE BEST INTEREST OF THE PUBLIC TO DISCUSS THIS MATTER IN CLOSED SESSION

10. RECONVENE FROM EXECUTIVE SESSION

11. APPROVAL OF ANY ACTION DEEMED NECESSARY AS A RESULT OF EXECUTIVE SESSION

12. NOTIFICATION OF UPCOMING BOARD MEETINGS

## 13. ADJOURNMENT

\*\*\* Proof of Publication \*\*\*

State of Nebraska )  
County of Hall ) SS.

NOTICE OF REGULAR  
BOARD MEETING  
HALL COUNTY  
SCHOOL DISTRICT 2  
GRAND ISLAND,  
NEBRASKA

Notice is hereby given that a meeting of the Board of Education of Hall County School District 2, A.K.A. Grand Island Public Schools, Grand Island, Nebraska, will be held on Thursday, July 13, 2023, at 5:30 p.m., at the Kneale Administration Building, 123 S Webb Road, Grand Island, Nebraska, where the meeting will be open to the public. An agenda for such a meeting, kept continuously current, is available for inspection at the Office of the Superintendent or on the GIPS Website.

Dr. Robin R. Dexter,  
Board Secretary  
5 ZNEZ

GRAND ISLAND PUBLIC SCHOOL/Classified

123 S WEBB RD PO BOX 4904

GRAND ISLAND, NE 68802

ORDER NUMBER 1168539

Robin R. Dexter, being first duly sworn on oath, says that he/she is employed by The GRAND ISLAND INDEPENDENT, a newspaper printed and published in Grand Island, in Hall County, Nebraska, and of general circulation in Hall County, Nebraska, and as such has charge of the records and files of the GRAND ISLAND INDEPENDENT, and affiant knows of his/her own personal knowledge that said newspaper has a bonafide circulation of more than 500 copies of each issue, has been published at Grand Island, Nebraska, for more than 52 weeks successively prior to the first publication of the annexed printed notice, and is a legal newspaper under the statutes of the State of Nebraska; that the annexed printed notice was published on the dates listed below.

Section: Class Legals  
Category: 0099 LEGALS  
PUBLISHED ON: 07/05/2023

TOTAL AD COST: 14.40  
FILED ON: 7/5/2023

Subscribed in my presence and sworn to before me this 5 day  
of July, 2023

Casey Harvey  
Notary Public

State of Nebraska - General Notary  
CASEY HARVEY  
My Commission Expires  
November 8, 2025

## **Hearing Meeting of the Grand Island Board of Education**

The public hearing of the Board of Education of Grand Island in the County of Hall in the State of Nebraska was convened and called to order by President Hank McFarland in open and public session on Thursday, June 8, 2023 at 5:30 PM. at the Kneale Administration Building - Board Room, 123 S Webb Rd, Grand Island, NE 68802, the usual meeting place of said Board. Notice of the meeting was given in advance thereof by publication in the *Grand Island Independent*, the School District's designated method of giving notice. Notice of the meeting was also given in advance to all members of the Board of Education. All proceedings hereafter shown were recorded while the convened meeting was open to the attendance of the public.

### **ROLL CALL:**

Attendance Taken at 5:30 PM.

Lisa Albers:	Present
Eric Garcia-Mendez:	Present
Joshua Hawley:	Present
Dave Hulinsky:	Present
Lindsey Jurgens:	Present
Katherine Mauldin:	Present
Hank McFarland:	Present
Josh Sikes:	Present
Amanda Wilson:	Absent

### **AGENDA**

#### **1. OPENING**

The meeting was called to order at 5:30 PM.

#### **2. ATTENDANCE**

Mrs. Amanda Wilson gave prior notice of her absence and was excused by the Board of Education.

#### **3. POLICY REVIEW FOR PUBLIC INPUT**

##### **3.1. Public input on Policy 9110 Parental Access to Educational Practices**

State law requires the board to hold a public hearing on its parental involvement policy. After the hearing, the board must either alter and adopt the revised policy or reaffirm it as written.

##### **3.2. Public input on Policy 8820 Student Fees**

The board must review the amount of money collected from students and review the waivers of student fees provided to students under its student fee policy. The board must hold a public hearing on a proposed student fee policy for the following school year. NEB.REV. STAT. 79-2,134. After the hearing, the board must either alter and adopt the revised policy or reaffirm it as written.

#### **4. ADJOURNMENT**

The special meeting was completed at 5:35 PM.

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Angela A. Dibbert, Recording Secretary

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Robin R. Dexter, Secretary to the Board

## **Regular Meeting of the Grand Island Board of Education**

The regular meeting of the Board of Education of Grand Island in the County of Hall in the State of Nebraska was convened and called to order by President Hank McFarland in open and public session on Thursday, June 8, 2023 at 5:35 PM at the Kneale Administration Building - Board Room, 123 S Webb Rd, Grand Island, NE 68802, the usual meeting place of said Board. Notice of the meeting was given in advance thereof by publication in the *Grand Island Independent*, the School District's designated method of giving notice. Notice of the meeting was also given in advance to all members of the Board of Education. All proceedings hereafter shown were recorded while the convened meeting was open to the attendance of the public.

### **ROLL CALL:**

Attendance Taken at 5:36 PM.

Lisa Albers:	Present
Eric Garcia-Mendez:	Present
Joshua Hawley:	Present
Dave Hulinsky:	Present
Lindsey Jurgens:	Present
Katherine Mauldin:	Present
Hank McFarland:	Present
Josh Sikes:	Present
Amanda Wilson:	Absent

### **AGENDA**

#### **1. CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

#### **2. ROLL CALL**

Mrs. Amanda Wilson gave prior notice of her absence and was excused by the Board of Education.

#### **3. CONSENT AGENDA**

##### **3.1. Minutes from the previous month's meeting**

##### **3.2. Acceptance of Agendas From Standing Committees**

###### **Finance and Facilities Committee**

Next Meeting Date: June 29, 2023 at 7:30 AM

###### **Leading for Learning Committee**

Next Meeting Date: July 11, 2023 at 4:00 PM

###### **Personnel Committee**

Next Meeting Date: July 6, 2023 at 8:15 AM

###### **Policy Committee**

Next Meeting Date: July 10, 2023 at 4:30 PM

###### **Public Relations and Partnership Development Committee**

Next Meeting Date: July 7, 2023 at 8:00 AM

###### **Governance Committee**

Next Meeting Date: June 28, 2023 at 8:00 AM

## **GNSA/Legislative Committee**

Next Meeting Date: None

### **3.3. Claims as submitted**

### **3.4. Staff Adjustments as submitted**

### **3.5. Treasurer's Report as submitted**

### **3.6. Approval of Agenda as submitted**

Check No. 89251 Lisa Albers, Check No. 89134 Eric Garcia-Mendez, and Check No. 88960 Josh Hawley. Abstained from voting on check numbers due to conflict but approved all other consent agenda items as submitted.

Approve the agenda as submitted. Passed with a motion by Dave Hulinsky and a second by Lisa Albers.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Dave Hulinsky: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

## **4. SPECIAL RECOGNITION**

### **4.1. Recognize Kevin Parra Vazquez and Alex Phelan as they were named state champions Network Design category at the Nebraska Future Business Leaders of America State Leadership Conference**

Mr. Scott Fox recognized Kevin Parra Vazquez and Alex Phelan as they were named state champions Network Design category at the Nebraska Future Business Leaders of America State Leadership Conference.

### **4.2. PathBack Program Recognition**

No presentation as it has been moved to July's meeting.

## **5. INFORMATION ITEMS**

### **5.1. Policy**

#### **5.1.1. 2160 POLICY ADOPTION AND IMPLEMENTATION on First Read**

Dr. Dexter presented 2160 Policy Adoption and Implementation on first read.

#### **5.1.2. 2215 BOARD MEMBERSHIP on First Read**

Dr. Dexter presented 2215 Board Membership on first read.

#### **5.1.3. 3320 POLICY IMPLEMENTATION Delete on First Read**

Dr. Dexter presented 3320 Policy Implementation Delete on first read.

#### **5.1.4. 4312 INTERNAL CONTROLS FOR FEDERAL AND STATE AWARDS on First Read**

Dr. Dexter presented 4312 Internal Controls for Federal and State Awards on first read.

#### **5.1.5. 4430 INVENTORY SYSTEM on First Read**

Dr. Dexter presented 4430 Inventory System on first read.

#### **5.1.6. 4461 RECOGNITION FOR SERVICE OF STAFF AND OTHERS on First Read**

Dr. Dexter presented 4461 Recognition for Service of Staff and Others on first read.

### **5.1.7. 9230 ACCESS TO DISTRICT RECORDS on First Read**

Dr. Dexter presented 9230 Access to District Records on first read.

### **5.2. Discuss, consider, and take all action necessary to appoint Mr. Virgil Harden as an authorized signer on all bank accounts held by Grand Island Public Schools at Five Points Bank and to remove Mr. Ken Schroeder from the same**

Dr. Ken Schroeder stated that Mr. Virgil Harden will be replacing Ken Schroeder as the CFO of Grand Island Public Schools effective July 1, 2023. As a result, Mr. Schroeder needs to be removed as an authorized signer on the bank accounts at Five Point Bank and Mr. Virgil Harden needs to replace him as an authorized signer on the account. All other authorized signers on the accounts, including Mr. Fisher, President McFarland, Dr. Robin Dexter, & Dr. Melissa Wheelock will remain the same. Five Points Bank requires that this change be made by a majority vote of the Grand Island Board of Education.

The accounts he will be authorized to transact on include the GIPS Activity Fund Account, GIPS Non-Sufficient Funds Account, CNEA Lease Payment Account, and CNEA Construction Account.

### **5.3. Discuss, consider, and take all action necessary to GICSA (Grand Island Council of School Administrators) compensation for FY 2023-24**

Dr. Ken Schroeder presented that each year, the superintendent and the board of education consider the compensation for the GICSA (Grand Island Council of School Administrators) for the upcoming contract term. The Business Office has been working with GICSA throughout the course of the year, since October, to listen to their input on compensation for the upcoming fiscal year. We will be discussing a proposed compensation structure with the board of education during executive session for the upcoming contract term.

### **5.4. Discuss, consider, and take all action necessary to Central Office compensation for FY 2023-24**

Dr. Ken Schroeder presented that each year, the superintendent and the board of education consider the compensation for the Central Office staff for the upcoming contract term. The Business Office has developed a proposed compensation package for Central Office for the upcoming fiscal year. We will be discussing the proposed compensation package for the upcoming contract term, with the board of education during the executive session.

### **5.5. Extra Standard for SY 2023-24**

Mr. Wayne Stelk presented the Extra Standard for SY 2023-24.

### **5.6. Classified Salary Schedule**

Mr. Wayne Stelk presented the Classified Salary Schedule.

### **5.7. Wholeness Healing EAP**

Mr. Wayne Stelk and the Wholeness Healing Staff presented the Wholeness Healing EAP.

### **5.8. Panorama Update**

Dr. Dexter and team presented the district data from the Panorama Survey administered to parents, staff, and students. Building admin will share how they use Panorama data at the building level.

### **5.9. Construction Update**

Mr. Petsch presented the construction update.

### **5.10. Student Representative Report**

No student representative's report.

### **5.11. Superintendent Report**

Mr. Fisher presented the superintendent report.

## **6. ACTION ITEMS**

**6.1. Discuss, consider, and take all action necessary to appoint Mr. Virgil Harden as an authorized signer on all bank accounts held by Grand Island Public Schools at Five Points Bank and to remove Mr. Ken Schroeder from the same** Motion to appoint Mr. Virgil Harden as an authorized signer on all bank accounts held by Grand Island Public Schools at Five Points Bank and to remove Mr. Ken Schroeder from the same Passed with a motion by Lisa Albers and a second by Eric Garcia-Mendez.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

**6.2. Discuss, consider, and take all action necessary to the Student Transportation Contract for FY 2023-24**

Motion to approve the proposed transportation schedule with Holiday Express for student transportation services for the 2023-24 school year as presented Passed with a motion by Lisa Albers and a second by Katie Mauldin.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

**6.3. Classified Salary Schedule**

Motion to approve the Classified Salary Schedule Passed with a motion by Josh Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

**6.4. 7190 DISTRICT WELLNESS POLICY**

Motion to approve 7190 DISTRICT WELLNESS POLICY as presented Passed with a motion by Lisa Albers and a second by Josh Hawley.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

**6.5. Approve proposed changes to Policy 8820 Student Fees**

Motion to reaffirm Policy 8820 Student fees as written Passed with a motion by Eric Garcia-Mendez and a second by Josh Hawley.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

**6.6. Approve proposed changes to Policy 9110 Parental Access to Educational Practices**

Motion to reaffirm Policy 9110 Parental Access to Educational Practices as written Passed with a motion by Katie Mauldin and a second by Eric Garcia-Mendez.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

## **7. REPORTS**

### **7.1. Grand Island Public Schools Foundation Report**

Mrs. Hooker-Leep and Mrs. Maggie McDermott gave the GIPS Foundation report.

## **8. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSIONS WITH LEGAL COUNSEL TO PREVENT NEEDLESS INJURY TO THE REPUTATION OF STAFF MEMBERS BEING DISCUSSED AND FOR THE PURPOSE OF CONDUCTING A STRATEGY SESSION REGARDING REAL ESTATE AND NEGOTIATIONS BECAUSE IT IS IN THE BEST INTEREST OF THE PUBLIC TO DISCUSS THESE MATTERS IN CLOSED SESSION**

The Board convened to Executive Session at 8:05 PM

The recommendation for the Board to convene to executive session for the purpose of discussions with legal counsel discussing administrative compensation for the 2023-2024 contract term and to hold a strategy session regarding real estate and negotiations. Passed with a motion by Lisa Albers and a second by Katie Mauldin.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Dave Hulinsky: Yea, Lindsey Jurgens: Yea, Katherine Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

## **9. RECONVENE FROM EXECUTIVE SESSION**

The Board reconvened from Executive Session at 9:08 p.m.

## **10. APPROVAL OF ANY ACTION DEEMED NECESSARY AS A RESULT OF EXECUTIVE SESSION**

### **10.1. Discuss, consider, and take all action necessary to GICSA (Grand Island Council of School Administrators) compensation for FY 2023-24**

Motion to approve the 2023-24 GICSA compensation package as discussed Passed with a motion by Lisa Albers and a second by Eric Garcia-Mendez.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

### **10.2. Discuss, consider, and take all action necessary to Central Office compensation for FY 2023-24**

Motion to approve the 2023-24 Central Office compensation as discussed Passed with a motion by Lisa Albers and a second by Josh Hawley.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Josh Hawley: Yea, Lindsey Jurgens: Yea, Katie Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea

## **11. NOTIFICATION OF UPCOMING BOARD MEETINGS**

Board of Education Special Meeting - Tuesday, June 13, 2023 at 5:30 PM.

Regular Board of Education Meeting - Thursday, July 13, 2023 at 5:30 PM.

Board Retreat - TBD

**12. ADJOURNMENT**

All business having been completed, the meeting was adjourned at 9:11 p.m.

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Angela A. Dibbert, Recording Secretary

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Robin R. Dexter, Secretary to the Board

## **Special Meeting of the Grand Island Board of Education**

The regular meeting of the Board of Education of Grand Island in the County of Hall in the State of Nebraska was convened and called to order by President Hank McFarland in open and public session on Tuesday, June 13, 2023 at 5:30 PM at the Kneale Administration Building - Board Room, 123 S Webb Rd, Grand Island, NE 68802, the usual meeting place of said Board. Notice of the meeting was given in advance thereof by publication in the *Grand Island Independent*, the School District's designated method of giving notice. Notice of the meeting was also given in advance to all members of the Board of Education. All proceedings hereafter shown were recorded while the convened meeting was open to the attendance of the public.

### **ROLL CALL:**

Attendance Taken at 5:30 PM.

Lisa Albers:	Present
Eric Garcia-Mendez:	Present
Joshua Hawley:	Present
Dave Hulinsky:	Absent
Lindsey Jurgens:	Absent
Katherine Mauldin:	Present
Hank McFarland:	Present
Josh Sikes:	Present
Amanda Wilson:	Present

### **AGENDA**

#### **1. OPENING**

The meeting was called to order at 5:30 PM.

#### **2. ROLL CALL**

Mr. Dave Hulinsky and Mrs. Lindsey Jurgens gave prior notice of their absence and was excused by the Board of Education.

#### **3. Discuss, consider, and take action to appoint a hearing officer and advisor to the Board for a personnel hearing.**

Motion to have Lily Amare to be appointed as legal advisor to the Board for the matter involving Philip Zlomke. Passed with a motion by Lisa Albers and a second by Josh Sikes.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Katherine Mauldin: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

Mr. Josh Sikes recused himself from participating in the meeting.

**4. Conduct hearing concerning the employment contract of Philip Zlomke. At the conclusion of the hearing, conduct deliberations and then discuss, consider, and take action to cancel, continue, or take other action the Board deems appropriate on the employment contract of Philip Zlomke. (Executive or closed session is possible for the hearing and for deliberations). In the event of a resignation or agreement, the Board of Education will consider, discuss and take action on acceptance of the resignation or agreement.**

**5. EXECUTIVE SESSION FOR THE PURPOSE OF PREVENTING NEEDLESS INJURY FOR THE PURPOSE OF DISCUSSING PERSONNEL BECAUSE IT IS IN THE BEST INTEREST OF THE PUBLIC TO DISCUSS THESE MATTERS IN CLOSED SESSION**

The Board convened to Executive Session at 8:13 PM. The recommendation for the Board to convene to executive session for the purpose of deliberating regarding the possible cancellation of the contract of Philip Zlomke as authorized by the Nebraska Supreme Court in the case of *McQuinn v. Douglas County School District No. 66*. Passed with a motion by Lisa Albers and a second by Joshua Hawley.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Katherine Mauldin: Yea, Hank McFarland: Yea, Amanda Wilson: Yea

**6. RECONVENE FROM EXECUTIVE SESSION**

The Board reconvened from Executive Session at 9:19 PM. The recommendation that the Board reconvene from executive session. Passed with a motion by Lisa Albers and a second by Eric Garcia-Mendez.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Katherine Mauldin: Yea, Hank McFarland: Yea, Amanda Wilson: Yea

**7. APPROVAL OF ANY ACTION DEEMED NECESSARY AS A RESULT OF EXECUTIVE SESSION**

**7.1. Discuss, consider, and take all action necessary concerning the employment contract of Philip Zlomke.**

Motion option A to cancel the contract of Philip Zlomke as recommended. Passed with a motion by Lisa Albers and a second by Katherine Mauldin.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Katherine Mauldin: Yea, Hank McFarland: Yea, Amanda Wilson: Yea

**8. NOTIFICATION OF UPCOMING BOARD MEETINGS**

Board of Education Meeting – Thursday, July 13, 2023 at 5:30 PM.

Board Retreat - TBD

**9. ADJOURNMENT**

The public hearing was completed at 9:39 PM. Motion to adjourn Passed with a motion by Lisa Albers and a second by Joshua Hawley.

Lisa Albers: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Katherine Mauldin: Yea, Hank McFarland: Yea, Amanda Wilson: Yea

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Angela A. Dibbert, Recording Secretary

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Robin R. Dexter, Secretary to the Board

**Agenda  
Governance Committee Meeting  
June 28, 2023**

**ATTENDING:**

**AGENDA:**

- 1. Straw Polling of Board Members**
- 2. Board Members getting substitutes when they are absent**
- 3. Responses to emails we receive from patrons**
- 4. Superintendent Evaluation**
- 5. Policies**
  
- 6. Next Meeting -- 8/2/2023 @ 8:00am**

# Kneale Administration Building

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TO: Facilities & Finance Committee  
From: Mr. Petsch, Mrs. Grim, and Mr. Harden  
RE: Meeting, Tuesday, June 29, 2023 – Via Zoom

Mr. Virgil D. Harden, MBA, RSBA, SFO  
Chief Financial Officer  
123 South Webb Road  
P.O. Box 4904  
Grand Island, NE 68802-4904

Phone: (308) 385-5900 x 201144  
Fax: (308) 385-5949  
Email: [vharden@gips.org](mailto:vharden@gips.org)  
Web: [www.gips.org](http://www.gips.org)

## NEW BUSINESS:

1. Activity Fund Claims – Virg
2. Community Redevelopment Authority & Regional Planning Commission Notices
  - Knott Subdivision Conversation - Mrs. Albers
3. Request for Proposals
  - Transportation Services – School Bus & Motor Coach - Kim
  - Auditor – Virg
4. Nutrition Services Update – Mrs. Spellman
5. Information Technology Update – Mr. Gearhart
6. Use of Title I funds for an additional .50 FTE Counselor at West Lawn - Dr. Mintken
7. SE position (School Psych Assistant) – Dr. Carrie Kolar
8. Review of Depreciation, Special Building, and General Fund, and Payroll – Virg
9. Federal Programs Financial Report – Virg
10. Part Time Social Worker – Dr. Mintken
11. GIS Change Order Number 2.0 – Dan
12. ESSERs III Building Project Update – Mr. Petsch
  - Knickrehm Elementary
  - GISH
  - Walnut Security Vestibule
13. Open Agenda Items as Necessary – F&F Team

NEXT MEETING: **Tuesday, August 1, 2023, at 7:30 a.m.**  
*Dan, Kim, & Virg review agenda items for BOE meeting.*



## Personnel Committee Agenda

Date	Agenda
7/6/23	<ol style="list-style-type: none"> <li>1. Addition of .5 FTE Counselor at West Lawn               <ul style="list-style-type: none"> <li>○ Presented by Dr. Mintken (<a href="#">needs analysis</a>)</li> <li>○ Support for students at a CSI designated school</li> <li>○ Title I funds</li> <li>○ Presented to F&amp;F (6/29)</li> </ul> </li> <li>2. EAP concerns/update from Wayne Stelk</li> <li>3. Staffing update               <ul style="list-style-type: none"> <li>○ 1 Elementary: 1 5th grade at Dodge, 1 Social Worker at Wasmer</li> <li>○ 2 Middle: 1 Science- Barr, 1 ELA- Westridge</li> <li>○ 1 GISH: 1 Newcomer</li> <li>○ 1 SE teacher possibly not returning, will take action in the fall if necessary</li> </ul> </li> <li>4. <a href="#">SE position</a> to support Virtual School Psychologists               <ul style="list-style-type: none"> <li>○ “On the ground” support for observations, evaluations</li> <li>○ SE funds (80% reimbursed by state)</li> <li>○ Presented to F&amp;F (6/29)</li> <li>○ \$44,884</li> </ul> </li> <li>5. MTSS/Assessment Coordinator Stipends               <ul style="list-style-type: none"> <li>○ Priority support necessary due to changes with the Academic Support Coach position</li> <li>○ 4 Academic Support Coaches were placed in classroom teaching positions. Remaining coaches are focused on new teachers and majority in two buildings</li> <li>○ <a href="#">Information at July BOE meeting</a></li> <li>○ <a href="#">Stipend amounts</a></li> <li>○ Presented to F&amp;F</li> </ul> </li> <li>6. Handbooks: <a href="#">classified</a>, <a href="#">certified</a> <ul style="list-style-type: none"> <li>○ Justin Knight reviewed</li> <li>○ <a href="#">Information at July BOE meeting</a></li> </ul> </li> <li>7. Informing staff Covid leave will no longer be available. We will be using sick days in the 2023-23 school year</li> <li>8. Fringe benefits will be returning to BO</li> <li>9. Repurposing HR position to BO</li> </ol>

	<p>10. Extra Standard Committee back to HR</p>
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	<p>11. Update on the classified wage implementation plan</p>
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	<ul style="list-style-type: none"><li>○ Finalizing classified staff letters this week</li></ul>
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	<ul style="list-style-type: none"><li>○ Organizing an advertising plan</li></ul>
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	<p>1. Leave sharing program introduced via email to staff the week of 6/30, webinars to follow</p>
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## **Kneale Administration Building**

Public Relations and Partnership Development Committee  
Agenda

Friday, July 7, 2023

8:00 - 9:30 a.m. via [Zoom](#)



# **WE ARE BOLDLY GIPS '22-'23**

Beat on the Street - *All*

Summer Partnership Projects - *Worthington*

NSPRA Audit - *Roush*

Scoreboard Sponsorship Renewals - *Worthington*

Welcome Back - *Worthington & Roush*

Back to School - *Roush*

Communication Analytics - *Roush*

- New Collateral
- Graduation Videos & "Why I Teach Today" Video Analytics
- Notable Media Coverage
- Timely Communications

**Next Meeting: September 8, 2023 - No meeting in August**

123 South Webb Road • Grand Island, NE 68802-4904  
308 385-5900 • Fax 308 385-5949 • [jworthington@gips.org](mailto:jworthington@gips.org) • [www.gips.org](http://www.gips.org)

**Every Student, Every Day, a Success**

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

BOE Policy Committee Meeting – July 10, 2023 – 4:30pm – Mr. Fisher’s Office  
*Students prepared to make positive contributions to society and thrive in an ever-changing world.  
Empower - Personalize - Design - Partner*

**1. Review Notes from June 5, 2023**

**2. Review Agenda for changes or additions**

**3. Board role in policy adoption/approval processes:**

- Policy Committee reviews and makes recommendations to the board for policy adoption, review, or revisions
- Board adopts or approves policy based on federal, state, and/or local statute requirements
- Board adopts or approves policy based on the need for formal guidance on certain issues in the district with input from staff /students/community as appropriate

**4. NEXT MEETING:**

**August 7, 2023 – 4:30pm – Mr. Fisher’s Office**

**5. Policy as Information @ July 13, 2023, BoE Meeting**

8462 METAL DETECTOR SCREENING

3315 ATTENDANCE OFFICER

8340 PART TIME ENROLLMENT

9410 STUDENT GROUPS

8453 SUSPENSION, EXPULSION AND REASSIGNMENT

7490 ALTERNATIVE EDUCATION

7510 OPTION ENROLLMENT

7511 OPTION RESOLUTION

**6. Policy on Final Read @ July 13, 2023, BoE Meeting**

2160 POLICY ADOPTION AND IMPLEMENTATION

3320 POLICY IMPLEMENTATION Delete

2215 BOARD MEMBERSHIP

4312 INTERNAL CONTROLS FOR FEDERAL AND STATE AWARDS

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

4430 INVENTORY SYSTEM

4461 RECOGNITION FOR SERVICE OF STAFF AND OTHERS

9230 ACCESS TO DISTRICT RECORDS

**7. Policy for review:**

8463 USE OF BODY WORN CAMERAS

Justin Knight Re\_ Body Worn Cameras Policy Template

Information presented by Lee Jacobsen and Wes Tjaden

**8. Policy Questions and Discussion:**

**9. Moved to Board Governance Committee**

None

**10. Working on:**

Policy 6322 - Certified Staff Credit for Experience

Need to change 8 years to 10 years to align with negotiated agreement

LB 644 Property Tax Request Joint Hearing - Elected official must attend this year

*Students who thrive.*

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To: Leading for Learning BOE Committee  
From: Dr. Toni Palmer  
Dr. Jonathan Doll (facilitating tonight)  
RE: Meeting: July 11, 2023, Virtual  
4:00 PM-5:30 PM

New Business:

- EL age level designations -Dr. Levos

Next Meeting: August 8th, 2023 @ 4:00 Zoom

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89339	Blick Art Materials	Supplies	6,297.70
89340	ACP Direct	Supplies	3,707.02
89341	Apple Computer Inc	Technology Supplies	517.95
89342	Barnes And Noble Bookstore	Books	37.94
89343	Bound To Stay Bound Books	Books	621.01
89344	Capital Business Systems Inc	Technical Services	302.43
89345	Catherine Davis	Mileage	44.61
89346	CDW Government	Technology Supplies	27.12
89347	CHI Health Clinic Company Care Lincoln	Technical Services	900.00
89348	City of Grand Island	Waste Management	44.09
89349	Clinton Cunningham	Supplies	15.97
89350	Communications Engineering	Supplies	8,817.00
89351	Construction Rental	Supplies	160.00
89352	Copycat Instant Printing	Supplies	446.37
89353	Cummins Central Power	Technical Services	3,013.13
89354	Dawn Deuel-Rutt	Mileage	57.12
89355	Deborah R Glaser edD LLC	Books	197.25
89356	Eakes Office Solutions	Supplies	7,247.16
89357	Grand Island Independent	Advertising	14.00
89358	Grand Island Utilities Dept	Electricity	36,535.96
89359	Head Start Family Dev Program	Professional Services	78,859.38
89360	Kenneth DeFrank	Mileage	53.45
89361	Lanie Holbrook	Professional Services	500.00
89362	Meredith Davis	Mileage	216.22
89363	Michelle Dorszynski	Mileage	22.86
89364	Verizon Wireless	Telecommunications	120.03
89365	Verizon Wireless	Telecommunications	195.26
89366	Wex Bank	Fuel	2,481.94
89367	Wex Bank	Fuel	1,943.83
89368	Wex Bank	Fuel	1,441.15
89369	Wex Bank	Fuel	2,423.14
89370	Amazon Cap Services Inc	Supplies	9,742.05
89371	Amazon Cap Services Inc	Supplies	8,355.47
89372	Century Link	Telecommunications	60.94
89373	Century Link	Telecommunications	146.24
89374	Century Link	Technical Services	130.20
89375	Clearly Communications	Telecommunications	1,023.14
89376	Kelsey Weakland	Mileage	45.33
89377	Policy Studies Associates Inc	Professional Services	9,166.67
89378	Prime Communications Inc	Software	8,870.55
89379	United States Treasury	Miscellaneous	140.90
89380	Amanda Smith	Mileage	55.48
89381	Amazon Cap Services Inc	Supplies	19,476.82
89382	Amy J Walker	Miscellaneous	126.70
89383	Andrea Rose Fuehrer	Miscellaneous	21.60
89384	Ann Porter	Mileage	16.24
89385	Ashley Joy Laird	Miscellaneous	138.50
89386	Brenda Martinez Sanchez	Miscellaneous	83.40
89387	Carla Cloutier	Miscellaneous	26.15
89388	Catina M Dibbern	Miscellaneous	36.95
89389	Colette Sorensen	Supplies	263.24
89390	Danita M Stanton	Mileage	45.20

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89391	Eric Kowalski	Miscellaneous	60.75
89392	Estela Morales De Camey	Mileage	6.16
89393	First Bankcard Center/Visa	Dues and Fees	524.72
89394	First Bankcard Center/Visa	Miscellaneous	320.00
89395	First Bankcard Center/Visa	Travel	3,989.58
89396	First Bankcard Center/Visa	Software	84.00
89397	First Bankcard Center/Visa	Software	315.00
89398	First Bankcard Center/Visa	Technology Supplies	579.95
89399	First Bankcard Center/Visa	Travel	1,585.78
89400	First Bankcard Center/Visa	Supplies	9.01
89401	First Bankcard Center/Visa	Advertising	739.35
89402	First Bankcard Center/Visa	Travel	3,295.98
89403	First Bankcard Center/Visa	Employee Training	3,028.00
89404	First Bankcard Center/Visa	Supplies	69.40
89405	First Bankcard Center/Visa	Supplies	55.50
89406	First Bankcard Center/Visa	Supplies	28.34
89407	First Bankcard Center/Visa	Supplies	997.64
89408	First Bankcard Center/Visa	Supplies	67.78
89409	First Bankcard Center/Visa	Travel	150.06
89410	First Bankcard Center/Visa	Supplies	633.20
89411	First Bankcard Center/Visa	Travel	594.38
89412	First Bankcard Center/Visa	Travel	597.41
89413	First Bankcard Center/Visa	Supplies	782.60
89414	First Bankcard Center/Visa	Supplies	21.44
89415	First Bankcard Center/Visa	Travel	2,583.64
89416	First Bankcard Center/Visa	Software	56.48
89417	Ignacio Serrano	Miscellaneous	43.75
89418	James Reed	Miscellaneous	164.15
89419	Joni Pritchard	Mileage	171.41
89420	Kellie Jo Colburn	Miscellaneous	63.65
89421	Makerbot Industries LLC	Supplies	4,551.40
89422	Marty Markvicka	Mileage	48.73
89423	Matheson Tri Gas Inc	Supplies	155.31
89424	Menards	Supplies	2,086.33
89425	Mid-Nebraska Disposal Inc	Waste Management	5,523.10
89426	NAPA Auto Parts of Grand Island	Supplies	553.26
89427	Nebraska Library Association	Books	142.00
89428	Nebraska State Fair	Miscellaneous	104.00
89429	Nichole Stoltenberg	Mileage	71.40
89430	Nicole Marie Ninemire	Mileage	27.11
89431	North Printing & Office Supply, LLC	Printing	20,482.76
89432	Northwestern Energy	Utility	88.14
89433	Office Depot	Supplies	1,442.70
89434	Oscar Morales	Mileage	19.06
89435	Overhead Door Of Grand Island	Technical Services	70.00
89436	Panchita Portillo	Mileage	98.18
89437	Pathful Inc	Software	4,275.00
89438	Perry Guthery Haase & Gessford PC	Legal Services	5,271.30
89439	Platte Valley Communications	Supplies	1,650.00
89440	Policy Studies Associates Inc	Professional Services	9,166.67
89441	Pomp's Tire Service Inc	Repairs	21.20
89442	PowerSchool Group LLC	Dues and Fees	21,043.78

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89443	Prime Communications Inc	Technology Supplies	5,357.43
89444	Productivity Inc	Supplies	1,732.68
89445	Project Lead The Way Inc	Employee Training	10,400.00
89446	Really Good Stuff Inc	Supplies	75.57
89447	Reams Sprinkler Supply Co	Supplies	5,189.46
89448	Rebekah Piel	Mileage	27.97
89449	Rentokil North America Inc	Technical Services	1,035.08
89450	Respondus Inc	Software	4,045.00
89451	Rise Vision Inc	Technical Services	1,258.20
89452	Riverside Technologies Inc	Technology Supplies	418.00
89453	Sandra Ellen Ponce	Mileage Paid to Parents	53.45
89454	Savannah Hope	Miscellaneous	147.80
89455	School Mate	Supplies	670.00
89456	Sherwin Williams Company	Equipment	242.86
89457	Staples Business Credit	Custodial Materials	876.84
89458	State Electrical Division	Equipment	100.00
89459	State Steel Supply Co	Supplies	539.52
89460	Super Saver	Supplies	334.60
89461	Swank Movie Licensing USA	Dues and Fees	0.00
89462	Tim Cloud	Miscellaneous	98.05
89463	Valerie Moline	Supplies	101.66
89464	Abby Stoddard	Mileage	79.91
89465	Alisa Grim	Mileage	80.50
89466	Almquist Maltzahn Galloway & Luth	Professional Services	540.00
89467	Amber High	Travel	108.50
89468	Amy Hanna	Supplies	32.00
89469	Aramark Uniform Services	Technical Services	1,373.98
89470	Beth Hubl	Mileage	5.44
89471	Capital Business Systems Inc	Technical Services	19,899.40
89472	Clarissa Gillham	Mileage	139.65
89473	Cline Williams Wright Johnson	Contracted Legal Services	1,665.00
89474	Computer Hardware	Technology Supplies	1,249.00
89475	Comstock Corporation	Student Transportation	7,020.00
89476	Connie Voss	Mileage	27.18
89477	Copycat Instant Printing	Supplies	218.58
89478	Corinne Ellerson	Mileage	112.79
89479	Culligan of Grand Island	Technical Services	49.30
89480	Ducts and Cleats	Supplies	2,965.00
89481	Eakes Office Solutions	Supplies	12,969.11
89482	Eakes Office Solutions	Supplies	9,055.67
89483	Eberl Plumbing & Drain	Technical Services	1,060.00
89484	Edgerton Education Foundation	Professional Services	2,900.00
89485	Educational Service Unit 10	Technical Services	1,120.00
89486	Educational Service Unit 7	Professional Services	6,807.50
89487	Educational Service Unit 9	Professional Services	9,943.00
89488	Educational Servie Unit 3	Employee Training	75.00
89489	eDynamic Learning ULC	Software	2,800.00
89490	Emily McPherson	Mileage	15.85
89491	Engineering Technologies Inc	Professional Services	1,558.60
89492	Essential Personnel Inc	Cleaning Services	2,121.65
89493	Fastenal	Supplies	97.58
89494	Fred Lowery	Mileage	39.30

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89495	Geiser Construction Inc	Equipment	49,600.00
89496	Grand Island Physical Therapy	Professional Services	72,701.51
89497	Grand Island Public Schools Activity Fun	Transfer to Activities Fund	20,000.00
89498	Grand Island Utilities Dept	Electricity	8,356.43
89499	Grones Outdoor Power & Battery	Supplies	31.40
89500	Gustave A Larson Company	Supplies	5,983.28
89501	Halli A Chramosta	Mileage	14.41
89502	Hello Hero	Professional Services	123,998.13
89503	Hesselgesser Electric	Supplies	393.25
89504	Holiday Express	Student Transportation	32,115.00
89505	Island Sprinkler Supply	Supplies	333.87
89506	Jacqueline Juarez Meier	Mileage	20.17
89507	Jami Lee Dutcher	Mileage	134.86
89508	Jasmin Kunz	Mileage	112.86
89509	Jennifer Hahn	Mileage	105.39
89510	Jenny Lynn Rother	Mileage	140.96
89511	Jones School Supply Company	Supplies	112.00
89512	Junior Library Guild	Books	1,334.67
89513	JW Pepper Son Inc	Supplies	386.99
89514	Kaitlyn Hesman	Mileage	0.00
89515	Katie Wollenburg	Mileage	21.22
89516	Kelly Supply Co	Supplies	639.82
89517	Kidwell Inc	Technical Services	260.00
89518	Kimberly Foley	Mileage	26.27
89519	Kristin Watson	Mileage	19.98
89520	Kuder Inc	Software	600.00
89521	Lakeshore Learning Materials	Supplies	649.70
89522	LUNA Language Services	Technical Services	1,233.50
89523	Lura M Townsend	Mileage	32.88
89524	Marcy R Krolkowski	Mileage	25.22
89525	Megan L Jaixen	Professional Services	10,711.28
89526	Morgan Eihusen	Mileage	20.63
89527	Morgan Wheeler	Mileage	89.53
89528	Rosemary Gomez	Mileage	115.80
89529	Ryan Hansen	Supplies	49.98
89530	Sarah K Henry	Mileage	137.22
89531	Stacie Faber	Mileage	74.41
89532	Stephanie N Frankforter	Mileage	76.37
89533	Suyapa Gonzalez	Mileage	147.70
89534	Tarjimly	Professional Services	1,634.85
89535	Teacher Direct	Supplies	199.42
89536	Teambuildr LLC	Supplies	5,000.00
89537	The Home Depot Pro	Custodial Materials	27,267.56
89538	The Ink Spot Graphics Co LLC	Supplies	160.00
89539	The Violin Shop in Lincoln Inc	Supplies	2,072.00
89540	TK Elevator Corporation	Technical Services	1,768.10
89541	Tom Dinsdale Chevrolet Cadillac	Repairs	85.00
89542	Trego Dugan Aviation of Grand Island Inc	Supplies	1,454.70
89543	Typing Agent	Software	5,947.20
89544	UniFirst Corporation	Technical Services	438.29
89545	UNL Extension Hall County	Supplies	90.00
89546	Village Cleaners	Technical Services	177.44

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89547	Wendy Louder	Supplies	9.29
89548	Whitney Flower	Professional Services	195.00
89549	95 Percent Group INC	Supplies	105.60
89550	Ace Hardware	Supplies	430.52
89551	ACP Direct	Supplies	10,378.31
89552	AKRS Equipment Solutions Inc	Books	604.40
89553	Alegent Health Education Department	Supplies	630.00
89554	Allo Communications LLC	Telecommunications	640.00
89555	American Fence Co Western Ne	Technical Services	4,888.00
89556	Aramark Uniform Services	Technical Services	3,739.47
89557	Awards Plus	Technical Services	13.75
89558	B & H Photo-Video Inc	Equipment	836.00
89559	Banner Solutions	Supplies	140.40
89560	Barco Municipal Products Inc	Supplies	0.00
89561	Bianca Ayala	Travel	176.25
89562	Border States Industries Inc	Equipment	14,888.67
89563	Brandi Anderson	Travel	264.50
89564	Brittney Bills	Mileage	30.46
89565	Bryant Piano Service	Supplies	465.50
89566	Cannon Moss Brygger & Assoc	Professional Services	6,846.12
89567	Carrot-Top	Supplies	558.47
89568	CDW Government	Technology Supplies	244.17
89569	Christy Guadalupe Acevedo Cabrera	Travel	264.50
89570	Communications Engineering	Supplies	1,452.00
89571	Communications Supply Corp	Supplies	163.27
89572	Computer Hardware	Technology Supplies	47,133.00
89573	Construction Rental	Supplies	161.40
89574	Copycat Instant Printing	Supplies	380.53
89575	Curriculum Associates	Books	604.80
89576	Erica L Contreras	Mileage	13.88
89577	Essential Personnel Inc	Cleaning Services	151.55
89578	Glendy Cervantes	Mileage	9.24
89579	Grand Island Independent	Advertising	30.80
89580	Grand Island Utilities Dept	Electricity	58,148.94
89581	Jennifer Kramer	Travel	176.25
89582	Jenny Battershaw	Mileage Paid to Parents	1.44
89583	Joseph Eckerman	Travel	176.25
89584	Kaitlyn Hesman	Mileage	70.41
89585	Karmyn R Barnes	Mileage	51.75
89586	Katelyn Weseman	Travel	176.25
89587	Kayla Wichman	Travel	176.25
89588	Kelsey Kolar	Travel	264.50
89589	Lakeshore Learning Materials	Supplies	343.73
89590	Linda Ahrens	Technical Services	107.25
89591	Lynn Bender	Mileage	49.52
89592	Patrick Doyle	Travel	276.50
89593	Sarah Ann Grigsby	Travel	264.50
89594	Selena Valentine	Travel	264.50
89595	Sloane Koerperich	Travel	264.50
89596	Summer Bartunek	Mileage	19.06
89597	Taylor Heinrichs	Travel	264.50
89598	The Home Depot Pro	Supplies	5,522.09

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89599	Theresa Beck	Mileage	68.38
89600	Tyler Technologies Inc	Employee Training	1,050.00
89601	University Of Nebraska Omaha	Dues and Fees	1,343.50
89602	Valerie Chmelka	Mileage	31.44
89603	Verizon Wireless	Telecommunications	1,864.11
89604	Virgil Harden	Professional Services	2,450.00
89605	Whitefoot Market Inc	Supplies	315.00
89606	Whitney Leigh Kuhn	Travel	264.50
89607	Windy City Wire	Supplies	1,157.11
89608	Winsupply of Grand Island	Supplies	136.11
89609	Woodwards Disposal Service Inc	Waste Management	350.00
89610	First Bankcard Center/Visa	Supplies	1,389.71
89611	First Bankcard Center/Visa	Employee Training	15,200.10
89612	First Bankcard Center/Visa	Supplies	44.97
89613	First Bankcard Center/Visa	Supplies	39.40
89614	First Bankcard Center/Visa	Supplies	772.53
89615	Five Points Bank	Debt Related Expenditures	2,480.77
89616	First Bankcard Center/Visa	Miscellaneous	34.29
89617	First Bankcard Center/Visa	Employee Training	2,347.41
89618	Amazon Cap Services Inc	Supplies	20,051.51
89619	Ashlee Mayhue	Mileage	47.56
89620	Century Link	Telecommunications	366.00
89621	Chandra Myers	Travel	264.50
89622	City of Grand Island	Rentals	370.00
89623	DAS State Accounting - Central Finance	Telecommunications	238.13
89624	Elda Leticia Martinez Cruz	Travel	60.00
89625	Grand Island Public Schools Activity Fun	Miscellaneous	60.00
89626	Jacey Myers	Travel	264.50
89627	Jessica Myers	Travel	176.25
89628	Jessica Snoberger	Travel	176.25
89629	Maggie E Mintken	Travel	264.50
89630	Marching Supply	Professional Services	3,619.55
89631	Marks Plumbing Parts	Supplies	1,330.97
89632	Matheson Tri Gas Inc	Supplies	250.72
89633	Menards	Supplies	288.03
89634	Michael Persampieri	Travel	176.25
89635	Michelle Stephens	Travel	176.25
89636	Nichole Nesvara	Travel	264.50
89637	Shawna Senff	Travel	264.50
89638	Super Saver Five Points	Supplies	873.41
89639	Toni Palmer	Travel	176.25
89640	Verizon Business	Telecommunications	3.94
89641	Quill Corporation	Supplies	1,354.78
89642	Sams Club Direct	Supplies	1,690.31
89643	Jeanie Schmidt	Professional Services	2,570.00
89644	Super Saver	Supplies	21.96
89645	Super Saver Five Points	Supplies	250.72
89646	Amazon Cap Services Inc	Supplies	5,934.83
89647	Amy Richards	Books	25.96
89648	Anneris Shafer	Mileage	79.78
89649	Century Link	Technical Services	626.74
89650	Dan Petsch	Mileage	99.95

# Grand Island Public Schools Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89651	Donna Millspaugh	Professional Services	100.00
89652	Menards	Supplies	1,981.73
89653	Midwest Alarm Services	Technical Services	105.50
89654	NAPA Auto Parts of Grand Island	Repairs	1,256.08
89655	Nebraska Council of School Administrator	Dues and Fees	40.00
89656	Nebraska Fire Sprinkler Corp	Equipment	9,400.00
89657	One Source	Technical Services	1,297.00
89658	Paper Tiger Shredding Inc	Waste Management	345.00
89659	Pomp's Tire Service Inc	Repairs	1,101.40
89660	R8 Productions LLC	Technology Supplies	9,400.00
89661	Read To Them Inc	Books	3,831.00
89662	Really Good Stuff Inc	Supplies	108.88
89663	Really Great Reading Company LLC	Software	3,093.60
89664	Reams Sprinkler Supply Co	Supplies	928.13
89665	Rentokil North America Inc	Technical Services	865.58
89666	Riverside Technologies Inc	Technology Supplies	3,105.00
89667	Sapp Bros Petroleum Inc	Supplies	2,440.00
89668	Scholastic Book Clubs Inc	Books	4,795.00
89669	Scholastic Inc.	Books	3,419.77
89670	School Health Corporation	Supplies	3,992.82
89671	SectorNow LLC	Professional Services	524.50
89672	Sherwin Williams Company	Equipment	190.84
89673	Smore	Software	2,999.00
89674	Southwest Plastic Binding Company	Supplies	1,479.60
89675	State Glass Inc	Supplies	231.55
89676	Stuhr Museum Of The Prairie Pioneer	Professional Services	3,916.00
89677	Super Saver Five Points	Supplies	48.57
89678	Sure Sound and Lighting Inc	Supplies	677.00
89679	Teresa Lofay	Miscellaneous	76.60
89680	Capital Business Systems Inc	Technical Services	83.23
89681	Cory Gearhart	Travel	110.83
89682	Culligan of Grand Island	Technical Services	75.95
89683	Deborah R Glaser edD LLC	Supplies	2,924.50
89684	Demco	Supplies	5,656.25
89685	Eakes Office Solutions	Supplies	11,756.24
89686	Eberl Plumbing & Drain	Technical Services	1,155.00
89687	Educational Service Unit 10	Technology Supplies	1,545.00
89688	Enabling Devices	Supplies	1,393.50
89689	Essential Personnel Inc	Cleaning Services	3,087.75
89690	Everardo Corona	Supplies	48.58
89691	Fairbanks Studio and Investments	Supplies	696.00
89692	Fastenal	Supplies	66.17
89693	Father Flanagan's Boys' Home	Professional Services	7,058.88
89694	Follett Content Solutions LLC	Books	3,233.48
89695	Gottlob Asphalt, LLC	Technical Services	878.00
89696	Grand Island Area Chamber Of Commerce	Professional Services	150.00
89697	Grand Island Express Inc	Repairs	97.68
89698	Grand Island Independent	Advertising	16.00
89699	Grand Island Police Department	Professional Services	274.56
89700	Grand Island Public Schools Activity Fun	Transfer to Activities Fund	7,000.00
89701	Grand Island Public Schools Foundation	Employee Training	120.00
89702	Grand Island Public Schools Nutrition Sv	Food	1,002.24

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89703	Grand Island Utilities Dept	Electricity	117,316.80
89704	Great Lakes Sports	Supplies	610.95
89705	Holiday Express	Student Transportation	40,983.51
89706	Jami Lee Dutcher	Mileage	65.37
89707	Karisa Dubbs	Mileage	0.00
89708	Kenneth DeFrank	Mileage	195.65
89709	Morrill Hall	Supplies	120.00
89710	Rosemary Gomez	Mileage	87.31
89711	Sara Jelinek	Travel	60.00
89712	Stacie Faber	Mileage	54.63
89713	Suyapa Gonzalez	Travel	60.00
89714	The Prophet Corporation	Supplies	966.39
89715	Toofast Supply	Supplies	123.84
89716	Tumbleweed Press Inc	Books	579.20
89717	Varsity Spirit LLC	Supplies	205.90
89718	Wipebook Corporation	Supplies	1,484.69
89719	Woodriver Energy LLC	Utility	20,564.90
89720	Yandas Music	Supplies	30,055.00
89721	Communications Engineering	Technical Services	100.00
89722	Karisa Dubbs	Mileage	167.68
89723	Katherine Ann Lehman	Travel	288.56
89724	Kellie Brittain	Travel	288.56
89725	Ace Hardware	Supplies	22.08
89726	Barbara Knuth	Mileage	47.16
89727	Blanca Estela Almaguer	Mileage	40.61
89728	Brenmar Company Inc	Paper	4,573.80
89729	Brian A Catchpool	Supplies	50.00
89730	Carolyn Arends	Mileage	45.59
89731	Cash-Wa Distributing	Food	7,279.48
89732	Cecilia Hormachea De La Roza	Mileage	21.88
89733	Copycat Instant Printing	Supplies	24.00
89734	Culligan of Grand Island	Supplies	409.85
89735	Cynthia Montes	Mileage	25.02
89736	Dina Goscha	Mileage	17.95
89737	Ecolab Food Safety Specialties - Catalog	Paper	2,623.88
89738	EMS Linq Inc	Technology Software	2,064.00
89739	Evelyn R Seim	Mileage	60.72
89740	Gabino Saldivar Gomez	Mileage	5.90
89741	Gail Blain	Mileage	12.71
89742	Hiland Dairy Foods Company LLC	Milk	13,134.65
89743	HyVee	Food	63.83
89744	Kimberly Clegg	Mileage	62.88
89745	LeAnn Masat	Mileage	22.47
89746	Lisa Moss	Mileage	65.76
89747	Mid-Nebraska Disposal Inc	Waste Management	165.30
89748	Midwest Restaurant Supply LLC	Repairs	1,025.24
89749	Nicole Enck	Mileage	73.89
89750	Nicole Lemburg	Mileage	58.36
89751	Pamela Rivera	Mileage	11.00
89752	Raynor Garage Doors of Central Nebraska	Repairs	522.00
89753	Renee Schwieger	Mileage	97.79
89754	Teresa Abuwisha	Mileage	28.30

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89755	Tessa Kamilah Marie Holder	Mileage	46.70
89756	Trimark	Equipment	16,227.00
89757	US Foods - Grand Island	Food	4,665.76
89758	Alex Niederklein	Travel	333.00
89759	Amanda Smith	Mileage	27.11
89760	Amazon Cap Services Inc	Supplies	9,867.37
89761	Amy Schley	Mileage	13.76
89762	Amy Schneider	Mileage	191.46
89763	Andy Schneider	Mileage	191.46
89764	Angela Pierce	Supplies	101.15
89765	Ashley Shultz	Travel	288.00
89766	Century Link	Telecommunications	146.24
89767	Century Link	Technical Services	130.20
89768	Century Link	Telecommunications	60.94
89769	Colette Sorensen	Supplies	130.06
89770	Danny Oberg	Rentals	3,100.00
89771	Emily Petermann	Travel	288.00
89772	John Schultz	Mileage	206.98
89773	Kelli Mayhew	Mileage	58.43
89774	Kelsey Weakland	Mileage	41.00
89775	Marks Plumbing Parts	Supplies	182.80
89776	Marla Rischling	Mileage	268.82
89777	Matheson Tri Gas Inc	Supplies	297.51
89778	MC Dean	Technical Services	2,090.00
89779	Melsen Striping LLC	Technical Services	904.00
89780	Mid-Nebraska Disposal Inc	Waste Management	312.87
89781	Monoprice Inc	Technology Supplies	56.06
89782	Nebraska Council of School Administrator	Employee Training	400.00
89783	Northwest Evaluation Association	Software	1,125.00
89784	Northwestern Energy	Utility	5,943.75
89785	Oasis Illusions LLC	Miscellaneous	2,310.00
89786	Office Depot	Supplies	17.88
89787	Pearson Clinical Assessment	Supplies	124.30
89788	Pomp's Tire Service Inc	Repairs	46.00
89789	Quill Corporation	Supplies	606.56
89790	Raptor Technologies, LLC	Technology Supplies	8,547.99
89791	Really Good Stuff Inc	Supplies	2,169.99
89792	Redbird Flight Simulations Inc	Technical Services	110.42
89793	Rentokil North America Inc	Technical Services	248.60
89794	Sams Club Direct	Supplies	2,617.39
89795	Sarah Nedrig	Mileage	113.97
89796	Scholastic Inc	Books	98.40
89797	School Health Corporation	Supplies	232.40
89798	Sherwin Williams Company	Supplies	973.63
89799	SLP Toolkit LLC	Software	3,655.00
89800	Stacy Quinteros	Travel	333.00
89801	Staples Business Credit	Supplies	120.30
89802	Stefanie Novotny	Mileage	56.46
89803	Toni Palmer	Mileage	111.74
89804	Ace Hardware	Supplies	208.51
89805	Adam John Zlomke	Travel	261.69
89806	Alpha Rehabilitation PC	Professional Services	1,245.93

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89807	American Red Cross	Employee Training	644.00
89808	Axtell Community School District 501	Professional Services	22,068.00
89809	Barco Products Company Division Of Genev	Supplies	1,624.77
89810	Bibiana Luevano	Travel	352.00
89811	Capital Business Systems Inc	Technical Services	302.43
89812	Christina M Vrooman	Mileage	209.47
89813	Connie Voss	Mileage	27.18
89814	Copycat Instant Printing	Supplies	384.00
89815	Culligan of Grand Island	Technical Services	48.30
89816	Deborah R Glaser edD LLC	Supplies	2,404.25
89817	Demco	Supplies	63.09
89818	Denise A Bartolotte	Professional Services	100.00
89819	Engineering Technologies Inc	Equipment	1,102.50
89820	Evan Lee	Mileage	23.25
89821	Grand Island Independent	Advertising	18.40
89822	Grand Island Physical Therapy	Professional Services	6,243.40
89823	Grand Island Utilities Dept	Electricity	54,947.83
89824	hand2mind Inc	Supplies	269.85
89825	Head Start Family Dev Program	Professional Services	14,670.63
89826	Hello Hero	Professional Services	25,343.87
89827	Holly Boeselager	Mileage	42.97
89828	Holly Johnson	Mileage	8.06
89829	Hooker Bros Sand & Gravel Inc	Supplies	75.84
89830	Idea Bank Marketing	Professional Services	30.00
89831	Insulation Systems Inc	Technical Services	8,858.24
89832	Interstate All Battery Center	Supplies	55.85
89833	Island Indoor Climate	Equipment	993.00
89834	Jaehyun Kim	Mileage	4.19
89835	Jami Lee Dutcher	Mileage	73.62
89836	Jamie Bisbee	Mileage	23.38
89837	JDR Consulting LLC	Professional Services	6,087.50
89838	Jessica Tenkorang	Mileage	25.87
89839	Jessica Whitmire	Travel	261.69
89840	John Dalton Ambrose Johnson	Mileage	30.79
89841	Johnson Hardware	Supplies	5,075.00
89842	Joseph Blake West	Mileage	50.04
89843	JW Pepper Son Inc	Supplies	1,433.99
89844	Karma L Lewandowski	Mileage	55.74
89845	Kelly Supply Co	Supplies	934.79
89846	Kenneth DeFrank	Mileage	62.36
89847	Kidwell Inc	Equipment	13,000.00
89848	Kristen Hahn	Mileage	135.39
89849	Kristen Laurent	Technical Services	151.68
89850	Lakeshore Learning Materials	Supplies	1,287.29
89851	Learning Services International & The Ma	Employee Training	11,150.00
89852	Legacy Outdoor Advertising LLC	Advertising	1,335.00
89853	LessonPix Inc	Technology Supplies	615.60
89854	LUNA Language Services	Technical Services	348.00
89855	Maria Trejo Guerrero	Travel	15.00
89856	Melissa Wetovick	Mileage	16.62
89857	Nathan Helzer	Travel	582.69
89858	No Tears Learning Inc	Books	1,052.37

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
89859	Quentin Zeller	Mileage	87.97
89860	Ryan Hansen	Miscellaneous	10.48
89861	Sara Yount	Mileage	15.33
89862	Sarah K Henry	Mileage	41.33
89863	Sarah Wolf	Mileage	18.74
89864	T C Ceilings Inc	Supplies	278.40
89865	Tarjimly	Professional Services	942.30
89866	Teacher Direct	Supplies	91.40
89867	The Home Depot Pro	Custodial Materials	20,021.28
89868	Therese Hulme	Mileage	53.71
89869	Tobii Dynavox LLC	Software	1,791.00
89870	Toledo Physical Education Supply Company	Supplies	350.31
89871	Tom Dinsdale Chevrolet Cadillac	Repairs	497.50
89872	Toofast Supply	Supplies	539.98
89873	Tool Barn Rentals Inc	Technical Services	35.00
89874	Top 20 Training LLC	Employee Training	13,000.00
89875	Trego Dugan Aviation of Grand Island Inc	Supplies	315.90
89876	Tri-Cities Roofing and Sheet Metal	Equipment	1,272.48
89877	Tyler Technologies Inc	Employee Training	580.00
89878	Uline	Supplies	859.28
89879	UniFirst Corporation	Supplies	530.53
89880	University of Nebraska State Museum	Professional Services	840.00
89881	Verizon Wireless	Telecommunications	120.03
89882	Village Cleaners	Technical Services	798.80
89883	Voyager Sopris Learning Inc	Books	2,156.00
89884	West Music Co	Books	95.80
89885	Western Psychological Services	Supplies	390.17
89886	Winsupply of Grand Island	Supplies	2,654.19
89887	Yandas Music	Supplies	11,546.00
89888	Zimmerman Printers and Shirt Shack	Supplies	889.00
	Dollamur Sports Surfaces	Athletic equipment	83,850.00
	Central Nebraska Education Agency	Lease Payment	45,000.00
	Mid Plains Construction Company	HVAC Renovation	263,081.74
	BOKF, National Association	Interest on Long Term Debt	32,252.00
	BOKF, National Association	Interest on Long Term Debt	26,359.00
	BOKF, National Association	Interest on Long Term Debt	653,802.50
	BOKF, National Association	Interest on Long Term Debt	153,284.90
	BOKF, National Association	Interest on Long Term Debt	17,040.38
	BOKF, National Association	Interest on Long Term Debt	11,307.50
	BOKF, National Association	Interest on Long Term Debt	13,300.00
	BOKF, National Association	Interest on Long Term Debt	200.00
	BOKF, National Association	Interest on Long Term Debt	403,392.50
	Perry Reid Construction LLC	Interest on Long Term Debt	289,995.36
	Sterling Computers	Computer Servers	102,843.81
	Soliant Health LLC	Professional Services	657.00
	Duncan Theis Construction Inc	Walnut Entrance Construction	51,187.50
	Soliant Health LLC	Professional Services	54.75
	Medsurety	Employee Benefits	464.00
	Soliant Health LLC	Professional Services	11,928.75
	Soliant Health LLC	Professional Services	20,034.25
	Soliant Health LLC	Professional Services	17,353.50
	Soliant Health LLC	Professional Services	19,016.50

# Grand Island Public Schools

## Claims Listing

July 13, 2023

Ref	Payee	Description	Amount
	Soliant Health LLC	Professional Services	16,377.75
	Mid Plains Construction Company	HVAC Renovation	48,591.85
	Edmentum Inc	Software	99,875.00
	Amplify Education Inc	Software	311,295.00
	Amplify Education Inc	Software	220,480.00
		July Claims	<u>4,634,193.13</u>
		June 15, 2023 Payroll	<u>8,288,231.73</u>
			<u><u>12,922,424.86</u></u>

Kneale Administration Building



Dan O. Petsch  
Director of Buildings & Grounds  
123 South Webb Road  
P.O. Box 4904  
Grand Island, NE 68802-4904

Phone: (308) 385-5900 x 1101  
Fax: (308) 385-5568  
Email: [dpetsch@gips.org](mailto:dpetsch@gips.org)  
Web: [www.gips.org](http://www.gips.org)

June 27, 2023

RE: Proposals Received for Motor Coach and School Bus  
Transportation Charges for School Year 2023-2024

BUDGET:  
Varies by building

PROPOSALS GIVEN TO:  
Holiday Express Adventure Bus & Charter

PROPOSALS RECEIVED:  
A complete tabulation of proposals received is on the following page.

RECOMMENDATION:  
It is recommended to place the proposals from Adventure Bus & Charter and Holiday Express on file. The schools will use either provider and schedule trips accordingly. This will be a non-exclusive agreement for the 2023-2024 school year.

Dan O. Petsch  
Director of Buildings and Grounds

Supplier: Holiday Express

Supplier: Adventure Bus & Charter

Supplier: Holiday Express

Supplier: Adventure Bus & Charter

Motorcoach

Travel To	Cost	# of Hours	Cost for Additional Hours	Cost	# of Hours	Cost for Additional Hours
Beatrice				830.00	10	82.00
Broken Bow				842.00	10	82.00
Central City				965.00	8	82.00
Columbus				750.00	10	82.00
Council Bluffs				1,485.00	12	82.00
Crete				842.00	10	82.00
Elgin				842.00	10	82.00
Firth				1,295.00	12	82.00
Fremont				1,025.00	10	82.00
Golthenburg				1,005.00	10	82.00
Grand Island				535.00	8	82.00
Hastings				760.00	8	82.00
Holdrege				750.00	10	82.00
Kearney				750.00	8	82.00
Lexington				850.00	10	82.00
Lincoln				925.00	12	82.00
Maryville, MO				1,944.00	12	82.00
Minden				750.00	8	82.00
McCook				1,150.00	10	82.00
Millard				1,295.00	12	82.00
Norfolk				1,075.00	12	82.00
North Platte				1,295.00	12	82.00
Omaha				1,295.00	12	82.00
Ord				760.00	8	82.00
Peru				1,517.00	12	82.00
Scottsbluff				2,645.00	12	82.00
Sioux City				1,485.00	12	82.00
York				760.00	8	82.00

\$300.00 cancellation fee if cancelled less than 4 hours prior to load point.

Fuel Surcharge (if applicable)

Fuel Surcharge Percentage	Price Per Gallon
5%	3.10-3.30
7%	3.31-3.51
9%	3.52-3.72
11%	3.73-3.93
13%	3.94-4.14
15%	4.15-4.35
17%	4.36-4.56
19%	4.57-4.77
21%	4.78-4.98
23%	4.99-5.19
25%	5.20-5.40
27%	5.41-5.61
29%	5.62-5.82
31%	5.83-6.03
33%	6.04-6.24

Fuel Surcharge (if applicable)

Fuel Surcharge Percentage	Price Per Gallon
No Surcharge	0.00-2.99
No Surcharge	3.00-3.25
2%	3.26-3.50
4%	3.51-3.75
6%	3.76-4.00
8%	4.01-4.25
10%	4.26-4.50
12%	4.51-4.75
14%	4.76-5.00
15%	5.01-5.25
16%	5.26-5.50
17%	5.51-5.75
18%	5.76-6.00
19%	6.01-6.25
20%	6.26-6.50
21%	6.51-6.75
22%	6.76-7.00
24%	7.01-7.25
26%	7.26-7.50
28%	7.51-7.75
30%	7.76-8.00

Supplier: Holiday Express

Supplier: Adventure Bus & Charter

School Bus

Travel To	Cost	# of Hours	Cost for Additional Hours
Albion	550.00	8	65.00
Ashland	825.00	8	65.00
Aurora	400.00	6	65.00
Axtell	550.00	8	65.00
Beatrice	750.00	8	65.00
Broken Bow	650.00	8	65.00
Cairo	400.00	6	65.00
Central City	400.00	6	65.00
Columbus	550.00	8	65.00
Cozad	650.00	8	65.00
Crete	650.00	8	65.00
David City	650.00	8	65.00
Firth	750.00	8	65.00
Fremont	750.00	10	65.00
Gibbon	400.00	6	65.00
Golthenburg	750.00	8	65.00
Grand Island	350.00	6	65.00
Harvard	400.00	6	65.00
Hastings	400.00	6	65.00
Holdrege	650.00	8	65.00
Juniata	400.00	6	65.00
Kearney	500.00	8	65.00
Lexington	650.00	8	65.00
Lincoln	650.00	8	65.00
Minden	550.00	8	65.00
Norfolk	800.00	10	65.00
North Platte	875.00	10	65.00
Omaha	875.00	10	65.00
Ord	550.00	8	65.00
Osceola	500.00	8	65.00
Palmer	400.00	6	65.00
Ravenna	400.00	6	65.00
St. Libory	400.00	6	65.00
St. Paul	400.00	6	65.00
Schuyler	650.00	8	65.00
Seward	650.00	8	65.00
Utica	550.00	8	65.00
Wood River	400.00	6	65.00
York	500.00	8	65.00

NO BID

# Child Nutrition Department



**Kris Spellman, R.D., S.N.S.**  
Director of Nutrition Services

June 27, 2023

RE: Proposal for Dairy Products for 2023-2024 School Year

Budget: Nutrition Services Food/ Milk

Proposals given to:  
Hiland Dairy  
Kemps Dairy/ Land O Lakes

Proposals Received:

Supplier	Proposals Received
Hiland Dairy	\$ 598,626.40
Kemps Dairy	\$ No Bid

Recommendation:

It is recommended that the Board accept the proposal from Hiland Dairy for the amount of \$598,626.40 for the 2023-24 school year. This amount reflects the total cost estimate of all milk and juice used throughout the district for the 23-24 school year. Proposal is an escalating/de-escalating bid.

Kris Spellman  
Director of Nutrition Services

**GRAND ISLAND PUBLIC SCHOOLS  
Grand Island, Nebraska**

**STAFF ADJUSTMENT  
July 13th, 2023**

**Certified New Hires**

<u>Name</u>	<u>Assignment//FTE/Building</u>	<u>Effective</u>	<u>Degree/ Level</u>	<u>College/ University</u>	<u>Replaces/ Reason</u>
Bruce Boeckel	English Language Arts/1.0 FTE/Barr	08/09/23	MA+45 -10	North Carolina University	TBD
Marynoll Escalera	Science/1.0 FTE/Barr	08/09/23	MA+00 -09		TBD
Darren Heil	English Language Arts/Journalism/ 1.0 FTE/Senior High	08/09/23	MA+00 -02	UNK	TBD
Laura Johnson	Bilingual/.5334 FTE/Westridge	08/09/23	MA+09 -09	Augustana	TBD
Phillip Mancuso	Fifth Grade/1.0 FTE/Seedling Mile	08/09/23	BA+00 -06		TBD
Erin Porter	Fifth Grade/1.0 FTE/Gates	08/09/23	BA+00 -04	UNK	TBD
Darlyn Troxel-Rowley	Payroll Benefits Specialist/1.0 FTE/ Kneale	07/10/23			New Position

**New Hire/Extra Standard Assignment**

<u>Name</u>	<u>Extra-Standard Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Queven Barrios	Boys Soccer Assistant Coach/Westridge	08/15/23	Open
Kyle Beaman	Girls Soccer Head Coach/Walnut	08/15/23	S. Carr
Amy Boyer	Girls Soccer Assistant Coach/Walnut	08/15/23	K. Beaman
Everado Corona	Summer Weights/Westridge	06/05/23	Open
Everado Cornoa	Girls Wrestling Assitant Coach/ Westridge	08/15/23	Open
Sarah Derickson	Concessions Manager/Barr	02/20/23	S. McCarville
Irene Falldorf	Cross Country Assistant Coach/ Westridge	08/15/23	Open

**New Hire/Extra Standard Assignment**

<u>Name</u>	<u>Extra-Standard Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Grant Heibner	Track and Field Assistant Coach/ Westridge	08/15/23	Open
Timber Huynh	Volleyball Assistant Coach/Westridge	08/15/23	Open
Zack Kuta	Boys Wrestling Assistant Coach/ Westridge	08/15/23	Open
Thatcher Lamm	Track and Field Assistant Coach/ Westridge	08/15/23	Open
Sydney Loarng	Volleyball Assistant Coach/Westridge	08/15/23	Open
Brittney Marr	Track and Field Head Coach/Westridge	08/15/23	Open
Season Mellema	Track Assistant Coach/Walnut	08/15/23	R. Schultz
Taylor Montgomery	Volleyball Assistant Coach/Westridge	08/15/23	Open
Kane Schmall	Football Assistant Coach/Westridge	08/15/23	Open
Sheri Smith	Volleyball Assistant Coach/Westridge	08/15/23	Open
Kathryn Zeller	Girls Wrestling Assistant Coach/ Westridge	08/15/23	Open

**Classified New Hires**

<u>Name</u>	<u>Assignment/Building</u>	<u>FTE</u>	<u>Starting Date</u>	<u>Replaces/Reason</u>
Cynthia Dearth	Paraeducator/Jefferson	.8750	08/09/23	C. Danek
Betsy Dack	Paraeducator/Starr	.9375	08/09/23	T. Helgoth
Rose Garcia	Technology Assistant/Howard	1.0	06/21/23	L. Hinken
Tina Kiser	Special Education Paraeducator/Starr	.9375	08/09/23	B. Brandt
Cougar Nielsen	Network and Systems Admin/Kneale	1.0	09/26/23	T. Wright
Aracely Perez Garcia	Assistant Custodian/Howard	1.0	06/07/23	E. American Horse
Bradley Schmid	Yard Worker/Kneale	1.0	08/21/23	C. Wiegert
Christine Scholl	Preschool Paraeducator/OLC	1.0	08/08/23	A. Zubia
Michelle Stratman	Assistant Custodian/Wyandotte	.50	06/05/23	K. Deaver

**Classified New Hires(Continued)**

<u>Name</u>	<u>Assignment/Building</u>	<u>FTE</u>	<u>Starting Date</u>	<u>Replaces/Reason</u>
Dairim Terezza Gonzales	Secretary to Principal/Wyandotte	1.0	07/05/2023	E. Champion
Ariana Vargas	Bilingual Paraeducator/Starr	.50	08/09/23	M. Cortes
Rachel Wade	Special Education Paraeducator/Gates	.9375	08/09/23	E. Bennetzen

**Certified Resignations**

<u>Name</u>	<u>Assignment/Building</u>	<u>Reason</u>	<u>Effective</u>
Katherine Usasz	Family Community Engegement Coordinator/OLC	Termination	05/26/23

**Certified Extra Standard Resignations**

<u>Name</u>	<u>Assignment/Building</u>	<u>Reason</u>	<u>Effective</u>
Ben Arrants	Football Assistant Coach/Westridge	Personal	05/24/23
Ben Arrants	Boys Wrestling Assistant/Westridge	Personal	05/24/23
Ben Arrants	Girls Soccer Head Coach/Westridge	Personal	05/24/23
Ben Arrants	Girls Wrestling Head Coach/Westridge	Personal	05/24/23
Demi Arres	Girls Soccer Assistant Coach/Westridge	Personal	05/24/23
David Caldwell	Football Assistant Coach/Walnut	Personal	05/24/23
Jaynie Hawkins	Track Assistant Coach/Walnut	Personal	05/24/23
Vincent Jodoin	Boys Soccer Assistant Coach/Westridge	Personal	05/24/23
Ashley Meyer	Volleyball Assistant Coach/Westridge	Personal	05/24/23
Jacob Morrow	Boys Track Head Coach/Westridge	Personal	05/24/23
Hannah Pogue	Cross Country Assistant Coach/Westridge	Personal	05/24/23
Hannah Pogue	Girls Wrestling Assistant Coach/Westridge	Personal	05/24/23
Hannah Pogue	Track Assistant Coach/Westridge	Personal	05/24/23
Michele Radford	Girls Track Assistant Coach/Senior High	Personal	05/24/23

**Certified Extra Standard Resignations**

<u>Name</u>	<u>Assignment/Building</u>	<u>Reason</u>	<u>Effective</u>
Kelsey Rouse	Volleyball Assistant Coach/Westridge	Personal	05/24/23
Reid Schultz	Football Assistant Coach/Walnut	Personal	05/24/23
Reid Schultz	Track Assistant Coach/Walnut	Personal	05/24/23
Makenna Taylor	Girls Basketball Assistant Coach/Westridge	Personal	05/24/23
Cody Wheeler	Boys Basketball Assistant Coach/Westridge	Personal	05/24/23
Cody Wheeler	Summer Weights/Westridge	Personal	05/24/23

**Classified Resignations**

<u>Name</u>	<u>Assignment/FTE/Building</u>	<u>Reason</u>	<u>Effective</u>
Charles Godwin	Piano Accompanist/1.0 FTE/Westridge	Personal	05/22/23
Lori Kuhn	Electrician/1.0 FTE/Kneale	Retired	07/05/23
Kathleen Deaver	Assistant Custodian/.50 FTE/Wyandotte	Personal	05/19/23
Demetrius Lenear	Seasonal Yard Worker/1.0 FTE/Kneale	Termination	06/20/23
Karla Marquez Villalobos	Special Education Paraprofessional/.9375 FTE/Dodge	Personal	05/25/23
Leland McGraw	Assistant Custodian/1.0 FTE/Wasmer	Retired	07/05/23
Tristen Meyer	Assistant Custodian/.25 FTE/Shoemaker	Personal	05/24/23
Stacia Morrison	Special Education Paraeducator/.9375 FTE/Senior High	Personal	05/24/23
Kay Newlin	Preschool Paraeducator/1.0 FTE/Starr	Personal	05/25/23
Nancy Petzoldt	Assistant Custodian/.25 FTE/Shoemaker	Personal	05/24/23
Samantha Williams	Skills Paraprofessional/.9375 FTE/Dodge	Personal	05/24/23

**Certified Changes**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Lisa Allan	SPED Resource Room/ 1.0 FTE/West Lawn	SPED Resource Room/ 1.0 FTE/Shoemaker	08/09/23	J. Clark
Bianca Ayala	EL Newcomer/1.0 FTE/ Barr	Academic Coach/ 1.0 FTE/Barr	08/09/23	L. McQuinn
Annalise Baade	Fifth Grade/1.0 FTE/ Lincoln	Mathematics/1.0 FTE/ Westridge	08/09/23	B. Olson
Toni Bachand	Third Grade/1.0 FTE/ West Lawn	Fourth Grade/1.0 FTE/ West Lawn	08/09/23	S. Greely
Karmyn Barnes	Speech Language Pathologist/ .60 FTE/Senior High/.40 FTE/ Walnut	Speech Language Pathologist/1.0 FTE/ Senior High	08/09/23	R. Gauthier
Vanessa Bartels	Second Grade/1.0 FTE/Virtual	Third Grade/1.0 FTE/ Knickrehm	08/09/23	TBD
Amanda Bennett	SPED Resource Room/ 1.0 FTE/Wasmer	SPED Resource Room/ .50 FTE/Lincoln/ .50 FTE/West Lawn	08/09/23	Student Need
Shannon Blascko	Academix Support Coach/ 1.0 FTE/Lincoln	Fourth Grade/1.0 FTE/ Howard	08/09/23	Open
Sara Bowley	Registered Nurse/1.0 FTE/ Walnut	Registered Nurse/ 1.0 FTE/Westridge	08/09/23	S. Karr
Emilee Bruns	SPED Severly Handicap/ 1.0 FTE/Barr	SPED Resource Room/ 1.0 FTE/Barr	08/09/23	H. Bender
Marcy Burr	Fifth Grade/1.0 FTE/Engleman	Second Grade/1.0 FTE/ Engleman	08/09/23	S. Wigle
Barry Carlson	English Language Arts/ 1.0 FTE/Westridge	English Language Arts/ .50 FTE/Social Studies/ .50 FTE/Westridge	08/09/23	Student Need
Claire Carpenter	First Grade/1.0 FTE/Gates	Fifth Grade/1.0 FTE/ Gates	08/09/23	S. Kleier
Jennifer Carr	Fourth Grade/1.0 FTE/Dodge	Fourth Grade/1.0 FTE/ Engleman	08/09/23	S. Tibbetts
Cindy Clark	SPED Resource Room/ 1.0 FTE/Shoemaker	SPED Resource Virtual/ 1.0 FTE/Seedling Mile	08/09/23	K. Hesman

**Certified Changes(Continued)**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Jenny Clark	SPED Resource Room/ 1.0 FTE/Shoemaker	SPED Resource Room/ 1.0 FTE/Westridge	08/09/23	J. Otto
Jill Corman	Third Grade/1.0 FTE/ Jefferson	Third Grade/.5334 FTE/Jefferson	08/09/23	Staff Request
Wendy Cremers	Fifth Grade/1.0 FTE/ Shoemaker	Integration Specialist/ 1.0 FTE/Shoemaker	08/09/23	T. Hedman
Sarah Derickson	English Language Arts/ 1.0 FTE/Barr	SPED Resource Room/ 1.0 FTE/Barr	08/09/23	S. Eastman
April Dickerson	EL Newcomer/1.0 FTE/ Senior High	EL Newcomer/ .50 FTE/Seedling Mile/ .50 FTE/Barr	08/09/23	Approved by Board
Rebecca Duran Meyer	Social Worker/.50 FTE/ Knickrehm/.50 FTE/ West Lawn	Social Worker/1.0 FTE/ Knickrehm	08/09/23	Approved by Board
Rochelle Eickhoff	Academic Support Coach/ 1.0 FTE/Newell	Academic Support Coach/.50 FTE/Lincoln/ .50 FTE/Newell	08/09/23	.50 FTE S. Blaschko
Morgan Eihusen	SPED Resource Room/ .50 FTE/Dodge/.50 FTE/ Stolley Park	SPED Resource Room/ .80 FTE/ Stolley Park/ .20 FTE/Starr	08/09/23	Student Need
Abigayle Friedrichsen	First Grade/1.0 FTE/Starr	Second Grade/1.0 FTE/ Starr	08/09/23	Open
Kimberly Fyfe	Bilingual/1.0 FTE/Howard	Third Grade/1.0 FTE/ Howard	08/09/23	Open
Tiffany Gapp	Counselor/.50 FTE/Lincoln/ .50 FTE/Knickrehm	Orchestra/1.0 FTE/Barr	08/09/23	A. Lawrence
Heather Gearhart	Reading Interventionist/ 1.0 FTE/Dodge	Kindergarten/1.0 FTE/ Howard	08/09/23	Open
Alisa Grim	EL C&I Specialist 6-12/ 1.0 FTE/Barr	EL Newcomer/1.0 FTE/ Senior High	08/09/23	C. Vargas Castano
Justin Groth	Mathematics/1.0 FTE/ Westridge	Mathematics/.50 FTE/ Science/.50 FTE/Westridge	08/09/23	A. Clausen
Astrid Guerrero	Kindergarten/1.0 FTE/ Howard	Bilingual/1.0 FTE/ Howard	08/09/23	J. Raun

**Certified Changes(Continued)**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Angela Harder	Academic Support Coach/ 1.0 FTE/Jefferson	SPED Resource Room/ 1.0 FTE/Jefferson	08/09/23	H. Schmidt
Justice Hatfield	Art/1.0 FTE/Barr	Art/1.0 FTE/Senior High	08/09/23	Approved by Board
Taylor Heinrichs	First Grade/1.0 FTE/ West Lawn	Fifth Grade/1.0 FTE/ West Lawn	08/09/23	S. Dramse
Jacque Henderson	Kindergarten/1.0 FTE/ Dodge	Bilingual/1.0 FTE/ Lincoln	08/09/23	Open
Julie Hernandez	Kindergarten/1.0 FTE/ Gates	First Grade/1.0 FTE/ Gates	08/09/23	C. Carpenter
Rita Hernandez	Social Worker/1.0 FTE/ Skills Academy	Social Worker/1.0 FTE/ OLC	08/09/23	N. Jimenez
Kaitlyn Hesman	SPED Resource/.50 FTE/ Newell/.50 FTE/Seedling Mile	SPED Resource/ .50 FTE/Newell/ .50 FTE/Gates	08/09/23	Student Need
Sydney Hesse	Academic Support Coach/ 1.0 FTE/Knickrehm	Academic Support Coach/.50 FTE/Jefferson/ .50 FTE/Knickrehm	08/09/23	Student Need
Kristina Hirschman	Skills Program Coordinator/ 1.0 FTE/Kneale	Diagnosis Virtual/ .33 FTE/Starr/.33 FTE/ Wasmer/.33 FTE/Senior High	08/09/23	.50 FTE H. Chramosta .50 FTE Open
Krsytal Huse	Reading Interventionist/ 1.0 FTE/Lincoln	Reading Interventionist/ .50 FTE/Dodge/.50 FTE/ Lincoln	08/09/23	H. Gearhart
Joann Jaros	Third Grade/1.0 FTE/Newell	Fifth Grade/1.0 FTE/ Newell	08/09/23	Approved by Board
Terri Jensen	Academic Support Coach/ .6246 FTE/Seedling Mile	Academic Support Coach/.6246 FTE/ Howard	08/09/23	Student Need
Kelsey Johnson	Mathematics/1.0 FTE/ Westridge	Reading Specialist/ .2728 FTE/Wasmer	08/09/23	Open
MarisaLynn Koepke	SPED Resource Room/ .50 FTE/Gates/.50 FTE/ West Lawn	SPED Resource Room/ 1.0 FTE/West Lawn	08/09/23	L. Allan

**Certified Changes(Continued)**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Kelsey Kolar	First Grade/1.0 FTE/ West Lawn	Kindergarten/1.0 FTE/ West Lawn	08/09/23	T. Sanchez
Madisen Kuhter	Second Grade/1.0 FTE/ Starr	SPED Resource Room/ 1.0 FTE/Starr	08/09/23	P. Moritz
Kat Lange	SPED Resource Room/ 1.0 FTE/Wasmer	SPED Resource Room/ 1.0 FTE/Westridge	08/09/23	P. Moritz
Rebecca Larson	Second Grade/1.0 FTE/ Howard	First Grade/1.0 FTE/ Howard	08/09/23	L. Fischer
Keo Leiser	Fifth Grade/1.0 FTE/ Jefferson	English Language Arts/ 1.0 FTE/Walnut	08/09/23	Open J. Coleman
Rosalina Lestor	Bilingual/1.0 FTE/Jefferson	First Grade/1.0 FTE/ Jefferson	08/09/23	Open
Jonathan Linden	Social Emtional Creative Arts/ 1.0 FTE/Wasmer	Physical Education/ 1.0 FTE/Dodge	08/09/23	B. Wentzlaff
Rebecca Madden	Early Childhood/1.0 FTE/ Starr	Early Childhood/ 1.0 FTE/Starr	08/09/23	J. Reha
Marty Markvicka	Diagnosis/.50 FTE/Gates/ .50 FTE/Knickrehm	Diagnosis/.50 FTE/ Gates/.50 FTE/Shoemaker	08/09/23	K. Wollenburg Brown
Jamie McCurry	Mathematics/1.0 FTE/ Senior High	Academic Coach/ 1.0 FTE/Gear Up	08/09/23	Approved by Board
Mary McDowell	Fourth Grade/1.0 FTE/ Starr	Fifth Grade/1.0 FTE/ Starr	08/09/23	Approved by Board
Jamie Menagh	Bilingual/1.0 FTE/Wasmer	Social Emotional Creative Arts/.75 FTE/ Wasmer/.25 FTE/Knickrehm	08/09/23	C. Huncovsky
Coleen Mentel	SPED Resource Room/ 1.0 FTE/Wasmer	SPED Resource Room/ 1.0 FTE/Knickrehm	08/09/23	S. Taylor
Leighann Miller	SPED Resource Room/ 1.0 FTE/Howard	SPED Resource Room/ 1.0 FTE/Westridge	08/09/23	H. Hiebner

**Certified Changes(Continued)**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Samantha Minne	Licensed Mental Health Practitioner/1.0 FTE/Dodge	Licensed Mental Health Practitioner/1.0 FTE/Wyandotte	08/09/23	C. Van Winkle
Pamela Moritz	SPED Resource Room/1.0 FTE/Jefferson	SPED Resource Room/1.0 FTE/Wasmer	08/09/23	K. Lange
Tracy Morrow	EL Newcomers/1.0 FTE/West Lawn	EL Newcomers/1.0 FTE/Stolley Park	08/09/23	Student Need
Ashley Mueller	Second Grade/1.0 FTE/Jefferson	Kindergarten/1.0 FTE/Jefferson	08/09/23	G. Seger
Brandy Nelson	Academic Support Coach/1.0 FTE/Dodge	Fourth Grade/1.0 FTE/Dodge	08/09/23	Approved by Board
Amelia Nicolaus	EL Newcomers/1.0 FTE/West Lawn	EL Newcomers/1.0 FTE/Stolley Park	08/09/23	Approved by Board
Amber O'Hara	Kindergarten/1.0 FTE/Wasmer	Early Childhood/1.0 FTE/Howard	08/09/23	C. Salmon
Kathryn Patten	Third Grade/1.0 FTE/Wasmer	Second Grade/1.0 FTE/Knickrehm	08/09/23	E. Schott
Valerie Porto	Social Worker/1.0 FTE/Westridge	Social Worker/1.0 FTE/Senior High	08/09/23	Approved by Board
Tiffany Pracht	Kindergarten/1.0 FTE/Shoemaker	Third Grade/1.0 FTE/Shoemaker	08/09/23	K. Reams
Stacy Quinteros	EL Newcomers/1.0 FTE/Senior High	Counselor/1.0 FTE/Senior High	08/09/23	C. Farlee
Stephanie Riak Akuei	Science/1.0 FTE/Senior High	Bilingual/1.0 FTE/Senior High	08/09/23	A. Dickerson
Sara Robinson	Academic Support Coach/1.0 FTE/Gates	Academic Support Coach/.50 FTE/Gates/.50 FTE/Dodge	08/09/23	.50 FTE Brady Nelson
Tamisha Rose-Osgood	Academic Support Coach/1.0 FTE/Stolley Park	Fifth Grade/1.0 FTE/Stolley Park	08/09/23	T. Schardt
Danielle Ryan	Reading Specialist/1.0 FTE/Starr	Reading Specialist/.50 FTE/Starr/.50 FTE/Jefferson	08/09/23	.50 FTE K. Wullschleger

**Certified Changes(Continued)**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Tyler Schardt	Fifth Grade/1.0 FTE/Stolley Park	Social Studies/1.0 FTE/ Barr	08/09/23	S. Dunham
Andy Schneider	Band/.40 FTE/Barr/.30 FTE/ Walnut/.30 FTE/Westridge	Band/1.0 FTE/ Westridge	08/09/23	A. Schneider
Elizabeth Schott	Second Grade/1.0 FTE/ Knickrehm	Fifth Grade/1.0 FTE/ Knickrehm	08/09/23	Open
Audrey Scott	Third Grade/1.0 FTE/ Seedling Mile	Bilingual/.5334 FTE/ Howard	08/09/23	.50 FTE K. Fyfe
Grayce Seger	Kindergarten/1.0 FTE/ Jefferson	Fourth Grade/1.0 FTE/ Jefferson	08/09/23	Approved by Board
Shawna Senff	Academic Support Coach/ 1.0 FTE/Starr	Academic Support Coach/.50 FTE/Starr/ .50 FTE/Stolley Park	08/09/23	.50 FTE T. Rose-Osgood
Chantel Silva	SPED Resource Room/ 1.0 FTE/Wyandotte	SPED Resource Room/ 1.0 FTE/Dodge	08/09/23	J. Potter
Sydney Simmons	Second Grade/1.0 FTE/ Shoemaker	Fourth Grade/1.0 FTE/ Shoemaker	08/09/23	L. Thunker
Mary Slevin	Speech Language Pathologist/ 1.0 FTE/Howard	Speech Language Pathologist/1.0 FTE/ Walnut	08/09/23	E. Ripp
Shelby Stone	Bilingual/1.0 FTE/Dodge	Third Grade/1.0 FTE/ Dodge	08/09/23	K. Peng
Kirk Stutzman	English Language Arts/ 1.0 FTE/Westridge	Health/1.0 FTE/ Westridge	08/09/23	C. Wheeler
Shiann Taylor	SPED Resource Room/ 1.0 FTE/Knickrehm	SPED Resource Room/ 1.0 FTE/Wasmer	08/09/23	C. Mentel
Michelle Tebbe	EL Newcomers/1.0 FTE/ West Lawn	EL Newcomers/ 1.0 FTE/Stolley Park	08/09/23	Approved by Board
Michelle Thorne	Academic Support Coach/ 1.0 FTE/Wasmer	Academic Support Coach/.50 FTE/Wasmer/ .50 FTE/Seedling Mile	08/09/23	.50 FTE T. Jensen
Emerald Torres	Second Grade/1.0 FTE/Wasmer	First Grade/1.0 FTE/ Wasmer	08/09/23	M. Nicol

**Certified Changes(Continued)**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Melissa Umstead	SPED Resource Room/ 1.0 FTE/Howard	Fifth Grade/1.0 FTE/ Howard	08/09/23	Open
Carlos Vargas Castano	EL Newcomers/1.0 FTE/ Senior High	Bilingual/1.0 FTE/ Senior High	08/09/23	Open
Kristen Watson	Diagnosis/1.0 FTE/Jefferson/ Non-Public	Diagnosis/.50 FTE/ Howard/.50 FTE/ Jefferson	08/09/23	E. Lopez
Brooke Wentzajt	Physical Education/1.0 FTE/ Dodge	Physical Education/ 1.0 FTE/Walnut	08/09/23	J. Arends
Teresita Westover	Reading Specialist/1.0 FTE/ Howard	Reading Specialist/ .75 FTE/Howard/ .25 FTE/Knickrehm	08/09/23	Open
Jami White	Social Worker/.60 FTE/ Jefferson/.40 FTE/Newell	Social Worker/1.0 FTE/ Newell	08/09/23	Approved by Board
Carrie Whitcomb	Counselor/.50 FTE/Jefferson/ .50 FTE/Newell	Counselor/1.0 FTE/ Jefferson	08/09/23	Approved by Board
Katie Wollenburg Brown	Diagnosis/.70 FTE/West Lawn/ .30 FTE/Shoemaker	Diagnosis/.33 FTE/ Knickrehm/.33 FTE/ Lincoln/.33 FTE/West Lawn	08/09/23	M. Markvicka S. Kok
Kristen Wullschleger	Reading Specialist/1.0 FTE/ Jefferson	First Grade/1.0 FTE/ Howard	08/09/23	Open
Sara Yount	Diagnosis/.8123 FTE/ Engleman	Diagnosis/.50 FTE/ Engleman/.50 FTE/ Westridge	08/09/23	.50 FTE H. Chramosta
Kathryn Zeller	Mathematics/1.0 FTE/ Westridge	Science/1.0 FTE/ Westridge	08/09/23	Open

**Certified Changes/Extra Standard Assignments**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Sadie Carr	Girls Soccer Head Coach/ Walnut	Track Assistant Coach/Westridge	08/15/23	J. Hawkins

**Classified Changes**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Sheri Beed	Assistant Custodian/ 1.0 FTE/Barr	Assistant Custodian/ 1.0 FTE/Barr	06/15/23	R. Yanda
Yvonne Birnie	Secretary Receptionist II/ 1.0 FTE/Kneale	Staff Accountant/ 1.0 FTE/Kneale	06/26/23	N. Reynold
Holly Boeselager	Para Homebound Coordinator/ .9375 FTE/Kneale	Social Studies/ 1.0 FTE/Senior High	05/25/23	New Position
Elizabeth James	Bilingual Paraeducator/ .8750 FTE/Wasmer	Migrant Education Facilitator and Multilingual Learner Liaison/1.0 FTE/ Kneale	07/10/23	M. Vasquez
Zach Matthiessen	Assistant Custodian/ 1.0 FTE/Westridge	Custodian Night Supervisor MS/1.0 FTE/ Westridge	06/19/23	New Position
Chelsea Powell	LPN/.9375 FTE/District	LPN/.9375 FTE/Gates	08/09/23	D. Lutz

The Superintendent recommends adoption of the Staff Adjustment on the consent agenda

## Grand Island Public Schools

### Fund Balances

Fiscal Year: 2022-2023

Month: July  
 Year: 2023  
 Fund Type:

Include Cash Balance  
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
01	General	\$27,664,101.74	\$126,401,439.87	(\$103,912,539.58)	\$0.00	\$50,153,002.03
02	Depreciation	\$2,066,711.35	\$0.00	(\$531,775.00)	\$0.00	\$1,534,936.35
03	Employee Benefit	\$3,113,665.44	\$90,929.55	(\$6,390.06)	\$0.00	\$3,198,204.93
04	Contingency	\$1,020,635.89	\$30,746.23	(\$33,848.10)	\$0.00	\$1,017,534.02
05	Activities	\$2,671,445.35	\$1,600,048.74	(\$2,537,237.59)	\$0.00	\$1,734,256.50
06	School Nutrition	\$2,947,436.09	\$5,678,872.17	(\$6,040,588.32)	\$0.00	\$2,585,719.94
07	Bond	\$7,315,997.68	\$5,233,015.82	(\$6,041,712.41)	\$0.00	\$6,507,301.09
08	Special Building	\$2,242,270.65	\$408,584.40	(\$556,935.30)	\$0.00	\$2,093,919.75
09	Qualified Capitol Purpose Undertaking	\$1,248,298.58	\$1,125,004.70	(\$904,328.83)	\$0.00	\$1,468,974.45
10	Cooperative	\$711,935.17	\$0.00	(\$494,999.98)	\$0.00	\$216,935.19
Grand Total:		\$51,002,497.94	\$140,568,641.48	(\$121,060,355.17)	\$0.00	\$70,510,784.25

End of Report

**Jennifer Worthington**

Chief of Strategic Partnerships and Stakeholder Engagement

**Board of Education Grant Report  
July 2023**

**Grants Pending**

**None**

**Grants Approved**

**Nebraska Children and Families and Nebraska Department of Education - \$25,000**

The funds will be used for Community Schools work for the 2023-2024 school year.

**Department of Health & Human Services Community Cafe Grant - \$11,098.75**

The funds will be used for Community Cafe Program at O'Connor Learning Center for the 2023-2024 school year.

**Grants Denied**

**None**

**WE ARE BOLDLY GIPS '22-'23**



# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
GI21127  
GIPS Senior High Additions &  
Renovation  
Grand Island, NE

**CONTRACT INFORMATION:**  
Contract For: Single Prime

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002

Date: May 25, 2022

Date: March 23, 2023

**OWNER:** *(Name and address)*  
Hall County School District 2  
dba Grand Island Public Schools (GIPS)  
PO Box 4904  
Grand Island, NE 68802

**ARCHITECT:** *(Name and address)*  
Cannon Moss Brygger & Associates, P.C.,  
dba CMBA Architects  
208 Pine St.  
Suite 301  
Grand Island, NE 68801

**CONTRACTOR:** *(Name and address)*  
Perry Reid Construction  
2930 Ridge Line Road  
Suite 116  
Lincoln, NE 68516

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

COR #009 West Wall Band Room & Gypsum Roof Fix	ADD	\$11,731.03
COR #013R2 Cafeteria Drywall	ADD	\$27,907.67
COR #014 Cafeteria North Column Rust Fix	ADD	\$455.03
COR #015 West Band Room	ADD	\$608.29
COR #016 Existing Lintels at Cafeteria North Wall	ADD	\$4,659.22
COR #017 Hall of Honor	DEDUCT	\$(926.00)
COR #018 Walkoff Carpet	ADD	\$5,841.48
COR #019 Ceiling Height Change	ADD	\$3,694.87
COR #020 Cafeteria Existing Mech Tunnel Slab Void	ADD	\$3,873.64
COR #021 Vestibule Wall Protection	ADD	\$0.00
	TOTAL	\$57,845.23

The original Contract Sum was	\$	3,689,700.00
The net change by previously authorized Change Orders	\$	-12,579.18
The Contract Sum prior to this Change Order was	\$	3,677,120.82
The Contract Sum will be increased by this Change Order in the amount of	\$	57,845.23
The new Contract Sum including this Change Order will be	\$	3,734,966.05

The Contract Time will be increased by Five (5) days.  
The new date of Substantial Completion will be 08/15/2023

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

CMBA Architects  
**ARCHITECT** *(Firm name)*

DocuSigned by:  
  
**SIGNATURE**

Jim Brisnehan, Principal Architect  
**PRINTED NAME AND TITLE**  
6/3/2023

**DATE**

Perry Reid Construction  
**CONTRACTOR** *(Firm name)*

DocuSigned by:  
  
**SIGNATURE**

Bryon Casper, Project Manager  
**PRINTED NAME AND TITLE**  
5/31/2023

**DATE**

Grand Island Public Schools  
**OWNER** *(Firm name)*

DocuSigned by:  
  
**SIGNATURE**

Dan Petsch, Dir. of Building & Grounds  
**PRINTED NAME AND TITLE**  
5/31/2023

**DATE**

GIPS BOE Regular Meeting  
Thursday, July 13, 2023 5:30 PM  
Kneale Administration Building - Board Room

1. CALL TO ORDER

**Speaker(s):** Board President

2. ROLL CALL

**Speaker(s):** Mrs. Dibbert

3. CONSENT AGENDA

**Speaker(s):** Board President

3.1. Minutes from the previous month's meeting

3.2. Acceptance of Agendas From Standing Committees

3.3. Claims as submitted

3.4. Bid Proposals as submitted

3.5. Staff Adjustments as submitted

3.6. Treasurer's Report as submitted

3.7. Grant Report Update

**Speaker(s):** Mrs. Jennifer Worthington

3.8. Change Orders as Documented

3.9. Approval of Agenda as submitted

4. SPECIAL RECOGNITION

4.1. PathBack Program Recognition

**Speaker(s):** Dr. Carrie Kolar

5. REQUESTS TO ADDRESS THE BOARD

**Speaker(s):** Board President

6. INFORMATION ITEMS

6.1. Staff Handbooks

**Speaker(s):** Dr. Carrie Kolar

**Goals:** Obj 1.3 Every student learns in a safe and resourced environment , Obj 3.2 Community partnerships that increase supports to students and families, 4.1 Every Student will graduate, college, career, and community ready.

6.2. Stipends for MTSS and Assessment Coordinators

**Speaker(s):** Dr. Carrie Kolar

6.3. GIPS Auditor

**Speaker(s):** Mr. Virgil Harden

#### 6.4. Policy

6.4.1. 3315 ATTENDANCE OFFICER on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.2. 8462 METAL DETECTOR SCREENING on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.3. 8340 PARTTIME ENROLLMENT on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.4. 9410 STUDENT GROUPS on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.5. 8453 SUSPENSION, EXPULSION AND REASSIGNMENT on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.6. 7490 ALTERNATIVE EDUCATION on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.7. 7510 OPTION ENROLLMENT on First Read

**Speaker(s):** Mr. Matt Fisher

6.4.8. 7511 OPTION ENROLLMENT RESOLUTION on First Read

**Speaker(s):** Mr. Matt Fisher

#### 6.5. Construction Update

**Speaker(s):** Mr. Petsch

#### 6.6. Superintendent Report

**Speaker(s):** Mr. Fisher

### 7. ACTION ITEMS

7.1. 2160 POLICY ADOPTION AND IMPLEMENTATION on Final Read

**Speaker(s):** Mr. Matt Fisher

7.2. 2215 BOARD MEMBERSHIP on Final Read

**Speaker(s):** Mr. Matt Fisher

7.3. 3320 POLICY IMPLEMENTATION Delete on Final Read

**Speaker(s):** Mr. Matt Fisher

7.4. 4312 INTERNAL CONTROLS FOR FEDERAL AND STATE AWARDS on Final Read

**Speaker(s):** Mr. Matt Fisher

7.5. 4430 INVENTORY SYSTEM on Final Read

**Speaker(s):** Mr. Matt Fisher

7.6. 4461 RECOGNITION FOR SERVICE OF STAFF AND OTHERS on Final Read

**Speaker(s):** Mr. Matt Fisher

7.7. 9230 ACCESS TO DISTRICT RECORDS on Final Read

**Speaker(s):** Mr. Matt Fisher

7.8. GIPS Auditor

**Speaker(s):** Mr. Virgil Harden

7.9. Extra Standard for SY 2023-24

**Speaker(s):** Mr. Wayne Stelk

7.10. Wholeness Healing EAP

**Speaker(s):** Mr. Wayne Stelk and Wholeness Healing Staff

## 8. REPORTS

8.1. Grand Island Public Schools Foundation Report

**Speaker(s):** Mrs. Lindsey Jurgens

9. EXECUTIVE SESSION FOR THE PURPOSE OF SUPERINTENDENT EVALUATION  
BECAUSE IT IS IN THE BEST INTEREST OF THE PUBLIC TO DISCUSS THIS MATTER  
IN CLOSED SESSION

10. RECONVENE FROM EXECUTIVE SESSION

11. APPROVAL OF ANY ACTION DEEMED NECESSARY AS A RESULT OF  
EXECUTIVE SESSION

12. NOTIFICATION OF UPCOMING BOARD MEETINGS

13. ADJOURNMENT

## **GIPS NEEDS ANALYSIS**



District Administration and/or Board Committees will use the GIPS Needs Analysis to guide development of proposals to the Board of Education for information or action as deemed appropriate.

**Proposal:**

**2023-24 Classified and Certified Handbooks**

**Submitted  
By:**

**Carrie Kolar**

**Date:**

**6/26/23**

### **1. What is the identified need?**

**A centralized document for GIPS classified and certified employees defining policies and procedures to ensure consistent application throughout the district.**

### **2. Administrative Rationale for BOE Agenda Item (connect to Strategic Plan Objectives/Success Measures)**

**Setting expectations and ensuring staff are treated consistently supports GIPS Strategic Plan Objectives 1.3, 3.2 and 4.1.**

### **3. Proposed Action**

**August approval**

### **4. Data/Research Assessed**

**Best practices in human resource management have confirmed staff handbooks are critical to organizational climate & culture; ensuring legal compliance, promoting consistency, improving communication and increasing employee retention rates.**

### 5. Stakeholder Group(s) Involved

Classified and Certified staff

### 6. Summary

GIPS Staff Handbooks reflect compliance with district policy, local, state and federal laws. All staff need access to clear, consistent policies and procedures. Staff handbooks are also valuable resources for administrators as they work to support and direct their staff.

### 7. Fiscal Impact

Amount:	
Source:	

Details:	
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### 8. Person(s) Responsible for Implementation

Human Resources Department-under the direction of Dr. Carrie Kolar

Adapted from NASB Needs Analysis GIPS Needs Analysis Rev. 02/2019

### 9. Implementation Plan

#### ◆◆ Monitor/ Evaluate

Actions:	Review by Human Resources and approved by the BOE
Timeline:	Annually

#### ◆◆ Board Report/Follow-Up

Actions:	Review by Human Resources and approved by the BOE
Timeline:	<input type="checkbox"/> 1 month <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input checked="" type="checkbox"/> annually <input type="checkbox"/> N/A





## **Certified Staff Handbook**

**2023-2024**

# ....Every Student, Every Day, a Success! Our Mission

## Every Student, Every Day, A Success

Within the School District of Grand Island,

- every student will be taught to read, write, and communicate effectively; solve problems; acquire and apply knowledge; and demonstrate mastery through performance to the best of the student's abilities;
- every student will be treated with fairness and dignity;
- every student will experience a sense of belonging, contribution, and success; and · every student will develop responsibility and show respect for others as well as oneself. *In educating students, we teach hearts as well as minds.*

### Introduction

In order to accomplish this mission, the school district employs certificated and classified personnel to assist with the delivery of instruction and the operation and maintenance of the district.

Certificated staff are vital as they are responsible for the design and implementation of curriculum and instruction and have a direct impact on the lives of our students. Without the dedication of teachers to the optimal and sensitive completion of their assignments, the children of our community would not receive the type of quality education for which Grand Island is recognized.

The purpose of this document is to provide certified staff members with a general overview of the expectations, benefits, and procedures of the Grand Island Public Schools. This document is not a contract and is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides information which we hope will make your teaching experience more enjoyable and rewarding.

Should questions arise, please feel free to visit with your principal or to contact the personnel or business offices.

Personnel Policies and Procedures are posted on the district web page.

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## **Notice of Nondiscrimination**

The Grand Island Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

### **Students:**

Associate Superintendent for Student Services, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802 -4904; 308-385-5900

### **Employees and Others:**

Director of Human Resources, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR) please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). See GIPS Policies: [6410 Non-Discrimination](#), [1310 Nondiscrimination](#) (Staff)

## **Title IX Sexual Harassment**

The Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. See GIPS Policy [6215 Bullying and Harassment](#) (Staff). This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

### **Students:**

Associate Superintendent for Student Services, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802 -4904; 308-385-5900

### **Employees and Others:**

Director of Human Resources, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

For information regarding the Grand Island Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see GIPS [Policy 1310.1 Administrative Procedures for Policies](#)

## **Benefits**

### Health Insurance Benefits

Certificated staff will apply for health insurance benefits initially upon employment or after a qualifying event (such as a loss of job, death, divorce or legal separation, or having reached the end of COBRA). Subject to Negotiations, the district will contribute towards the cost of health insurance coverage, up to 100% of the cost of single health and dental. Certificated staff that is less than full time (but not more than .40 FTE) may apply for coverage, however such application is not mandatory.

### Group Term Life Insurance

Eligibility to participate in the GIPS Group Term Life Insurance - Eligible Faculty Members must work a minimum of twenty (20) hours per week. Coverage is available in increments of \$25,000.

### EyeMed Vision Care

District employees who work a minimum of 20 hours per week have the opportunity to participate in a group sponsored EyeMed Vision Care Plan.

### Employee Assistance Program (EAP)

At one time or another, everyone experiences emotional ups and downs and may need someone to talk to - someone who can understand and offer supportive help. All regularly scheduled employees of the district and their immediate family members are eligible to utilize the benefits and services of the EAP. Completely confidential and prepaid by the district, the EAP stands ready to assist anyone who is experiencing life's challenges and difficulties. Simply call toll free 1-855-384-2467 or (308) 382-5297 ext. 110 to find out how the EAP can help you. Additional information about the EAP can be accessed on the GIPS Intranet.

### **125 Flex Plan**

All certified employees are eligible to participate in a 125 Flex Plan. Eligible employees may make pretax contributions to the plan, and these contributions may then be claimed to reimburse the employee for eligible out of pocket medical expenses and child care expenses. Please know that the deadline is required by IRS rules and **cannot be waived**. Once you commit money into the Flexible Benefit plan **you cannot make changes** as it's a use it or lose it situation! The plan administrator, Almquist, Maltzahn, Galloway & Luth, PC distributes enrollment information in May of every year. The plan runs from September 1 to August 31.

### **Long Term Disability**

Income protection insurance is mandatory for certificated staff that work a minimum of twenty (20) hours per week. The benefit percentage is 60%, and income protection insurance becomes effective on the 91st day of disability.

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## Compensation

### iVisions Pay Information

Staff may view their pay and benefits information online through the iVisions Employee Portal. The **iVisions Employee Portal** can be found by going to the GRID (GIPS Information Directory): Go to **Quick Links - iVisions**.

For first time users your **User Name** is your **email USERNAME** (to the **left** of the @gips.org) NOT your whole email address! To create your password: Employees will need to click on the Forgot Password button. They are then emailed a link to reset their password. Passwords must be 8 characters long and include 3/4 of the following: lower case letter, upper case letter, number, symbol.

Teachers are paid in 12 equal monthly installments. Since all salaries are not divisible by 12, the odd cents are added to the twelfth payment.

The first paycheck is issued September 15. If certified staff do not have their teaching certificate registered in the Human Resources Office, their pay may be withheld.

Deductions for absences will be taken from the pay period in which they occur.

Teachers who resign during the school year will receive the unpaid portion of their earned salary on the next payment date after resignation.

Summer paychecks will not be advanced for any reason.

The Grand Island Public Schools pays all employees on the 15th of the month. If the 15th falls on a weekend or a holiday, the date is advanced to the last working day prior to the 15th. It is mandatory for all employees to have their pay deposited electronically in a financial institution of their choice.

### Salary Schedule Movement

Horizontal Movement:

Hours applying toward horizontal advancement on the salary schedule must be obtained from an accredited institution of higher education and either be hours obtained in graduate level courses and approved by their supervisor/principal, or be listed on the [Approved Courses listing](#). Should a course not be listed on the Approved Courses listing, an [Approval For Credit Beyond Bachelor's form](#) can be downloaded on the GIPS Intranet under Human Resources and Salary Schedule Movement. Certified staff are limited (by policy) to moving horizontally one column per year, except upon receipt of a Master's Degree, the staff member can advance to the Master's column.

By May 1 of the year prior to the proposed advancement, a [Salary Increment Notice of Intent form](#) specifying classes, total hours, and applicability of each class to the current job assignment, can be downloaded on the GIPS Intranet under Human Resources and Salary Schedule Movement by the certified staff member wishing to make the salary move. This form should be completed and reviewed by the immediate supervisor and submitted to the Chief of Human Capital Management. The *Salary Increment Notice of Intent* is necessary to help plan and prepare the following years' budget. **Note:** May 1 is a deadline for the completion of the *Salary Increment Notice of Intent*. This form may be submitted at any time prior to this date.

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By October 1, a [Verification of Graduate Hours form](#) must be completed and submitted along with an official transcript to the Chief of Human Capital Management. The *Verification of Graduate Hours* form certifies the courses taken, credits received, and the grade given.

**All steps for Salary Movement are the responsibility of the certified staff member wishing to make such a movement. Movement on the salary schedule is not processed without the above paperwork, in addition to the Human Resources Office receiving an official transcript. Electronic transcripts need to come directly from the college to Dr. Carrie Kolar ([ckolar@gips.org](mailto:ckolar@gips.org)) or Mackenzie Wetzel ([mlwetzel@gips.org](mailto:mlwetzel@gips.org)) by email to be considered an official transcript. Contact the Human Resources Office with any questions.**

Vertical Movement:

In order to be eligible for vertical movement on the salary schedule, part-time instructional staff must have provided .5 FTE of service or more during the previous year (per Policy 6322).

### Assignments and Transfers

Each employee of the Board of Education shall be assigned to a specific position at the direction of the Superintendent of Schools and may be transferred to any other position as the Superintendent may direct. Transfers may be made at the initiative of the Superintendent or other administrative officers or at the request of the employee and for any purpose which, in the judgment of the Superintendent, is in the best interest of the school system.

Although the ultimate decision relative to individual transfers is based upon several considerations, the prime consideration is that of the welfare of the students in the school system. When employees are assigned, attention is given to the proper balance of experience, and specialized competence on the part of the staff in each of the schools. Transfer to another building is made after consultation with the individuals involved-- staff member, principal, and department head if appropriate. Any employee desiring a transfer should submit a *Request to Transfer* form to the Human Resources Office (prior to the stated due date) of the current academic year. (When applicable, this form is available on the GRID- Click on Human Resources, Links GIPS - Human Resources and Career Opportunities).

### **Deductions**

#### Tax Deductions

In accordance with the law, state and federal income taxes and social security taxes are withheld monthly. The amount of income taxes withheld depends upon gross income, number of dependents, and any additional amounts authorized by the employee. The amount of social security taxes withheld is determined by the annual rate. The district pays to social security an amount equal to the employee's contribution. The direct deposit receipts show the exact amount withheld for each tax.

#### State Retirement Deductions

District employees who work twenty (20) or more hours per week must participate in the Public Retirement System of the State of Nebraska. The cost of participation is set by the legislature and is deducted from the monthly payroll check. The district and the state also make contributions for each eligible employee.

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Upon termination of employment, an employee may apply to the Retirement Office, P.O. Box 94816, Lincoln, NE 68509, for return of the employee's contributions made to the Nebraska School Employees Retirement System. However, the employee may leave the money in his/her account.

The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefit. For information write to: Director: Nebraska Retirement System, P. O. Box 94816, Lincoln, NE 68509-4816.

### **Tax Sheltered Annuities**

A tax-sheltered annuity program is available to all certificated employees. Under this program, income is deferred until a certain age (generally 65). Usually at retirement age, the deferred income is reported for income tax purposes. Requests for participation may be made through any one of the insurance companies authorized by the Board of Education to write annuities for the district's employees. Contact the Business Office (Payroll) to obtain the list of TSA companies.

### **COBRA**

Consolidated Omnibus Reconciliation Act 1986. Employee, spouse, and dependent child: right to continue insurance coverage.

United States Public Law 99-272 provides that the Grand Island Public Schools offer continuation of group health insurance coverage under certain circumstances.

Continuation of coverage for 18 months is available to:

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of loss of dependent status.

Each covered employee or eligible dependent/spouse should notify the employer of a qualifying event which triggers the continuation offer. The divorced or legally separated spouse and dependents losing coverage because of loss of dependent status have 60 days in which to notify the plan administrator of changes in status. Each qualified beneficiary is entitled to separate election of continuation coverage. The employer should send by certified mail, with return receipt requested, the notice which explains the person's rights within ten days.

The person eligible for continuation coverage has 60 days from the latter of:

- a. receipt of the notice or
- b. the date on which Plan coverage terminates because of a qualifying event in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The premium shall be paid by the person electing the continuation coverage.

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The continuation coverage shall expire at the earliest of the following:

1. At the end of the specified period (18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium. The grace period for failure to pay the premium is the longer of: 30 days or the time specified in the Plan (except that the payment of the first premium for continued coverage may be made within 45 days of the date of the election if the election is made after the qualifying event).
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

Persons on continuation coverage are to be treated in the same manner as employees currently covered under the Plan. When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan which is available under the Plan at that time.

If employees have any questions, they should call the Business Office (385-5900)

### **Accidents and Safety**

All injuries to students or to adults which occur on district-owned grounds or buildings, no matter how trivial, should be reported to the supervisor or principal immediately. Depending upon the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital and a request for a doctor made to the office of the doctor specified.

Immediate supervisors must be informed when an employee has had a compensatory injury and is limited in his/her assignment, so that assigned work will not aggravate the injury.

When an employee receives a permanent partial disability settlement, he/she shall not be permitted to engage in any service for the Grand Island Public Schools outside his/her regular assignment.

Any employee absent for any period of time because of accident or injury requiring care by a doctor, irrespective of whether such injury is suffered within or outside the scope of his/her employment, for a period of more than one week may be required to present to the supervisor, a written statement from the attending doctor stating that the employee is physically able to return to duty.

### **Worker's Compensation Insurance**

All employees of the school district are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be filed with the building administrator within 24 hours of the accident.

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## Leave

### SmartFind Express

You will use SmartFind Express to enter absences, schedule a sub for your classroom, etc. You must register by phone before you can use SmartFind Express. Call (308) 646-0468 · Enter your access ID and the star (\*) key. This is your 5 digit employee ID, then star (\*). · Enter your access ID and the star (\*) key again. This is your 5 digit employee ID, then star (\*). · Record your name followed by the star (\*) key. Hear your callback #. Correct if necessary You will be asked to select a new PIN. Enter a PIN from 6 to 9 digits in length followed by the star (\*) key.

Smart Find Express can be accessed by phone at any time by calling (308) 646-0468. SmartFind Express can be found on the GRID ([grid.gips.org](http://grid.gips.org)) under **Quick Links**, click on **SmartFind Express**. Leave the District Username and Password fields blank. Click on the brightly colored Google symbol underneath. You may be asked to validate your email address. SmartFind Express is linked to your GIPS email address.

An employee should interact with Smart Find Express either via the telephone or via the Web to enter, cancel, or review absences; attach documents to absences at job creation or review; and add text or voice instructions to absences. The employee may only retrieve information about himself or herself. When reviewing absence, you will be able to review the substitute that has accepted the assignment, and add instructions and attach documents.

The employee profile within Smart Find Express is set up with a schedule, which reflects the location(s) where you work and the classification(s) in which you work, as well as the times you are expected to work. Upon entering an absence, you will be asked to choose a reason, and the dates and times for your absence. Depending upon your classification, you will be prompted to choose if a substitute is required for this absence. If a substitute is required, you may also be able to specify a substitute of your choosing.

### Sick Leave (Please consult Board of Education Policies 6331, 6334 and 6335).

A full-time Faculty Member shall be eligible for ten (10) full days of paid leave each contract year for injury or illness. Part-time Faculty Members receive sick leave on their prorata (full-time equivalency) basis. If a Faculty Member has been absent less than ten (10) days during a contract year, the difference shall be cumulative to a total of ninety (90) days maximum. Up to a maximum of ninety (90) days can be utilized by a Faculty Member during any one contract year.

Also, when an employee becomes aware of circumstances which require an extended period of absence, he/she should notify his/her immediate supervisor. Circumstances which would require such notice include but are not limited to: pregnancy, extended illness, personal injury, anticipated surgery, hospitalization, or disability. The employee must furnish a statement from the attending physician (1) confirming the condition, (2) advising the district of the scheduled date of surgery or the expected delivery date, and (3) providing the date beyond which the employee should not continue to work and an opinion as to the employee's physical and/or mental ability to continue to perform the duties of his/her job description.

The District has the right to require a certificate of a physician confirming that the absence was due to illness in the event the illness exceeds three (3) days. Use of sick leave for purposes other than personal illness or abuse of the sick leave provision can be cause for disciplinary action.

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When doctor or dental appointments cannot be made outside of the employee's work schedule, sick leave can be used to cover the time needed for such appointments.

Faculty Members are allowed to use, from their accumulated sick leave, up to a maximum of ten (10) days, before personal leave days are used, for an illness of the employee's spouse, son, daughter, mother, father, grandparent, mother-in-law, father-in-law or other person living in the home as a family member and/or to attend the birth of a child or grandchild when the delivering mother is: (i) the spouse of the Faculty Member; (ii) a dependent daughter; (iii) a daughter-in-law; or (iv) a non-dependent daughter, provided that absence in excess of three (3) days to attend the birth of a child of a Faculty Member's spouse or dependent daughter shall require a physician's statement and absence in excess of three (3) days to attend the birth of a child of a non-dependent daughter shall be permitted only when severe medical conditions exist.

### Catastrophic Illness Leave

Faculty Members who suffer a catastrophic illness during the course of a contract year and whose sick and other leaves have been exhausted shall be eligible for sub-deduct leave for the duration of the illness or until eligible for disability insurance.

Faculty Members whose spouse or child suffers a catastrophic illness during the course of a contract year and other leaves have been exhausted shall be eligible for sub-deduct leave for the duration of the illness or remainder of the contract year, whichever comes first.

Catastrophic Leave is not intended as a means to obtain additional paid leave once an individual has exhausted unused sick leave. Instead, the purpose of catastrophic leave is to provide additional paid leave in case of sudden, unforeseen illness or disability of indeterminate duration. As such, catastrophic leave, when it is justified, will be granted by the Administration in its reasonable discretion. For either subsection of this Section 5.5 the Board may request a doctor's statement explaining the nature and expected duration of the illness.

### Personal Leave

A Certified Staff member shall be entitled up to three (3) full pay personal leave days per contract year. Three (3) days shall be available for a Faculty Member with full pay and shall not require the Faculty Member to state a specific reason for which the leave day is requested.

#### **A. Each personal day shall be subject to the following criteria:**

1. Except in the case of a bona fide emergency, a Faculty Member shall make an application for personal leave at least seven (7) calendar days prior to the date on which he or she desires to be absent.
2. The administration, in writing, shall have the prerogative to not approve a request for personal leave, based on availability of substitutes, or educational needs of the District.
3. Personal leave shall not be available on the day immediately prior to or the day immediately following a scheduled holiday or vacation (teacher comp day excluded), nor except in the case of a bona fide emergency during the first five (5) contract days or the last five (5) contract days. The Chief of Human Capital Management may grant exceptions to this paragraph.

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4. No more than three (3) personal days may be taken by any one Faculty Member during any one (1) contract year.
5. Personal leave days shall not accumulate from year to year.
6. Personal leave that remains unused at the end of the contract year will be added to the Staff Member's sick leave accrual for use under the provisions of paragraph **5.2 Sick Leave**

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**B. Discretionary Leave** - Absences which require a leave of two (2) hours or less would be granted at the discretion of the building principal or supervisor. Preference will be given for absences for attendance at school functions for Faculty Members whose immediate families are involved. Faculty Members will be responsible for obtaining qualified replacements. Absences are eligible for discretionary leave only if the absence generates no costs to the district. The Chief of Human Capital Management may grant exceptions to this paragraph.

### Bereavement Leave

A total of not more than five (5) consecutive work days on full pay is allowed for each Faculty Member for absence in case of death in the immediate family for the purpose of attending the funeral or attending to matters relating to the death. Immediate family will be defined as; Spouse, child, child-in-law, parent, parent-in-law.

A total of not more than three (3) consecutive work days on full pay is allowed for each Faculty Member for absence in case of death of other immediate family for the purpose of attending the funeral or attending to matters related to the death. Other immediate family will be defined as sibling, sibling-in-law, grandparent, grandparent in-law, grandchildren, or person(s) living in the same home as part of the family.

Immediate family and other immediate family bereavement leave is not limited to five (5) or three (3) days respectively in any one (1) year, but covers each death in either the immediate family or other immediate family which occurs during the contract year.

A total of not more than three (3) consecutive work days on full pay is allowed for each Faculty Member for absence in case of death of extended family members for the purpose of attending the funeral or attending to matters related to the death. Only three (3) days per year are allowed to cover deaths in the extended family, provided, however, that employees may, for purposes of this policy, carry forward up to a maximum of one (1) day of unused extended family bereavement leave from year to year to attend funerals of extended family members. Extended family will be defined as aunt, uncle, niece, and nephew. Staff may use up to one (1) day per year of their extended family bereavement leave for attending the funeral of a close family friend.

### Extended Leave of Absence without Pay

Leaves of absence may be granted by the Chief of Human Capital Management for up to one year at a time without pay and may be subject to renewal in such cases as for example: recovery from personal illness. A request for leave of absence due to personal illness must be accompanied by written verification and recommendation from the attending physician. During such leave, an employee is not considered actively employed and does not receive credit toward advancement on the salary schedule, and the time is not included in years of service for the purpose of accumulating credit toward retirement unless the absence is one-half year or less.

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## **Conduct**

District employees have many opportunities to contribute to the positive, caring image of the school system. Courtesy, tact, patience, friendliness, cooperation, and an optimistic attitude are highly valued attributes of employees along with proficiency and skill in the job assignment. All employees are expected to treat everyone with respect and understanding. Efforts by employees to contribute to the positive educational environment in the buildings are greatly appreciated.

The Grand Island Public Schools staff are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Staff are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are not their friends, and they must take care to see that this line does not become blurred. See GIPS Policy [6252 Professional Boundaries Between Staff and Students](#) and GIPS Policy [6210 Staff Ethics](#).

### **Prohibited Practices**

Certain practices are prohibited by the district. Employees in violation will be subject to disciplinary action to include suspension and/or dismissal. The following are prohibited on district property: Possession or use of alcoholic beverages or illegal drugs

Appearing on the job under the influence of alcohol or drugs

Possession of firearms

Gambling in any form

Possession of pornographic material

Soliciting funds, collecting money, circulating petitions, engaging in any political activity, and similar practices while on duty and on school grounds

Use of tobacco on district property

Soliciting and collection of funds for any purpose is prohibited unless specifically authorized by the Board of Education.

### **Professional Ethics Standards**

Grand Island Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

#### **Preamble:**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

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The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

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#### Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

#### Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

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## Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

## Professional Boundaries Between Employees and Students

All teachers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of insubordination and misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that teachers are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that teachers post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the teacher's position and not impair the teacher's capacity to maintain the respect of students and parents or impair the teacher's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Friending, following or otherwise connecting with a student on social media.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the teacher when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the teacher's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the teacher's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

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- Inviting a student to the teacher's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco (including electronic nicotine delivery systems) or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

### Reporting Child Abuse

Nebraska state law and District policy requires teachers and certificated staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the teacher has reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means 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 minor 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.

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make the report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you with any questions or concerns that you may have.

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## Attendance

Each staff member, upon employment, will be notified of their work schedule and the name of their supervisor, as part of their initial orientation and training.

Regular, dependable, in-person attendance is an essential function of every job position. The district is able to best serve students, when each staff member conscientiously makes a sincere effort to satisfy the requirements of their work schedule. This includes, but is not limited to: 1. Being ready to work at the beginning of your scheduled day/shift.

2. Honoring the established break/lunch schedules.
3. Working through to the end of your scheduled day/shift.
4. Reporting to work each day you are scheduled to work.
5. In the event a staff member is unable to report to work as scheduled, the absence must be submitted through Smart Find Express - the district's automated leave tracking and sub-placement system. The staff member is also expected to notify their supervisor, in person, as soon as they know they will not be at work. This also applies to reporting late to work. In the event of an emergency or other circumstance which prevents the staff member from notifying their supervisor in advance of their absence, the staff member is expected to make contact with their supervisor as soon as possible after they were to report to work.

Any staff member who fails to report an absence in a timely manner will be considered to have abandoned their job and will be subject to replacement.

All staff absences (sick, family illness, bereavement, professional, jury duty and personal) must be submitted through Smart Find Express (SFE). SFE functions as both the leave tracking and management system, as well as the automated substitute calling system.

All new staff must register with SFE prior to entering any absences.

## Professional Growth

In accordance with NE Rev. Statute 79-830, certified staff will show evidence of professional growth every 6 years (as required by NEB Rev. Statutes 79-830). The 6 year professional growth period will be the most recent 6 years of employment (6 year look back) from Sept 1 every year.

Professional growth can be achieved by:

1. Completing college classes (graduate or undergraduate) for credit,
2. Showing growth via the individual teacher's' annual Growth Plan.

Certified staff who have taken college classes for credit, will have transcripts submitted to the Human

Resources Department as evidence of professional growth.

Certified staff will submit a growth plan annually for approval by their supervisor. At the end of each year, growth results will be gathered by Human Resources to record in the teacher's professional growth record.

Action steps identified by the certified staff member, will include participation in district professional development activities which support the growth goal.

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Certified staff who have demonstrated growth in at least 3 of the most recent 6 years (as evidenced by their Growth Plans), or who have successfully completed at least 6 hours of college credit (graduate or undergraduate) will be considered to have met their professional growth requirement.

In the event a teacher needs to use a combination of college credit and growth plans to achieve professional growth, a total to 30 Professional Growth points will be required, and awarded as follows:

5 points for each hour of college credit

10 points for each growth plan that shows growth over the course of the year.

Staff who are currently frozen on the salary schedule, as of the 2017-2018 contract year, due to not meeting professional growth requirements, can become unfrozen by:

1. Accumulating sufficient points under the current program (in place during the 16-17 school year), or
2. Meeting the revised requirements under the new program as outlined above.

### **Bullying and Harassment**

It shall be the policy of the Grand Island Public Schools to prohibit any form of bullying, including harassment or violence, on the basis of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, or marital status, in all staff employment situations, academic offerings, and extracurricular activities, including school-sponsored events away from school. Conduct which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment will not be tolerated.

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Any act of bullying or harassment by either staff or students will result in disciplinary action. See GIPS [Policy 1311 Bullying and Harassment](#)

The school district will act to promptly investigate all complaints, either formal or informal, verbal or written, of bullying or harassment; to promptly take action to protect individuals from further bullying or harassment; and, if it determines that bullying or harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the activity. See GIPS Policy [1311.1 Administrative Procedures for Policies](#)

### **Drug-Free School and Community**

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The Grand Island Public Schools is committed to providing an environment that is safe free from the detrimental effects of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It is the policy of the Grand Island Public Schools to prohibit the use of alcohol and illegal drugs among the student population, and that the district's staff members serve as role models to the students in this endeavor.

It is prohibited for any staff or member of the Board of Education to display evidence of intoxication, or engage in the unlawful possession, use, or distribution of illicit drugs and/or alcohol, at any time while functioning as an official of the District. See GIPS [Policy 6233](#) and GIPS [Policy 6233.1](#) for Administrative Procedures for Policy 6233. GIPS [Policy 6233](#) also contains Reasonable Cause Drug Testing.

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## **Medical Examinations**

Medical examinations are not routinely required of all applicants or employees. However, certain minimum standards of health and physical ability are required of employees in some job categories. If the district requires a physical exam as a condition of employment, the exam will be conducted after an offer of employment has been made, will relate to job performance capabilities, and will be required of all new employees in the same category (Title I of ADA). The cost of these exams will be at the District's expense.

Special examinations or clinical tests may be necessary to determine an employee's fitness to return to work due to injury or illness. In such cases, the district will select the physician, make arrangements for the examination, and assume responsibility for the expenses.

Since medical office hours are limited to the common work day, a supervisor may excuse an employee, without loss of pay, to go for job related examinations or tests which cannot be scheduled during the employee's off hours.

## **Participation in Political Activities**

The Board of Education recognizes that employees of the Grand Island Public Schools have the same fundamental civic responsibilities and privileges as all citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

In connection with political campaigning, no employee shall use school system facilities, equipment, or supplies, nor shall the employee discuss the campaign with school personnel during the work day; nor shall the employee use any time during the working day for political campaigning purposes.

An employee who intends to campaign for an elective public office shall notify the superintendent in writing at the earliest possible opportunity relative to the office in which he/she intends to seek, together with a proposal concerning the terms and conditions of continued employment. While endorsing the employee's right and privilege to file and hold a public office, the Board of Education is under no obligations to subsidize through approved absences the holding of any specific elected position.

## **Performance Evaluation**

Professional growth and development of staff is recognized as an essential element in the education of our students. All certified staff is evaluated in accordance with district policy and procedure (See GIPS Policy [6710 Evaluation of Certificated Staff](#)).

The district's evaluation procedure (iObservation) is posted on the district web page. Staff is encouraged to thoroughly review this procedure. A copy of evaluation procedures can also be requested from the Human Resources Office.

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## **Photo ID Cards**

To ensure a safe and secure environment for all students and staff, all district employees will receive a photo ID card upon employment with the district. All employees should wear their photo ID card at all times whenever they are working in the district. Upon receipt of the photo ID, staff is **not allowed** to alter the photo ID in any way (i.e. pasting a different picture over the top of the original picture, changing the name, etc.). The first photo ID card will be issued free of charge. Lost or destroyed cards will be replaced free of charge one time only. Subsequent cards will cost \$10 (nonrefundable). The photo ID card **will be** returned to the supervisor or to the Human Resources Department upon resignation or termination of employment.

## **Professional Appearance**

Employees are role models for the students who come in contact with them during and after school hours. The Grand Island Public Schools 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.

Grand Island Public School 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.

### 6212.1 Guidelines for Policy 6212

The staff of GIPS has an excellent local and regional reputation for professionalism, both in performance of their duties and in the image they project. Professional clothing shall be the standard for most all assignments commensurate with duties, responsibilities, and assignment. Standards for some positions (i.e. maintenance, food service, certain special education paraeducators, etc.) may differ from the norm. The building administrator or program supervisor shall be the authority in determining appropriate dress and adornment. The Grand Island Public Schools objective in establishing the professional appearance guidelines is to enable employees to project a professional image while experiencing the comfort advantages of more casual and relaxed clothing.

Business casual dress is the standard for these expectations. Because all casual clothing is not suitable for the classroom or office, these guidelines will help determine what is appropriate to wear to work.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to students or other employees is unacceptable. Clothing that has the district or school name or logo is encouraged. Clothing that reveals a person's cleavage, back, chest, stomach, or underwear is not appropriate for a professional work environment.

Certain days may be declared "jean's day" or theme days. On these days, jeans (not faded, torn, or frayed) and a more casual approach to dressing (although never potentially offensive to others) are allowed.

Below is a general overview of acceptable business casual attire. The list is not all-inclusive and is open to change. No dress code can address all contingencies so administrators must exert a certain amount of judgment in the standards enforced at the building. Due to the nature of duties performed, separate guidelines have been established for maintenance/operations, custodial, and nutrition services staff (certain other production-oriented jobs may also be included). (See Custodial guidelines below)

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Physical education staff may choose to wear clothing appropriate to their assignments, i.e. sweatpants, exercise pants, wind pants and shirts, so long as they do not display potentially offensive logos or other symbols. Such apparel also needs to be in good repair and free from excessive fading, tearing, and fraying. Tank tops, mesh (see through), and muscle shirts are unacceptable.

#### Jewelry, Makeup, Perfume, and Cologne

Staff use of jewelry, makeup, perfume and cologne should be in good taste and should not portray or reflect any image or message that could be considered offensive.

#### Body Piercing and Tattoos

Any visible/noticeable or otherwise distracting form of body piercing, other than ears, is inappropriate attire. Any type of body adornment that draws attention or is disruptive to the educational process is considered unacceptable.

Any tattoo or other body markings or adornments that have the effect of causing a material and substantial interference with school operations or an infringement of the rights of others, or is vulgar, lewd, obscene or plainly offensive, or which promotes or condones illegal drug use or other illegal activity, will be covered at all times while the staff member is on duty.

#### Hats and Head Covering

Hats are not appropriate in the classroom or office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

#### Attire for Meetings

The expectations for professional attire will be the same for meetings both inside and outside the district (i.e. professional development days, conferences, district-sponsored committees, parent meetings), unless otherwise stipulated by the administrator/supervisor in charge of the meeting. Meetings that do not involve students or parents and are outside of the normal contract/work schedule may be considered more casual, with the final decision resting with the administrator/supervisor in charge.

If clothing fails to meet these district standards, as determined by the employee's supervisor, the employee will be asked to return home and change. In such cases, the staff member will also be directed to refrain from wearing the inappropriate item(s) to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment. See GIPS Policy [6212 Employee Professional Appearance](#)

### **Sexual Harassment**

The Grand Island Public Schools in its commitment to nondiscrimination in terms and conditions of employment shall provide for and maintain an employment environment which is free from sexual harassment and intimidation.

Sexual harassment is defined as: unwelcome sexual advances; requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment likewise occurs when a supervisor offers or threatens to use the power of his/her position to control, influence, or affect the career, salary, or job of another employee in exchange for sexual favors.

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### Grievance Procedure

Any person who believes he/she has a complaint of sexual harassment under this policy should notify his/her supervisor, or if it involves the supervisor, the next level of supervisor. In lieu of or in addition to the supervisors, the Human Resources Director may be contacted to either register the complaint or seek advice. A written complaint concerning the harassment may also be filed with the Superintendent. Legal Reference: Sec 703 of Title VII; 45 FR 74676; 45 FR 25024; 29 CFR Part 1604.11

### **Staff Protection**

The Grand Island Public Schools will be vigorous in its protection of all staff from physical, verbal, and/or psychological abuse. Any staff member who is threatened is to notify their administrator or supervisor and steps will be taken to protect the staff member's safety. Staff will document the threatening or abusive behavior in writing, including the following information:

- Name or description of perpetrator;
- Date(s) the threat or abuse occurred;
- Detailed description of the threat or abuse;
- Names of witnesses to the threat or abuse;
- Detailed description of injury or damage incurred; and
- Documentation will be given to the staff member's administrator or supervisor.

The Grand Island Public Schools will take appropriate action to investigate and dispose of allegations made concerning staff conduct.

### **Use of Tobacco on Premises by Staff, Visitors and Volunteers**

The Grand Island Public Schools is aware of the health problems linked to tobacco use. It is the duty of the district to model actions that promote healthful and responsible lifestyles with respect to tobacco use.

As such, all district-owned or operated facilities, grounds and vehicles, as well as district-sponsored events, will be designated tobacco-free. The use of any form of tobacco will be prohibited.

Tobacco products include, but are not limited to, cigarettes, cigars, cigarette paper, cigarillos, chewing tobacco, pipes, vapor products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, or any similar product or device that can be used to ingest tobacco.

In the event that a student or students are present in a private home or vehicle as part of a school sponsored activity, tobacco will not be used while students are present.

Violation by a district employee or student may lead to disciplinary action. Non-district personnel and visitors will be requested to abide by this policy.

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## **Responsibilities of Teachers for Substitute Teachers**

The regular teacher is required to maintain all of the information a substitute would need to deliver instruction. Complete lesson plans containing an up-to-date record of the work of the class and an outline of the lessons to be covered during the current week are to be accessible.

The teacher is responsible to a great extent for the attitude that students have toward a substitute teacher. The teacher should prepare the students for substitute teachers by discussing expected behaviors. An attitude of helpfulness and courtesy toward substitute teachers is expected of all students.

All teachers in the district are required to prepare and have readily available a Substitute Folder which includes the following:

1. Class lists (according to homeroom, specific classes, math or reading groups, etc.)
2. Daily schedule
3. Schedules which indicate student mobility to special classes or activities
4. Up-to-date seating chart(s)
5. Comments regarding students with special needs
6. Comments regarding recommended classroom discipline or management techniques (names of reliable students who can assist the substitute)
7. Contingency lesson plan
8. Map of the building
9. Any additional responsibilities (grading and distribution of papers, duties, breaks, etc.)
10. Guidelines for lunch duty, hall duty, study hall, etc.

## **Photos**

All Google products are linked and interact, so the photo you post to your Google+ account is the photo for your Google mail account. The photo we use for your Google account needs to be your professional school photo if you choose to use a photo. Please do not use logos, monograms or personal photos, etc

It is easy to see why people have started doing this: Google+ appears to be very similar to Facebook and other social networking sites. The big difference here, however, is every email you send attaches your Google photo. If the recipient is using Google or another email service that recognizes the photo, your photo is displayed with the message. A professional email account needs to appear professional. If you email a parent, we want a professional photo attached, not a personal photo.

## **Email Etiquette**

Along the lines of professional emails comes etiquette. A few reminders for email:

- Do not use background colors, images, animations or graphics. If you attach a related photo or graphic, that is fine. But do not have these things as a part of an automatic signature or default style.
- Do not use unique fonts in your emails. Use the standard Google fonts. They are easily read and common on all devices. This avoids recipients not being able to read an email.
- Your standard signature, if you set one up, should include your name, your title and your contact information. If you use Twitter for a business/school reason or if you want to include the district or your school's Facebook/Twitter account, you can include those as well. Do not attach your favorite quote. Our district has one quote attached to emails if you choose to do so: Every Student, Every Day, a Success. Please do not attach any other quotes at the end of your emails.

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- Be specific with who you send emails to. Do not include an entire school if you are only trying to reach three people. Also, be specific with your subject lines.
- Be polite and respond timely to emails asking you to do so.
- Avoid sending emails when you are angry. Also, avoid using sarcasm and subtle humor. Emails can be printed off, forwarded and read by people without your knowledge, so anger and sarcasm can be misinterpreted down the line.
- Always use proper spelling, grammar and punctuation. We are in the business of education. It is embarrassing when anything we type, send or publish is not proper.
- Keep in mind who you are sending the email to. If it is a parent or someone else outside of the school district, consider the acronyms and jargon you are using. Write to the understanding of the reader. · **Always read your email** before sending it. Edit accordingly.
- **Always review the recipients** before sending an email. Google will autocomplete addresses. Be sure the person you are intending to send a message to is the person whose address you have included. NOTE: Now that all students have email addresses if you type in a name, there could be many new options to click on.

### **Confidentiality**

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, other than building staff, for personal information about students should be referred to the principal.

### **Professional Learning**

In service for new staff begins with the fall workshops and continues throughout the year. Building administrators and department staff assist with the orientation. Staff development activities are offered throughout the year.

### **Duty Day and Plan Time**

The teaching profession has long been recognized as rigorous, challenging and ever changing to meet the needs of all students. For teachers to truly meet the needs of all students in this dynamic environment, we recognize the importance of, and encourage teacher flexibility as a prerequisite for successful instruction.

At the prerogative of the superintendent, the district may establish a “duty day” for certified staff. The duty day is intended to set the expectation for when staff will be at work and ready to engage with students, parents and or staff. Similarly, the end of the duty day sets the minimum expectation for a staff to be at work and available for students, parents and staff. In setting the “duty day” for teachers, every effort will be made to follow statutory requirements, i.e. 30 minutes of duty free lunch. At the prerogative of the Superintendent (or designee), the start and end of the duty day may vary for selected staff (i.e. teacher of early bird classes), however the total number of day hours per day will be consistent amongst all teachers.

Any “duty day” established by the superintendent will not be intended to set the beginning and/or end of a teacher work day.

Certified or Licensed teachers have long been recognized as “professional” staff by the Wage & Hour Division of the Department of Labor. By definition and by legal recognition, teachers are paid a contracted amount to perform a job, and that job is not defined in terms of hours per day or days per week.

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Attendance at PTA meetings, MTSS, Special Education, planning and preparation, staff meetings, curriculum development activities and other such duties as assigned are examples of professional responsibilities that may require a teacher to work beyond the “duty day”; and are considered a legitimate part of the role of a certified staff member and are considered to be within the contract for which the teacher is being paid.

Certified teachers will also have “plan time” built into their schedule. At the discretion of the superintendent (or designee) plan time may be scheduled on a daily basis or as a block of time on a weekly basis. Planning time is specifically intended for teachers to plan for delivery of instruction, preparation of lesson plans, preparing for and reviewing student data, planning for differentiation and other instructional activities designated to improve student achievement. Planning may be either individual or collaborative planning. Collaborative planning may be teacher initiated or administrator initiated, and usually includes general education teachers, special education teachers, ELL teachers, G&T teachers and other specialists as appropriate.

Secondary teachers generally have one planning period per day.

Elementary preparation time will be implemented as a block of time (equaling one hour and 50 minutes) on Wednesday afternoons.

In addition to daily or weekly scheduled plan time, typically, there will be additional teacher planning and preparation days built into the calendar. Please refer to the appropriate district calendar for your position to see which days have been designated as “planning and preparations” days.

### **Building Duties**

Each teacher is expected to help with building duties. These duties include hall duty, lunch duty, restroom duty, recess duty, playground duty, etc.

### **Church Activities**

In cooperation with Grand Island's churches, Wednesday nights and Sundays are designated for students to participate in church activities. Teachers are asked to refrain from scheduling school activities during those times.

## **GIPS Programs**

### Special Education

The special education division within the Grand Island Public Schools has psychologists, occupational therapists, physical therapists, educational consultants, speech clinicians, teachers for homebound students, resource room teachers, and other educators who can help determine the capabilities of a child/student and develop the appropriate educational plan for each child/student.

Students who are observed to have difficulties and a possible need for special services should be discussed with building administrators.

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### Skills Academy

The Skills Academy serves students with emotional/behavioral needs in an educational setting. The program is designed to provide support and instruction for the whole student (social, emotional and academic), with the goal of reintegrating the student back into the general education setting. Services are provided at the elementary, middle and high school levels.

### Success Academy

The Success Academy is an alternative education program for students in grades 6-12. SA supports the belief that every student can earn a high school diploma.

SA operates with a flexible schedule and students are monitored on an individual basis. After acceptance into the SA program an individualized graduation plan is developed between student, parent or guardian and the staff. The individual graduation plan requirements are as rigorous as the traditional high school requirements (220 hours), and diplomas are received on the day they are earned.

### **Professional Development**

An integral part of Teaching and Learning Services is supporting the professional development of the GIPS staff. The professional development department is located at the Administration Building at 123 South Webb Road. Videos, books, educational journals, and various hands-on materials can be checked out of the Curriculum Library by district administrators and teachers.

Grand Island Public Schools is committed to providing ongoing professional development and support for the district's teachers and administrators. All professional development priorities directly support the district's teaching and learning improvement goals and the school improvement process. The district believes developing the leadership, pedagogy and academic knowledge of staff is critical in the school improvement process. In addition to providing district and building level training teachers have the opportunity to participate in optional learning teams based on common interest.

One important initiative is the Mentor Teacher Program. All new teachers in the district with zero to two years teaching experience take part in the program in their first year of employment. The program is designed to provide novice teachers with professional and personal support through a structured, yet flexible, process and set of activities that results in high performing, reflective practitioners. Specific topics addressed during the year include student and classroom management, and various other district wide and school improvement efforts.

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## **Security**

Security includes not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment.

Access to school buildings and grounds outside of regular school hours is endorsed on an organized basis and school grounds are available to be used as playgrounds for corresponding neighborhoods. An adequate key control system is in place to limit access to buildings to authorized personnel and to safeguard against the potential entrance to buildings by keys in the hands of unauthorized persons.

Records and funds shall be kept in a safe place under lock and key.

Adequate lighting is provided as one of the best safeguards against illegal entry and vandalism. Employment of watchmen may be approved in situations where special risks are involved. Employees at schools should be alert to strangers or suspicious activity on the school premises. Employees should not hesitate to ask for the name and business of any person found on the grounds or in the buildings. Questionable persons or activities should be reported to the supervisor or principal immediately. License numbers of unfamiliar cars on or near school grounds should also be reported. The above section applies to all school employees with regard to any and all school property whether during the school day, after school, or at night. Strangers or suspicious activity should be reported to the local police.

## **Copy Service**

The Administration building has a print room with larger copy machines for duplication. Building administrators or secretaries have the forms and can explain the procedures for sending materials to the Administration Building.

## **Requisitions**

All requests for supplies and instructional materials not available in the buildings must be approved by the building administrator. A purchase requisition must be completed and submitted to the department head and/or building administrator for approval. Contact the building secretary or administrator for guidance on purchase requisition completion.

## **Student Files**

The parents of a student may have access to the student's academic record. Only school personnel with legitimate educational needs may have access to the student file without parental permission. Academic files should be kept separate from disciplinary files.

## **Detention/Suspension/Expulsion**

State statutes provide procedures and reasons for suspending or expelling students. Building principals should be consulted concerning detention, suspension, and expulsion procedures. All students are entitled to due process.

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## **Severe Winter Storms**

The Superintendent is empowered to close the district school(s) or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel.

In the event that all schools are closed for children, personnel expected to report at normal times, or as soon as possible, include:

1. The Superintendent of Schools;
2. All administrative staff;
3. Supervisory custodial staff;
4. Custodial staff (at their assigned time);
5. Other employees, including instructional staff, may be called by their supervisors as necessary.

The individuals listed above are expected to secure facilities and maintain operations and ensure the safety of students who unknowingly come to school.

## **GRID (GIPS Information Directory)**

The GRID is a warehouse of information for Staff. You can access the site by going to: [grid.gips.org](http://grid.gips.org). The easiest way to find information on the GRID is to use the search box (Click on the search symbol at top right corner and search box will drop down) or find the information on the Google Team Drives.

## **Human Resources Office**

The Human Resources Office serves all district staff by maintaining records of employment (see GIPS Policy [6260 Certified Staff Records](#)), advising employees of the rights, benefits, and opportunities available, and providing information and counsel on work-related problems, which have not been satisfactorily resolved by consulting with their supervisor.

The Human Resources Office is located in the Kneale Administration Building, 123 South Webb Road.  
Regular Office Hours: 7:30 a.m. to 4:30 p.m., Monday through Friday

Summer (June-July) Office Hours: 7:30 a.m. to 5:00 p.m. Monday through Thursday,  
8:00 a.m. to 12:00 p.m. Friday

Employees are encouraged to make appointments to visit the Human Resources Office outside their normal work schedule. If that is not possible, they will need to get their supervisor's permission during work hours.

## **Personnel Records**

Personnel files contain pertinent data relative to job performance and other personnel action.

All employees have the right to access their personnel files as authorized by applicable federal and state law. The employee shall be permitted to examine all documents in her/his personnel file with the exception of those items, which are excluded by law as not being subject to a right of access.

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At the time of the examination, the person shall have the right to attach a written response to any item in such file by presenting the response to the Human Resources Office. The Human Resources Office will attach it to the file according to established procedure.

No person shall be allowed to remove, copy, or reproduce any material in his/her file except and only to the extent he/she is permitted to do so by order of a court of competent jurisdiction.

If an employee changes their address, and/or telephone number, he/she should update their information in iVisions on the employee portal so that records may be kept accurate and current.

### **Business Office**

If an employee wishes to change the number of dependents or make any other changes that affect the amount of money withheld for income taxes, a new withholding tax form must be submitted to the Business Office. A new W-4 and W-4N must also be completed when the employee has a change of name.

Whenever an employee's personal status changes, he/she should give consideration to changing the beneficiary(ies) designated to receive retirement, insurance, and unpaid compensation. The Business Office also has the information regarding payroll and fringe benefits.

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## **Classified Staff Handbook**

**2023-2024**

**Every Student, Every Day, a Success**

## **Welcome to Grand Island Public Schools**

We are thrilled to welcome you to Grand Island Public Schools! We look forward to building a mutually beneficial relationship with you and are excited for you to join our team to help our students be successful. Please read on to learn more about Grand Island Public Schools:

The Grand Island Public Schools district employs approximately 870 certified staff to teach more than 10,000 students in grades PreK-12. District campuses include an early childhood education center, fourteen elementary schools, three middle schools, one high school, and an alternative high school. Grand Island Public Schools is a growing school district serving a diverse student population. The demographics are constantly changing. Currently, 70 percent of students are eligible for free and reduced priced meals and our student population is composed of several racial and ethnic groups, including 60 percent Hispanic. At Grand Island Public Schools, we empower educators to be instructional leaders, personalize learning pathways for each student, design decisions using data, and partner with our community. Our students are prepared to make positive contributions to society and thrive in an ever-changing world.

### **Our Mission:**

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

### **Our Student Commitments:**

Within the School District of Grand Island,

every student will be taught to read, write and communicate effectively; solve problems; acquire and apply knowledge; and demonstrate mastery through performance to the best of the student's abilities;

every student will be treated with fairness and dignity;

every student will experience a sense of belonging, contribution and success; and

every student will develop responsibility and show respect for others as well as oneself.

## **Introduction to the Handbook**

Our relationship as employer and employee is based on mutual respect and consent and therefore, will continue as long as both parties find the relationship to be satisfactory.

Accordingly, you are free to terminate your employment with proper notice whenever you feel it would be in your best interest to do so. By the same token, Grand Island Public Schools reserves the same right to terminate employment whenever, in the discretion of GIPS, it is felt necessary to do so. This is known as employment at-will, and all employment policies are subject to this overriding principle.

In order to accomplish this mission, the school district employs support personnel to assist with the operation and maintenance of the district. These classified employees include para educators, clerks, custodians, drivers, food service personnel, licensed practical nurses, maintenance workers, office managers, paraprofessionals, printing operators, secretaries, technicians, translators, and various supervisors/managers.

Classified staff are very important as they have an impact on the lives of our students, just as teachers and other professional staff do. Without the proper completion of tasks, the children in our community would not receive the type of quality education for which Grand Island is recognized.

The purpose of this handbook is to provide classified staff with information regarding the expectations, benefits, and procedures of the Grand Island Public Schools. This handbook is not a contract and is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information, which we hope, will contribute to the harmonious and efficient operation of the district. All classified staff are responsible for knowing and complying with the contents of this handbook.

Should questions arise, please feel free to visit with your building administrator or to contact the human resources or business offices.

A complete Board Policy Book is available in your principal's office. Policies of the Board of Education take precedence over conflicting issues in this handbook.

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## **Notice of Nondiscrimination**

The Grand Island Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

### **Students:**

Associate Superintendent for Student Services, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802 -4904; 308-385-5900

### **Employees and Others:**

Director of Human Resources, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR) please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). See GIPS Policies: [6410 Non-Discrimination](#), [1310 Nondiscrimination](#) (Staff)

## **Title IX Sexual Harassment**

The Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. See GIPS Policy [6215 Bullying and Harassment](#) (Staff). This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

### **Students:**

Associate Superintendent for Student Services, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802 -4904; 308-385-5900

### **Employees and Others:**

Director of Human Resources, Kneale Administration Building  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

For information regarding the Grand Island Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see GIPS [Policy 1310.1 Administrative Procedures for Policies](#)

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## **Benefits**

### Health Insurance

Classified employees who work a minimum of 35 hours per week and twelve months per year are eligible to receive Health Insurance Benefits. The district will pay the cost of an employee health and dental policy or a portion of the premium for spouse and/or family coverage. Health Insurance coverage is available for 9 and 10 month employees who FTE is .53 or greater. The district will pay 75% of the cost of either the \$1050 or \$3600 HSA for employee only plans, or apply that amount to any of the other plans. We will ask that an application be filled out, but it is not mandatory to carry the insurance.

### Group Term Life Insurance

Available to all staff who work a minimum of 20 hrs per week.

### Vision Plan

District employees who work a minimum of 20 hours per week have the opportunity to participate in a group sponsored EyeMed plan.

### Employee Assistance Program (EAP)

At one time or another, everyone experiences emotional ups and downs and may need someone to talk to - someone who can understand and offer supportive help. All regularly scheduled employees of the district and their immediate family members are eligible to utilize the benefits and services of the EAP. Completely confidential and prepaid by the district, the EAP stands by, ready to assist anyone who is experiencing life's challenges and difficulties. Simply call toll free 1-855-384-2467 or 308-382-5297 ext.110 to find out how the EAP can help you. Additional information about EAP can be accessed on the GIPS intranet site.

## **125 Flex Plan**

All classified employees who work at least 4 hours per day and 9 months (or more) per year are eligible to participate in a 125 Flex Plan. Eligible employees may make pre-tax contributions to the plan, and these contributions may then be claimed to reimburse the employee for eligible out of pocket medical expenses and child care expenses. The plan administrator, Almquist, Maltzahn, Galloway & Luth, PC distributes enrollment information in May of every year. The plan runs from September 1 to August 31.

## **Long Term Disability**

The district provides income protection for classified staff who work a minimum of four hours per day. Income protection insurance becomes effective on the 91st day of disability.

## **Employee Compensation**

The Director of Business and the Human Resources Director are responsible for establishing all position titles and determining starting salaries for all new classified employees. Generally, new employees are placed at the training wage for the appropriate job title.

Pay levels are generally based on the prevailing community rates of pay for a particular type of work and the rates paid by other similar districts. All classified staff, other than those hired as temporary employees, are paid on steps.

The Board of Education establishes the pay scale for each fiscal year. Following board action, classified employees are notified of their respective pay rates and any changes in fringe benefits for the year beginning August 5. The most current pay scales are posted on the [Grid under Human Resources](#)

## **Salary Schedule Placement**

### New Employees

All new employees will be placed at a training rate. At the discretion of the Human Resources Director, an employee may be advanced on the salary schedule in recognition of prior related experience.

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### Substitutes

A hiring rate for substitutes is established on the schedule. Substitutes for food service, noon monitors, van drivers and assistant custodians are paid at the same rate as that of step 1. Please refer to the schedule to determine the rate of all other substitutes.

### Promotion

When an employee moves to a pay range of higher pay, the minimum step will be that of at least equal pay. The maximum step will be the equivalent step. The actual placement will be dependent upon the employee's applicable experience in relation to others in the pay range and/or the employee's predecessor. The actual step will be determined by the Human Resources Director.

### Other Changes in Assignment

When an employee moves to a pay range of lower or equal pay, the maximum step will not be more than that of equal pay. The actual step will be determined by the Human Resources Director. Hours may be adjusted as it is in the best interest of Grand Island Public Schools.

### Certification

When an employee completes education/training requirements and obtains certification to qualify for a higher level Job ID for a position, placement in the higher level Job ID will be on the same step as held in the lower level Job ID. The only position this applies to at this time is deaf interpreters.

### **Salary Schedule Movement**

#### New Employee Training Period

The training period for new employees is normally up to 90 calendar days ( never less than 30 days). New employees must be evaluated by their supervisors within the training period before they can be moved to Step 1. New employees are encouraged to ask their supervisors about the evaluation prior to the end of the training period. **The supervisor must recommend the rate change to the Human Resources Director before the rate can be changed** . Rate changes will be effective at the beginning of the pay period after the recommended increase has been approved through the Human Resources Department.

#### One Year of Experience

One year of experience is defined as:

- 9 or 10 month employees working one complete semester or more
- 12 month employees working 6 months or more prior to August 5
- 12 month/part time employees working 6 months or more prior to August 5

Employees who do not receive one year of experience **in their present job category** in a current year will not advance one step on the schedule for the next year.

#### Movement on the Salary Schedule

If an employee has completed a "successful" year of experience, one step on the pay range is granted for the next school year. A "successful" year of experience is based on an **overall** rating of basic, proficient or distinguished on the Classified Staff Performance Appraisal form for the year. Employees who have reached the maximum pay (step 1) for the position they are assigned will be eligible to receive a "longevity" pay increase annually following the year they reach step 9.

If an employee does not receive a performance appraisal for the year, the performance of the employee will be considered "satisfactory" and the employee will advance one step on the pay range for the next school year. \* All Board action takes precedent for the salary schedule .

If an employee receives an overall rating of "not satisfactory" on the Classified Staff Performance Appraisal form for the year, an Improvement Plan must be completed at the time of the appraisal conference. The employee will **not** advance one step on the pay range for the next school year. The employee is at-will and may be discharged with a "not satisfactory" performance appraisal.

### **Payday**

The Grand Island Public School District pays all employees on the 15th of the month. If the 15th falls on a weekend or a holiday, the date is advanced to the last working day prior to the 15th. It is mandatory for all employees to have their pay deposited electronically in a financial institution of their choice. Staff may view their pay and benefits information through the employee I-visions portal.

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## **Overtime**

The district work week runs from 12:01 am Monday through 11:59 pm Sunday. Occasionally, a requirement or deadline may require some employees to work overtime, which means more than 40 hours during a work week. Supervisors will try to inform employees well in advance of any overtime requirement. In assigning overtime, supervisors will try to distribute the extra hours equitably among employees who have the required skills to perform the necessary work. The overtime rate is time and one-half of the employee's regular rate of pay. Vacation days, time off for jury duty, and unscheduled absences or time off for sickness, personal leave, or other personal reasons will not be calculated as hours worked for overtime calculations. However, scheduled holidays will be counted as hours worked for the purpose of calculating overtime. If an employee is required to work on any of the scheduled holidays, he/she will receive time and one-half pay for the hours worked.

Employees may not work more than their scheduled and authorized daily or weekly hours without authorization from their supervisor.

## **Deductions**

### Tax Deductions

In accordance with the law, state and federal income taxes and social security taxes are withheld monthly. The amount of income taxes withheld depends upon gross income, number of dependents, and any additional amounts authorized by the employee. The amount of social security taxes withheld is determined by the annual rate. The district pays to social security an amount equal to the employee's contribution. The direct deposit receipts show the exact amount withheld for each tax.

### State Retirement Deductions

By law, all employees who work twenty (20) or more hours per week **must** participate in the state retirement program. The percent of gross income which must be deducted monthly and the amount contributed by the district and the state is set by law. Please see the appendices for the current rates.

## **Tax Sheltered Annuities**

A tax-sheltered annuity program is available to all classified employees. Under this program, income is deferred until a certain age (generally 65). Usually at retirement age, the deferred income is reported for income tax purposes. Requests for participation may be made through any one of the insurance companies authorized by the Board of Education to write annuities for the district's employees.

## **COBRA**

Consolidated Omnibus Reconciliation Act 1986

Employee, spouse, and dependent child: right to continue insurance coverage

United States Public Law 99-272 provides that the Grand Island Public Schools offer continuation of group health insurance coverage under certain circumstances.

Continuation of coverage for 18 months is available to:

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of loss of dependent status. Each covered employee or eligible dependent/spouse should notify the employer of a qualifying event which triggers the continuation offer.

4. The divorced or legally separated spouse and dependents losing coverage because of loss of dependent status have 60 days in which to notify the plan administrator of changes in status. Each qualified beneficiary is entitled to separate election of continuation coverage. The employer should send by certified mail, with return receipt requested, the notice which explains the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of:
  - a. receipt of the notice or
  - b. the date on which Plan coverage terminates because of a qualifying event in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The premium shall be paid by the person electing the continuation coverage.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the specified period (18 or 36 months)
2. On the date coverage ceases because of the person's failure to pay the premium. The grace period for failure to pay the premium is the longer of: 30 days or the time specified in the Plan (except that the payment of the first premium for continued coverage may be made within 45 days of the date of the election if the election is made after the qualifying event).
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

Persons on continuation coverage are to be treated in the same manner as employees currently covered under the Plan.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan which is available under the Plan at that time. If employees have any questions, they should call the Business Office (385-5900).

### **Accidents and Safety**

All injuries to students or to adults which occur on district-owned grounds or buildings, no matter how trivial, should be reported to the supervisor or principal immediately. Depending upon the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital and a request for a doctor made to the office of the doctor specified.

Immediate supervisors must be informed when an employee has had a compensatory injury and is limited in his/her assignment, so that assigned work will not aggravate the injury.

When an employee receives a permanent partial disability settlement, he/she shall not be permitted to engage in any service for the Grand Island Public Schools outside his/her regular assignment.

Any employee absent for any period of time because of accident or injury requiring care by a doctor, irrespective of whether such injury is suffered within or outside the scope of their employment, for a period of more than one week may be required to present to the supervisor, a written statement from the attending doctor stating that the employee is physically able to return to duty.

### **Worker's Compensation Insurance**

All employees of the school district are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law. A report of every accident occurring on the job **must** be filed with the building administrator within 24 hours of the accident.

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**Leave**

Requests/Smartfind Express

Leave requests must be completed in advance for all leaves on SmartFind Express. Smart Find Express can be accessed by phone or by a computer. **A complete explanation is required for why family leave is requested.** Leave requests must also be completed for floating holidays at least 1 week in advance. Leaves must be completed on SmartFindExpress in order to be paid for them.

Vacation

All vacation days must be approved by the supervisor prior to using the days, and a leave request must be completed on Smart Find Express. If an emergency arises for which an employee wishes to use vacation days, the employee should notify the supervisor of such intention at the earliest possible opportunity. Normally, vacation days are scheduled during the summer months when school is not in session and a substitute is not required.

Full-time employees who are in a vacation earning status must be actively employed to be eligible for paid vacations. Actively employed indicates that the employee is on the job, on paid vacation, or on paid sick leave. Actively employed does not include employees who are on unpaid leave of absence, workman's comp or disability.

Please note the following schedules:

**Twelve Month Employee Schedule**

<b>Continuous and Eligible Service</b>	<b>Vacation Days</b>	<b>Total Vacation Days</b>
After 1 year*		vacation accrued from start date per FTE- 5 days
2nd and 3rd years	5/6 day per month	10 days anniversary date to anniversary date
4th through 7th years	1 day per month	12 days anniversary date to anniversary date
8th through 15th years	1.25 days per month	15 days anniversary date to anniversary date
Over 15 years	1.66 days per month	20 days anniversary date to anniversary date

**Ten Month Employee Schedule**

<b>Continuous and Eligible Service</b>	<b>Vacation Days</b>	<b>Total Vacation Days</b>
After 1 year*	1/2 day per month accrued	5 days per August to August fiscal year

\*A new employee must complete a minimum of 12 months of employment to receive paid vacation days. The days may be taken prior to 12 months of continuous employment. However, if the employee leaves the district prior to one year of service they will be docked for vacation days which have been utilized.

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Employee’s move on vacation schedule on anniversary of employee’s start date of full time employment.

\*\* New employees hired on or after February 16, will be considered first year employees from the date of employment through the next fiscal year.

Nine-month employees and part-time employees do not receive paid vacation days.

Vacation days should be used during the fiscal year in which they are earned. However, vacation days for one year's employment may be carried over to the next school year, but must be used prior to August 4 of that year. An employee will not be permitted to accrue any hours beyond 1 year of vacation.

When an employee separates from the district, unused and accrued vacation time will be paid out to the employee.

Holidays

Full-time employees (working at least 7 hours per day and 35 hours per week or more) are eligible for the paid holidays which fall during their months of employment. These holidays are:

9 Month	10 Month	12 Month
Labor Day Thanksgiving Day Christmas (1 day) New Year's Floating Holiday (2) + (1)	Labor Day Thanksgiving Day Christmas (2 days) New Year's Friday before Easter Memorial Day Floating Holiday (2) + (1)	Labor Day Thanksgiving Day Christmas (2 days) New Year's Friday before Easter Memorial Day Independence Day Floating Holiday (2) + (1)

If a holiday occurs while a full-time employee is on sick leave or vacation, that holiday is paid and is not counted as a sick day or a vacation day. An employee **must** be actively employed the workday before and after the holiday to be paid for the holiday.

Floating Holidays

Floating Holiday pay is included in the employee's total annual budgeted hours, and may be taken any time **during the employee's normal work schedule** with approval from the employee's immediate supervisor at least one week in advance of the day requested. Full time classified employees will receive two floating holidays per year, plus, staff who were eligible for sick leave the previous year and who used three or less days of sick leave will earn an additional floating holiday the next year. Full time employees must work the entire previous fiscal year to be eligible for the third floating holiday. Employees who are hired after the beginning of the fiscal year (August 5) will receive a pro- rated floating holiday benefit for the remainder of the school year, and floating holidays taken after notice of resignation is submitted will be prorated for that year. Floating holidays cannot be taken during the final week of school. An employee **must** be actively employed the workday before and after the floating holiday to be paid for the Floating holiday.

Sick Leave

All employees (full or part time) should notify their supervisor prior to the beginning of their work day whenever illness or injury prevents them from reporting to work as scheduled. In the event of an emergency, the supervisor should be contacted as soon as possible. Full-time employees must be actively employed to be granted sick leave for unavoidable absences due to personal illness or injury. Sick leave is accumulated at the rate of one day per month and is available for use after the end of the month in which it was earned. Unused sick leave may be accumulated to a maximum of 90 days of sick leave at full pay. Absences which exceed the employee's accumulated sick leave days are not paid. However, an employee may elect to use accumulated vacation time as additional sick leave.

Employees who use sick leave must indicate the illness on the corresponding days on their Kronos time record. In the case of any extended period of absence (three or more days) due to illness or injury, the supervisor or the Human Resources Director may require a doctor's written statement verifying the need for continued leave and specifying the probable time the employee will be able to return to work. After an absence due to illness of three or more days, a written release to return to work may be required from the employee's physician. **Three or more days of absence due to illness is considered long-term sick leave and requires a completed Leave Request form. The employee may also be asked to complete FMLA forms.** Refer to Personnel Policy #6334.

When an employee becomes aware of circumstances, which require an extended period of absence, he/she should notify his/her immediate supervisor. Circumstances, which would require such notice include but are not limited to: pregnancy, extended illness, personal injury, anticipated surgery, hospitalization, or disability. The employee must furnish a statement from the attending physician (1) confirming the condition, (2) advising the district of the scheduled date of surgery or the expected delivery date, and (3) providing the date beyond which the employee should not continue to work and an opinion as to the employee's physical and/or mental ability to continue to perform the duties of his/her job description.

No sick leave benefits shall accrue as severance pay upon separation from the district for any cause.

When doctor or dental appointments cannot be made outside of the employee's work schedule, sick leave can be used to cover the time needed for such appointments.

#### Family Illness

Full-time classified employees are allowed to use, from their accumulated sick leave, up to a maximum of ten (10) days, for an illness of the employee's immediate family members, defined as **spouse, children, step children, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person in the same home as part of the family** and to attend the birth of a child or grandchild when the delivering mother is (i) spouse of the faculty member; (ii) a dependent daughter; (iii) a daughter-in-law; or (iv) a nondependent daughter, provided that the absence in excess of three (3) days to attend the birth of a child of the faculty member's spouse or dependent daughter shall require a physician's statement and absence in excess of three (3) days to attend the birth of a non-dependent daughter shall be permitted only when severe medical conditions exist.

#### Bereavement Leave

Full-time employees are eligible for a maximum of three (3) days per year with full pay for absence in case of death Of an immediate family member, defined as **spouse, children, step children, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person in the same home as part of the family.** One day may be allowed for the funeral of a relative or close friend not defined as "immediate family." Employees who are hired after the beginning of the fiscal year (August 5th) will receive a prorated benefit for the remainder of that fiscal year.

The Family Medical Leave Act (FMLA) provides for up to 12 weeks of unpaid leave of absence under certain conditions. See Personnel Policy #6334 for a complete explanation.

#### Jury Duty

Employees summoned for jury duty are granted paid leave for that period of time. However, any money received for jury duty other than for personal expenses such as "travel" must be reported to and verified in the business office. Any remuneration received for serving on jury duty, less personal expenses, will be deducted from the regular paycheck from the district.

#### Extended Leave of Absence without Pay

Leaves of absence may be granted by the Chief of Human Capital Management for up to one year at a time without pay and may be subject to renewal in such cases as for example: recovery from personal illness. A request for leave of absence due to personal illness must be accompanied by written verification and recommendation from the attending physician. During such leave, an employee is not considered actively employed and does not receive credit toward advancement on the salary schedule, and the time is not included in years of service for the purpose of accumulating credit toward retirement unless the absence is one-half year or less.

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## **Breaks**

Eight-hour employees are given at least one-half hour of unpaid time for a meal period and two paid breaks of fifteen minutes each. The break times are determined by the immediate supervisor and can be changed at any time.

## **Conduct**

District employees have many opportunities to contribute to the positive, caring image of the school system. Courtesy, tact, patience, friendliness, cooperation, and an optimistic attitude are highly valued attributes of employees along with proficiency and skill in the job assignment. All employees are expected to treat everyone with respect and understanding. Efforts by employees to contribute to the positive educational environment in the buildings are greatly appreciated.

The Grand Island Public Schools staff are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Staff are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are not their friends, and they must take care to see that this line does not become blurred. See GIPS [Policy 6252 Professional Boundaries Between Staff and Students](#). Classified staff are governed by the GIPS Policies [6252 Professional Boundaries](#), [6210 Ethics Code](#) and [6210.1 Code of Ethics of the Teaching Profession](#).

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, other than building staff, for personal information about students should be referred to the principal. See standards in GIPS Policy [6210 Staff Ethics](#).

### Prohibited Practices

Certain practices are prohibited by the district. Employees in violation will be subject to disciplinary action to include suspension and/or dismissal. The following are prohibited on district property:

- Possession or use of alcoholic beverages or illegal drugs
- Appearing on the job under the influence of alcohol or drugs
- Possession of firearms
- Gambling in any form
- Possession of pornographic material
- Soliciting funds, collecting money, circulating petitions, engaging in any political activity, and similar practices while on duty and on school grounds
- Smoking on district property or in district vehicles

Soliciting and collection of funds for any purpose is prohibited unless specifically authorized by the Board of Education.

### **Bullying and Harassment**

It shall be the policy of the Grand Island Public Schools to prohibit any form of bullying, including harassment or violence, on the basis of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, or marital status, in all staff employment situations, academic offerings, and extracurricular activities, including school-sponsored events away from school. Conduct which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment will not be tolerated. Any act of bullying or harassment by either staff or students will result in disciplinary action. See GIPS [Policy 1311 Bullying and Harassment](#)

The school district will act to promptly investigate all complaints, either formal or informal, verbal or written, of bullying or harassment; to promptly take action to protect individuals from further bullying or harassment; and, if it determines that bullying or harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the activity. See GIPS Policy [1311.1 Administrative Procedures for Policies](#)

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## **Attendance**

Each Staff Member, upon employment, will be notified of their work schedule and the name of their supervisor, as a part of their initial orientation and training. The district is able to best serve students when each staff member conscientiously makes a sincere effort to satisfy the requirements of their work schedule. Regular, dependable, in-person attendance is an essential function of every job position. This includes, but is not limited to:

- 1) Being ready to work at the beginning of your scheduled day/shift.
- 2) Honoring the established break/lunch schedules.
- 3) Working through to the end of your scheduled day/shift.
- 4) Reporting to work each day you are scheduled to work.

In the event a staff member is unable to report to work as scheduled, the staff member is expected to notify their supervisor, in person, as soon as they know they will not be at work. This also applies to reporting late to work. In the event of an emergency or other circumstances which prevents the staff member from notifying their supervisor in advance of their absence, the staff member is expected to make contact with their supervisor as soon as possible after they were to report to work.

Any staff member who fails to report an absence in a timely manner will be considered to have abandoned their job and will be subject to replacement.

## **Disciplinary Action**

Employee performance and/or actions which interfere with the district's goal to provide a positive and safe educational environment are not tolerated. Disciplinary action, to include immediate dismissal, is taken to ensure the safety and well-being of all persons associated with the employee's job description and assignment.

## **Drug-Free Workplace**

The Grand Island Public Schools is committed to providing an environment that is safe free from the detrimental effects of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It is the policy of the Grand Island Public Schools to prohibit the use of alcohol and illegal drugs among the student population, and that the district's staff members serve as role models to the students in this endeavor.

It is prohibited for any staff or member of the Board of Education to display evidence of intoxication, or engage in the unlawful possession, use, or distribution of illicit drugs and/or alcohol, at any time while functioning as an official of the District. See GIPS [Policy 6233](#) and GIPS [Policy 6233.1](#) for Administrative Procedures for Policy 6233. GIPS [Policy 6233](#) also contains Reasonable Cause Drug Testing.

## **Grievance Procedure**

Classified employees who have a grievance relative to an event or condition which affects the terms and conditions of employment, shall use the following procedure to resolve the grievance. (Definition of days shall mean calendar days.)

1. Within ten (10) days of the occurrence of the event or condition which is the subject of the grievance, the employee shall discuss the grievance with the immediate supervisor or building administrator. The administrator or supervisor shall investigate the grievance and render a written decision within five (5) days of receiving the grievance, unless the time is extended with the consent of the employee. Every effort should be made to resolve the issue at this level.
2. If the employee is not satisfied with the decision rendered at level 1, he/she may, within seven (7) days of receipt of the decision from the principal or supervisor, submit the grievance in writing to the Human Resource Director. The written grievance shall include the following:
  - a. A statement of the facts concerning the grievance;
  - b. Relevant terms and conditions of employment, district policy, rule and regulation or other event or condition of employment;
  - c. The resolution sought by the employee;
  - d. The reasons the decision rendered at Level 1 was not acceptable.

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The Human Resource Director shall investigate the matter as he/she deems appropriate and render a written decision of the matter within ten (10) days, unless the time is extended with the consent of the employee.

3. If the employee is not satisfied with the decision at level 2, a written appeal may be filed with the Superintendent of Schools within three (3) days of receipt of the decision from the central office administrator. The appeal shall include the written communications from levels 1 and 2 plus the reasons the central office administrator's decision is not acceptable. The Superintendent or his/her designee shall review the grievance and conduct such investigation as he/she deems appropriate. A written decision shall be rendered within ten (10) days of receipt of the grievance, unless the time is extended with the consent of the employee. The decision of the Superintendent will be the final step in the classified employee grievance procedure.

### **Medical Examinations**

Medical examinations are not routinely required of all applicants or employees. However, certain minimum standards of health and physical ability are required of employees in some job categories. If the district requires a physical exam as a condition of employment, the exam will be conducted after an offer of employment has been made, will relate to job performance capabilities, and will be required of all new employees in the same category (Title I of ADA). The cost of these exams will be at the District's expense.

Special examinations or clinical tests may be necessary to determine an employee's fitness to return to work due to injury or illness. In such cases, the district will select the physician, make arrangements for the examination, and assume responsibility for the expenses.

Since medical office hours are limited to the common work day, a supervisor may excuse an employee, without loss of pay, to go for job related examinations or tests which cannot be scheduled during the employee's off hours.

### **Outside Employment**

A classified employee may work for another employer as long as the job does not interfere with the proper discharge of his/her duties or involve a conflict of interest with the district assignment.

### **Participation in Political Activities**

The Board of Education recognizes that employees of the Grand Island Public Schools have the same fundamental civic responsibilities and privileges as all citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

In connection with political campaigning, no employee shall use school system facilities, equipment, or supplies, nor shall the employee discuss the campaign with school personnel during the work day; nor shall the employee use any time during the working day for political campaigning purposes.

An employee who intends to campaign for an elective public office shall notify the superintendent in writing at the earliest possible opportunity relative to the office in which he/she intends to seek, together with a proposal concerning the terms and conditions of continued employment. While endorsing the employee's right and privilege to file and hold a public office, the Board of Education is under no obligations to subsidize through approved absences the holding of any specific elected position.

### **Performance Appraisal**

Performance appraisals are done to review each employee's effectiveness in a position, to encourage positive development of staff, and to ensure the continued excellence of the district's educational programs. New employees are evaluated formally during the training period. All classified personnel are evaluated at least once a year by the assigned supervisors. Employees needing to improve their performance may be evaluated more frequently. A copy of the classified performance evaluation form may be found on the district intranet site.

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As part of the evaluation process, the supervisor meets with the employee, shares the evaluation, and makes plans for improvement if necessary. The employee **and** supervisor must sign and date the evaluation form at the time of review. The Classified Staff Performance Appraisal form is then sent to the Human Resources Office where it becomes part of the employee's personnel file. If an employee wants to respond to the evaluation, he/she must submit a written response to the supervisor and request that it be attached to the evaluation.

An employee's retention in a position and advancement on the pay scale are dependent on the employee receiving a basic, proficient or distinguished **overall** rating on the evaluation. If the **overall** rating of the performance appraisal is "unsatisfactory," the Improvement Plan form (292-32421) must be completed immediately. The employee is at will and may be discharged with an "unsatisfactory" performance appraisal.

#### Classified Staff Performance Appraisal Deadline

- Classified Staff Performance Appraisal (evaluations) and Personnel Status Action forms need to be received in the Human Resources Office by the **1st of the month** to enable the employee to receive the new rate of pay for that month.
- **Evaluations** received after the **1st of the month** will be effective for the following month.
- Pay adjustments are based on the date the evaluation and Personnel Status Action forms are received in the Human Resources Office, and not by the date of hire

#### **Photo ID Cards**

To ensure a safe and secure environment for all students and staff, all district employees will receive a photo ID card upon employment with the district. Upon receipt of the photo ID, staff are **not allowed** to alter the photo ID in any way, i.e. pasting a different picture over the top of the original picture, changing the name, etc. All employees should wear their photo ID card at all times whenever they are working in the district. The first photo ID card will be issued free of charge. Lost or destroyed cards will be replaced free of charge one time only. Subsequent cards will cost \$10.00 (nonrefundable). **The photo ID cards must be returned to the supervisor or to the Human Resources Department upon resignation or termination of employment.**

#### **Professional Appearance Guidelines**

The staff of GIPS has an excellent local and regional reputation for professionalism, both in performance of their duties and in the image they project. Professional clothing shall be the standard for most all assignments commensurate with duties, responsibilities, and assignment. Standards for some positions (i.e. maintenance, food service, certain special education paraeducators, etc.) may differ from the norm. The building administrator or program supervisor shall be the authority in determining appropriate dress and adornment.

The Grand Island Public Schools objective in establishing the professional appearance guidelines is to enable employees to project a professional image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for these expectations. Because all casual clothing is not suitable for the classroom or office, these guidelines will help determine what is appropriate to wear to work.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to students or other employees is unacceptable. Clothing that has the district or school name or logo is encouraged. Clothing that reveals a person's cleavage, back, chest, stomach, or underwear is not appropriate for a professional work environment.

Certain days may be declared "jean's day" or theme days. On these days, jeans (not faded, torn, or frayed) and a more casual approach to dressing (although never potentially offensive to others) are allowed.

Below is a general overview of acceptable business casual attire. The list is not all-inclusive and is open to change. No dress code can address all contingencies so administrators must exert a certain amount of judgment in the standards enforced at the building. Due to the nature of duties performed, separate guidelines have been established for maintenance/operations, custodial, and nutrition services staff (certain other production-oriented jobs may also be included). (See Custodial guidelines below)

Physical education staff may choose to wear clothing appropriate to their assignments, i.e. sweatpants, exercise pants, wind pants and shirts, so long as they do not display potentially offensive logos or other symbols. Such apparel also needs to be in good repair and free from excessive fading, tearing, and fraying. Tank tops, mesh (see through), and muscle shirts are unacceptable.

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### Jewelry, Makeup, Perfume, and Cologne

Staff use of jewelry, makeup, perfume and cologne should be in good taste and should not portray or reflect any image or message that could be considered offensive.

### Body Piercing and Tattoos

Any visible/noticeable or otherwise distracting form of body piercing, other than ears, is inappropriate attire. Any type of body adornment that draws attention or is disruptive to the educational process is considered unacceptable .

Any tattoo or other body markings or adornments that have the effect of causing a material and substantial interference with school operations or an infringement of the rights of others, or is vulgar, lewd, obscene or plainly offensive, or which promotes or condones illegal drug use or other illegal activity, will be covered at all times while the staff member is on duty.

### Hats and Head Covering

Hats are not appropriate in the classroom or office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

### Attire for Meetings

The expectations for professional attire will be the same for meetings both inside and outside the district (i.e. professional development days, conferences, district-sponsored committees, parent meetings), unless otherwise stipulated by the administrator/supervisor in charge of the meeting. Meetings that do not involve students or parents and are outside of the normal contract/work schedule may be considered more casual, with the final decision resting with the administrator/supervisor in charge.

### Custodial Staff

Due to the nature of the work performed, attire guidelines for custodial staff are different from other classroom and office positions.

- Custodial staff may wear shirts/tops that are of either a pullover or button front style, with or without a collar. The primary concern is that the shirt/top is clean, well maintained (absent of holes, rips and fraying) and free of excessive wrinkles. Additionally, the shirt/top should not have any logos, pictures or other insignia that could be considered offensive or disruptive to the educational process.
- Pants/slacks should also be clean, well maintained (absent of holes, rips, fraying) and free of excessive wrinkling. Denim and other cotton work pants would be considered the normal pants/slack for custodial work. Seasonally (April - October), custodial staff may wear a "pant style" short that is of a length that reaches to at least within 4 inches of the knee. Shorts must be hemmed (no cut offs or jean shorts). Athletic style (nylon, mesh) gym shorts are not acceptable.
- Shoes should provide safety to the feet (including heels and toes). Boots (work, cowboy, trucker, hiking) and shoes (loafer, walking, hiking, athletic) are acceptable. Like all articles of attire, they should be clean and in good condition (free of holes, stain, excessive wearing) that would compromise safety or a professional image. Toes and heels must be covered in selection of footwear, to provide maximum safety and protection.
- A uniform shirt is provided and expected to be worn by Grand Island Senior High custodial staff and district maintenance staff.

### Conclusion

If clothing fails to meet these district standards, as determined by the employee's supervisor, the employee will be asked to return home and change. In such cases, the staff member will also be directed to refrain from wearing the inappropriate item(s) to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment. See GIPS Policy [6212 Employee Professional Appearance](#)

### **Retirement**

Classified employees who are employed twenty (20) or more hours per week must participate in the Public Retirement System of the State of Nebraska. The cost of participation is set by the legislature and is deducted from the monthly payroll check. The district and the state also make contributions for each eligible employee. Upon termination of employment, an employee may apply to the Retirement Office, P.O. Box 94816, Lincoln, NE 68509, for return of the employee's contributions made to the Nebraska School Employees Retirement System. However, the employee may leave the money in his/her account.

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The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefit. For information write to: Director: Nebraska Retirement System, P. O. Box 94816, Lincoln, NE 68509.

The Nebraska Retirement System conducts several Pre Retirement Planning Seminars statewide each year for members who are age 50 or over. The law instituting the program says, "The employer shall provide each eligible employee leave with pay to attend up to two pre retirement planning programs." According to this law, "leave with pay shall mean a day off paid by the employer and shall not mean vacation, sick, personal, or compensatory time." Employees may choose to attend a seminar more than twice, but such leave shall be at the employee's expense and shall be at the discretion of the employer. A non-chargeable leave form must be completed in advance with the supervisor's approval.

## **Separation**

Employment as a classified employee is at the will of the school district. The immediate supervisor shall have the authority to recommend the discharge of a classified employee. Before the discharge is final, the immediate supervisor and/or administrator shall gain concurrence of the discharge with the Human Resources Director.

If an employee is terminated, the immediate supervisor or administrator will determine whether the employee receives two weeks notice, two weeks severance pay in lieu of two weeks notice, or immediate termination with no severance pay granted.

When an employee decides to resign, written notice of resignation should be given to the immediate supervisor at least two weeks prior to the effective date. A forwarding address should be given to the Business Office to ensure proper delivery of any checks or statements.

The building administrator or supervisor must complete the following forms (see appendices) for every classified employee who separates from the Grand Island Public Schools.

- **Personnel Status Action**
- **Exit Report**

These forms and the employee letter of resignation (if available) must be forwarded to the Human Resources Office immediately, along with photo ID cards, keys, etc.

## **Sexual Harassment**

The Grand Island Public Schools in its commitment to nondiscrimination in terms and conditions of employment shall provide for and maintain an employment environment which is free from sexual harassment and intimidation.

Sexual harassment is defined as: unwelcome sexual advances; requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment likewise occurs when a supervisor offers or threatens to use the power of his/her position to control, influence, or affect the career, salary, or job of another employee in exchange for sexual favors.

## Grievance Procedure

Any person who believes he/she has a complaint of sexual harassment under this policy should notify his/her supervisor, or if it involves the supervisor, the next level of supervisor. In lieu of or in addition to the supervisors, the Human Resources Director may be contacted to either register the complaint or seek advice. A written complaint concerning the harassment may also be filed with the Superintendent. Legal Reference: Sec 703 of Title VII; 45 FR 74676; 45 FR 25024; 29 CFR Part 1604.11

## **Staff Protection**

The school district protects all employees from physical and/or psychological abuse. An employee who is threatened with harm should notify his/her supervisor immediately.

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The district protects its employees through a comprehensive liability insurance program and shall hold harmless and defend any district employee from claims for damages caused or alleged to have been caused, in whole or in part, by that employee while performing assigned duties as an employee of the district. Under the provisions of the district's liability policy, employees who separate from the district are protected for incidents which happened while they were carrying out the duties of their job description for the district. The liability policy provides that the district shall not be obligated to assume any costs or judgments held against the employee when such damages are proven to be due to the employee's willful negligence, violation of law, or criminal act, as determined by a court of law.

### **Time and Attendance Record**

Classified employees record their hours electronically using a computerized system known as Kronos. Employees are shown how to access their time record during their orientation. Your supervisor is responsible for approving your time record each month, including making any corrections for late or omitted entries that may be necessary.

Each employee is responsible for the accuracy of their time record. No employee (other than their supervisor or an authorized district staff member) may access another employee's time record under any circumstance.

Any employee who willfully and intentionally misrepresents their time record (i.e. seeking payment for hours not worked or benefits not entitled to) will be subject to disciplinary action up to and including termination.

### **Use of Tobacco on Premises by Staff Members/Visitors and Volunteers**

The Grand Island Public Schools is aware of the health problems linked to tobacco use. It is the duty of the district to model actions that promote healthful and responsible lifestyles with respect to tobacco use.

As such, all district-owned or operated facilities, grounds and vehicles, as well as district-sponsored events, will be designated tobacco-free. The use of any form of tobacco will be prohibited. Tobacco products include, but are not limited to, cigarettes, cigars, cigarette paper, cigarillos, chewing tobacco, pipes, vapor products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, or any similar product or device that can be used to ingest tobacco.

In the event that a student or are present in a private home or vehicle as part of a school sponsored activity, tobacco will not be used while students are present.

Violation by a district employee or student may lead to disciplinary action. Non-district personnel and visitors will be requested to abide by this policy. See GIPS [Policy 6232](#).

### **Human Resources Office**

The Human Resources Office serves classified staff by maintaining records of employment, advising employees of the rights, benefits, and opportunities available, and providing information and counsel on work-related problems which have not been satisfactorily resolved by consulting with their supervisor.

The Human Resources Office is located in the Administration Building, 123 South Webb Road. Office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.

Employees must obtain permission from their supervisors to leave work to visit the Human Resources Office. Permission is not required during employee off-duty time. If an employee wishes to visit with the Human Resources Director an appointment is necessary to ensure that the Human Resources Director will be available to meet with the employee.

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## Human Resource Records

Upon being hired, and prior to being paid, each employee must have the following forms on file in the Human Resources Office:

- Application (filled out within the past 6 months)
- Personnel Status Action (292-32405)
- Direct Deposit Authorization
- I-9 Employment Eligibility Verification
- W-4 Employee's Withholding Allowance Certificate Personnel Information Sheet (PI-1)
- Health & Human Services "Release of Information" form
- Race and Ethnicity Form
- Nebraska Retirement Beneficiary Designation form (if eligible)
- Application for Vesting Credit form (if eligible)
- Health and Dental Enrollment (if eligible)
- 125 Flex Plan Election form and Compensation Reduction Agreement (IRS Section 125) Drug
- Free signature sheet
- Staff Acceptable Use Procedures for Network and Internet Access (computer use) Group
- Long Term Disability Insurance form (if eligible)
- Classified Staff Term Life Insurance form (if eligible)

The Grand Island Public Schools may not be able to issue pay without the above documents completed and returned by the employee.

Personnel files also contain pertinent data relative to job performance and other personnel action.

All employees have the right to access their personnel files as authorized by applicable federal and state law. The employee shall be permitted to examine all documents in her/his personnel file with the exception of those items which are excluded by law as not being subject to a right of access.

At the time of the examination, the person shall have the right to attach a written response to any item in such file by presenting the response to the Human Resources Office. The Human Resources Office will attach it to the file according to established procedure.

No person shall be allowed to remove, copy, or reproduce any material in his/her file except and only to the extent he/she is permitted to do so by order of a court of competent jurisdiction.

If an employee changes name, address, and/or telephone number, he/she should submit the changes in writing to the Human Resources Office immediately so that records may be kept accurate and current.

## **Recruitment and Assignment**

The Human Resources Office maintains a file of applications for each classified staff position. Anyone who has the minimum qualifications for a position is welcome to submit a completed application form to the Human Resources Office. Applications are kept in the active file for six months.

When a vacancy occurs, an announcement of the vacancy is placed on the school district website and is sent to all schools for posting on the employee information bulletin boards. Positions may be advertised in the local newspaper. Current employees who wish to be considered for the position should notify the Human Resources Office by the closing date specified on the announcement or ad. Applications in the active file will be considered at the request of the applicant. All applications received by the closing date are considered, and the applicants who will be given the opportunity for an interview are selected. These applicants are contacted and an interview schedule is set. Generally, the interview is conducted with the Human Resources Director. The Human Resources Director reviews the candidates and selects a group of finalists to interview with the building administrator and/or supervisor. The final selection must be approved by the Human Resources Director. Candidates who were interviewed but not selected are notified of the selection decision.

Staff members may apply for transfer to another building or reassignment within their building. The superintendent reserves the right to assign, reassign, and transfer any staff member at any time.

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If a transfer results in a promotion to a higher-level job, the employee is moved to a rate of pay within the new level, which is at least equal to the rate of pay the employee was receiving prior to the promotion.

Each classified position is defined by a job description. Employees should study their job descriptions and discuss any concerns with their immediate supervisor. Newly hired employees or those who transfer voluntarily or apply for and are accepted into a position must stay in that position for at least 90 days before applying for another position within the district.

### **Business Office**

If an employee wishes to change the number of dependents or make any other changes, which affect the amount of money withheld for income taxes, a new withholding tax form must be submitted to the Business Office. A new W-4 form must also be completed when the employee has a change of name. Whenever an employee's personal status changes, he/she should give consideration to changing the beneficiary(ies) designated to receive retirement, insurance, and unpaid compensation. The Business Office also has the information regarding payroll and fringe benefits.

### **Security**

Security includes not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment.

Access to school buildings and grounds outside of regular school hours is endorsed on an organized basis and school grounds are available to be used as playgrounds for corresponding neighborhoods. An adequate key control system is in place to limit access to buildings to authorized personnel and to safeguard against the potential entrance to buildings by keys in the hands of unauthorized persons.

Records and funds shall be kept in a safe place under lock and key.

Adequate lighting is provided as one of the best safeguards against illegal entry and vandalism. Employment of watchmen may be approved in situations where special risks are involved.

Employees at schools should be alert to strangers or suspicious activity on the school premises. Employees should not hesitate to ask for the name and business of any person found on the grounds or in the buildings. Questionable persons or activities should be reported to the supervisor or principal immediately. License numbers of unfamiliar cars on or near school grounds should also be reported.

This section applies to all school employees with regard to any and all school property whether during the school day, after school, or at night. Strangers or suspicious activity should be reported to the local police.

### **Severe Winter Storms**

The decision to send a Connect-Ed message and to close the district schools due to a winter storm is made by the superintendent early enough to get the Connect-Ed message sent and the advisory to the radio stations in time for parents to make appropriate arrangements for their children. Before the decision is made, the weather bureau and appropriate city officials in charge of snow removal are consulted. Excerpt from Policy #5232 Emergency Closing:

"In the event that schools are closed for children, personnel expected to report at normal times, or as soon as possible include:

1. The Superintendent of Schools;
2. All administrative staff;
3. Supervisory custodial staff;
4. Custodial staff (at their assigned time);
5. Other employees, including instructional staff, may be called by their supervisors as necessary.

The above staff will secure facilities and maintain operations to the extent possible as well as be available to prepare for the safety of children who might unknowingly come to school when schools are closed."

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Classified staff are hourly employees. They should record their actual time worked. Official snow days called by the Superintendent are not compensated, however, employees may use a floating holiday or a vacation day if they have them available.

## Definitions of Employment

- 9 Month Employment - working 1235-1525 hours per year and less than 12 months
- 10 Month Employment - working 1526-1819 hours per year and less than 12 months
- 12 Month Employment - working 1820-2080 hours per year
- 12 Month/Part-Time - working less than 1820 hours per year
- Full-time Employment - working at least 7 hours per day and 35 hours per week, totaling not less than 1235 hours
- Temporary Employment - working summers and special assignments
- Actively Employed - indicates that the employee is on the job, on paid vacation, or on paid sick leave
  - does not include employees who are on unpaid leave of absence, workman's comp or disability.
- Job Categories - Five major areas: 1. Secretaries,  
2. Paraeducators/Paraprofessionals, 3. Nutrition Services,  
4. Custodian, and 5. Maintenance/ Transportation

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### GIPS MTSS/Assessment Coordinator Stipends

Stipend	Description	Amount	Number of Schools	Total
MTSS	Based on previous year's MTSS enrollment	\$20/student	14	\$41,110
Assessment	Assessment <150 total enrollment	\$1,000	5	\$5,000
Assessment	Assessment >150 total enrollment	\$1,500	13	\$19,500

Total for all stipends= \$65,610

Benefits= \$11,449

**\$77,059**

## GIPS NEEDS ANALYSIS



District Administration and/or Board Committees will use the GIPS Needs Analysis to guide development of proposals to the Board of Education for information or action as deemed appropriate.

**Proposal:**

**2023-24 MTSS and Assessment Coordinator Stipends**

**Submitted  
By:**

**Carrie Kolar**

**Date:**

**6/26/23**

### 1. What is the identified need?

In order to support the elementary 2023-24 staffing needs 5 Academic Support Coaches transitioned to classrooms. The remaining Academic Support Coaches will be focused on supporting new teachers and may be assigned multiple buildings. Due to the new Academic Support Coach role, a stipend would be paid to staff willing to lead the MTSS process ( Tier 2 and Tier 3 students) as well as a stipend for staff willing to lead the coordination of assessments at each building.

### 2. Administrative Rationale for BOE Agenda Item (connect to Strategic Plan Objectives/Success Measures)

Creating and sustaining strong systems for MTSS Tier 2, MTSS Tier 3 and assessments supports GIPS Strategic Plan Objectives 1.3, 2.1, 2.2 and 3.1.

### 3. Proposed Action

August approval

### 4. Data/Research Assessed

Successful implementation demands clear expectations and accountability to own

results. This has been proven repeatedly over time as districts have sought to improve professional practices. This stipend is a critical component for creating ownership and accountability.

#### 5. Stakeholder Group(s) Involved

Certified staff

#### 6. Summary

GIPS' ability to create and sustain strong systems of support and assessment enhances our students' educational experiences.

#### 7. Fiscal Impact

Amount:	\$77,059
Source:	General Fund

Details:	General Fund - \$77,059
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#### 8. Person(s) Responsible for Implementation

Human Resources Department-under the direction of Dr. Carrie Kolar  
Business Office-under the direction of Mr. Virgil Harden.

Adapted from NASB Needs Analysis GIPS Needs Analysis Rev. 02/2019

#### 9. Implementation Plan

##### ◆◆ Monitor/ Evaluate

Actions:	Implementation of stipends and individual pay records in iVisions.
Timeline:	August-September 2023

##### ◆◆ Board Report/Follow-Up

Actions:	Monthly review of staff adjustments in the Personnel Committee and through BOE consent agenda.
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<b>Timeline:</b>	<input checked="" type="checkbox"/> 1 month <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input checked="" type="checkbox"/> annually <input type="checkbox"/> N/A
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Adapted from NASB Needs Analysis GIPS Needs Analysis Rev. 02/2019



Mr. Virgil D. Harden, MBA RSBA SFO  
Chief Financial Officer  
Grand Island Public Schools  
PO Box 4904  
Grand Island, NE 68802-4904

Dear Mr. Harden:

We are pleased to provide to you our proposal to perform the annual financial audit for Grand Island Public Schools (GIPS) for the year ending August 31, 2023. We understand that the Nebraska Department of Education requires the “Annual Financial Report to be filed by November 1, 2023. Also, we understand that the Nebraska Auditor of Public Accounts requires the audit to be submitted by November 5, 2023. We would be pleased to present the results of the audit to the School Board after the final reports are issued, if the Board and Administration so desires.

#### Organization Structure, Background and Experience

Porter & Company, PC is an Iowa Corporation that started operations on November 25, 2013. There is one shareholder, Rodney Porter. Rodney Porter is the president and Managing Director of the firm and will be the Engagement Partner for this engagement. Fred Weber is the manager of the firm and will be the auditor in charge of the engagement. The firm also employs two senior auditor/accountants and one support staff. The Firm also works with Cuming County, Nebraska, Pierce County, Nebraska, Wayne County, Nebraska, City of Bancroft, Nebraska, City of Haskins, Nebraska, Pender Public School District, Allen Consolidated Public School District, Homer Community Schools, Randolph Public Schools, Niobrara Public Schools, Santee Community Schools, Crofton Community Schools, Northeast Nebraska Public Health Department, North Central District Health Department and the Elkhorn Logan Valley Public Health Department and several other local nonprofit and governmental entities.

Rodney D Porter has over 40 years of experience. He is the Managing Director of the Firm and will serve as your Engagement Partner. He is licensed to practice in Iowa and Nebraska. He has worked for various CPA firms and a larger retail organization in the Siouxland area. He started out on his own in 1988 with RD Porter CPA until he founded Porter & Company, PC. His areas of expertise are business taxation, accounting, compilations and reviews, audits, individual taxation and business consultation.

Fred Weber has over 30 years of experience. He is a manager at the firm and will serve as the auditor in charge of your audit. He has worked for various CPA firms and a local service organization. His areas of expertise are audits, compilations, reviews of governmental entities, nonprofit organizations and businesses. He is a QuickBooks Pro-Advisor and is versed in all editions of QuickBooks Pro, including the Nonprofit Edition. Also, he assists in business taxation, individual taxation and business consultation. Specifically, he has performed audits of school districts, cities, counties, special purpose governments, housing authorities; nonprofit entities included United Ways and various other 501(c)3 entities, and businesses of all sizes in Iowa, Nebraska, Missouri and several other states. At another CPA Firm of which he was the Director of Audit Services he over saw the audits of various Housing Authorities, Low Income Housing Projects and various Non-Profit Entities that received funding the Housing and Urban Development and the U.S. Department of Agriculture Rural Development. He has performed audits in the past for Omaha Public Schools, ESU # 19, Douglas District, Sarpy District, Lancaster District, Washington District, Nemaha District, Colfax District and Saunders District in Nebraska. He has significant experience performing audits in accordance with Generally Accepted Auditing Standards, Government Auditing Standards and the Single Audit Regulations.

#### Understanding of the Services to be Performed

We understand that we are to perform an audit of financial statements of Grand Island Public Schools, as of and for the year ending August 31, 2023. It is our understanding that GIPS will continue to use the modified cash basis of accounting, which is a basis of accounting other than generally accepted accounting principles. This basis of accounting is allowed under the Nebraska Department of Education Title 92 Chapter 1, Rules and Regulations Governing the Audit of Nebraska Public School Districts 002.03. The financial statements to be included are as follows:

- Government – Wide Statement of Net Position
- Government – Wide Statement of Activities
- Governmental Fund Statement of Assets and Fund Balances
- Statement of Cash Receipts, Disbursements and Changes in Fund Balances
- Statement of Net Position – Proprietary Funds
- Statement of Changes in Net Position – Proprietary Funds
- Notes to Financial Statements
- Supplemental Schedules of Cash Receipts, Disbursements and Fund Balance -Budget and Actual
- Required Supplemental Information
  - Schedule of Expenditures of Federal Awards

The reporting entity will include GIPS and the Central Nebraska Education Agency as a discretely presented component unit. The Grand Island Education Foundation, Inc. is also a component unit of GIPS but will be presented in its own separate financial statements. We have included a separate fee for this audit if GIPS so chooses.

As stated above the financial statements will be prepared using the modified cash basis of accounting. The only modification would be to include the cash held at the County Treasurers office. GIPS previous financial statements included capital assets, depreciation, and various liabilities including debt. These items will not be included as a modification for the year ended August 31, 2023, unless GIPS decides it would prefer to disclose that information. We have included a fee for this assistance.

We would also work with GIPS to include any supplemental information it deems necessary to include. We will subject that supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

Previously, GIPS included as Supplementary Information a Statement of Cash Receipts, Disbursements, and Fund Balances – Activity Fund, Statement of Accounts with County Treasurers – Hall and Merrick County Treasurers and Comparative Statistical Data and Graphs. We have not included this Supplementary Information in or list of financial statements as it is not required information nor is it required by Nebraska Department of Education Title 92 Chapter 1, Rules and Regulations Governing the Audit of Nebraska Public School Districts 003.04 Financial Audit Report Format. However, if GIPS wishes to include this information I have provided an additional fee.

GIPS has included a Management's Discussion and Analysis (MD&A). Nebraska Department of Education Title 92 Chapter 1, Rules and Regulations Governing the Audit of Nebraska Public School Districts 003.04 Financial Audit Report Format does list the MD&A, however, when a basis of accounting is used that is not generally accepted such as the modified cash basis the MD&A is not a required element to be included in the financial statements. We would recommend to not include that information as the auditor primarily prepared that document, however, if GISP wish to include this information we will assist in the preparation of the MD&A with GISP preparing the document and we have included a fee for that assistance.

We understand our responsibility is to express opinions on these financial statements based on our audit. Our audit will be conducted in accordance with the auditing standards generally accepted

in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance.

We would expect to begin our audit procedures during August/September of each year; we would work out the specific timing with management. Our expectation is that we would have three to four auditors on site for 4-6 business days, the rest of our time would be at our office. We would complete the audit before October 15 with final reports by October 30. We would be prepared to discuss the results of the audit with the board any time after October

Fees

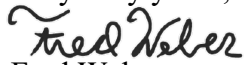
Our fees for this engagement will be as follows:

<u>August 31,</u>	<u>Audit</u>	<u>Single Audit</u>	<u>Audit Costs</u>	<u>Out-Of-Pocket Costs</u>	<u>Total Costs</u>
2023	\$ 20,000	\$ 15,000	\$ 35,000	\$ 4,000	\$ 39,000
Option Years					
2024	\$ 21,000	\$ 15,750	\$ 36,750	4,200	\$ 40,950
2025	22,100	16,500	38,600	4,410	43,010
2026	23,200	17,325	40,525	4,625	45,150
2027	24,300	18,200	42,500	4,850	47,350
	<u>\$ 90,600</u>	<u>\$ 67,775</u>	<u>\$ 158,375</u>	<u>\$ 18,085</u>	<u>\$ 176,460</u>

The audit fee above encompasses items discussed for Audit Services. The out-of-pocket costs will include items such as report production, word processing, postage, travel costs, etc.; however, we will cap the costs as listed above. The out-of-pocket fees are reflective of 5 days overnight, if necessary. The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to provide you with this proposal and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,



Fred Weber

Manager

Porter & Company, PC

GRAND ISLAND PUBLIC SCHOOLS

3315 ATTENDANCE OFFICER

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the building administrator, or designee, of their attendance center.

The Grand Island Public Schools appoints building administrators from each school building to serve as the building's attendance officer. The building administrator shall notify the building social worker when a student is demonstrating excessive absenteeism. Excessive absenteeism is the failure to attend school for the minimum number of days. The Grand Island Public Schools sets the minimum number of days at 90% of days that the student's school is open and in session. The building social worker will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

Annually, the Grand Island Public Schools Board of Education will meet in regular session and include a public hearing to discuss, consider, receive input, and take action (if deemed appropriate) on policy 8312 EXCESSIVE ABSENTEEISM.

Legal Reference: Neb. Statute 79-208 and 209  
NDE Rule 10.012.01B

Policy Reference: 8310 STUDENT ATTENDANCE ABSENCES EXCUSED  
8312 EXCESSIVE ABSENTEEISM  
8320 COMPULSORY ATTENDANCE

Policy Adopted: 05.12.2016

Policy Revised: ???.???.??

8462 METAL DETECTOR SCREENING

To ensure that school buildings remain safe and free from dangerous objects, the Board of Education hereby authorizes the use of handheld metal detectors to conduct lawful searches of students on school grounds, in a school vehicle, or at a school activity. The following procedures will be implemented for handheld metal detectors at Grand Island Public Schools:

1. Prior to any student being screened by a metal detector, the District will provide written notice to all students and parents about the use of handheld metal detectors in school. Said notice will be incorporated into the student handbook.
2. District staff may conduct screenings based on reasonable suspicion after they have been trained.
3. District staff, to include School Safety Coordinator, School Resource Officers, and/or Building Administrators, may participate in training on the use of hand-held metal detectors provide by the district Safety Coordinators.
4. Any individual subject to a metal detector screening must bring their personal belongings (coat, backpack, purse, gym bag, and the like) to the location where the screening will be performed. Said items may be subject to a metal detector screening but will not be opened or searched without reasonable suspicion.
5. All persons subject to a metal detector screening are required to remove any metal or dangerous objects from their person and/or personal belongings prior to the screening. After removing any such metal or dangerous objects, the person will be subjected to the metal detector screening.
6. If the metal detector activates during a screening, then such person will be subject to additional screening and/or further search by District personnel.
7. Any person found to be in possession of a firearm or other dangerous weapon will be immediately removed from school grounds and shall be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.
8. Any student who refuses to submit to a search consistent with these procedures will be subject to a search of his/her personal and belongings, and any other appropriate disciplinary action by school administration. Other persons (such as visitors) who refuse to submit to a search consistent with these procedures will be refused entry and escorted off school grounds immediately.
9. Individuals found to be in possession of other unauthorized items (such as drugs) will be subject to disciplinary action, referral to law enforcement, and/or immediate removal from school grounds.
10. No student will be subjected to a metal detector screening based on any discriminatory or unlawful reason.
11. Nothing in this Policy shall preclude or preempt any Individualized Education Plan, 504 Plan, or other legal requirements under the applicable special education laws.
12. Nothing in this Policy precludes the District from conducting other lawful searches or activities in an effort to keep school safe and free from dangerous weapons.

Policy Cross Reference: 8461 Searches, Seizures, and Arrests

Legal Reference: Neb. Rev. Stat. Sec. 79-267  
Neb. Rev. Stat. Sec. 28-1204.04  
Neb. Statute 79-294  
Neb. Rev. Stat. 43-248  
34 CFR Part 99 (Family Educational Rights and Privacy Act)

Date of Adoption: ???.???.??

## Policy 8340: Part-time Enrollment

Students must be enrolled in Grand Island Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

### Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

## A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

## B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the

District, be of school attendance age and not have graduated or have received a GED.

2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

### C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will **ordinarily** be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes ~~shall~~ **will ordinarily** not be available for non-public school students. ~~The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.~~
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. ~~Essential versus Non-Essential Elective~~**Selection of Courses.** **Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, Non-public school students may select their courses.** ~~are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses~~

~~consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.~~

#### D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made at the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, **unless otherwise required by law.**

Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
  
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. ~~Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities.~~ Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526  
LB 705, § 75  
Title 92, Nebraska Administrative Code, Chapter 10

Adoption Date: 01/11/1993

Revision History: 10-12-06,02-09-2012,10.12.2017,???

Policy 94100: Use of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those groups listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual's background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.
  
2. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)  
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34  
CFR Part 108  
LB 705, § 126.

Date of Adoption: [Insert Date]

## 8453 - Student Suspension, Expulsion and Mandatory Reassignment

The Board of Education authorizes the administration of the Grand Island Public Schools to utilize emergency exclusion, short or long-term suspension, expulsion, or mandatory reassignment for certain situations or conduct prohibited by the board's rules, standards established pursuant to the Student Discipline Act [§79-254 to §79-294] and applicable federal regulations.

For the purposes of this policy unless otherwise noted:

- a) Short-term suspension shall mean denying the student the right to attend school or take part in any school function for a period of up to five school days [§79-256];

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to

school. Article 5 STUDENTS Policy No. 5101 Page 2 of 18 The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

b) Long-term suspension shall mean exclusion for a period exceeding five school days but less than twenty school days [§79-256];

c) Except as provided in the Elementary and Secondary Education Act of 1965 (as amended on 3-31-94 to include Title VIII Sec.3001 Gun Free Schools Act) and Grand Island School Board Policy 8470-Weapons In School, expulsion shall mean exclusion from school for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred 1) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or 2) within ten days prior to the end of the second semester, in which case the expulsion shall remain in effect for any summer school and the first semester of the following school year, or 3) such action may be modified or terminated by the school district at any time during the expulsion period. [79-4,196, §79-256 and §79-283]

d) Emergency exclusion shall be of either long or short term duration as above and shall be utilized in the following situation:

1) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

2) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Such an emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five days or less, the procedures for a short-term suspension shall be followed. If the superintendent or designee determines that such emergency exclusion shall extend beyond five days, a hearing will be held and a final determination made within ten school days after the initial date of exclusion. Such procedure shall substantially comply with the procedures set forth in state statutes 79-266 to 287 for a long-term suspension or expulsion and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

e) Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action [§79-256].

### Suspensions Pending Hearing.

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) Interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

1. Summer Review: Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
2. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative

of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
4. Students Subject to Juvenile or Court Probation: Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be Article 5 STUDENTS Policy No. 5101 Page 4 of 18 evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
5. Returning from Expulsion: At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
6. Exception for Pre-Kindergarten through Second Grade Students: Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly

weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

Students may be suspended, expelled or reassigned subject to procedural provision of the Student Disciplinary Act when any of the following actions occur on school grounds or during educational functions or events off school grounds (note exception in section h.):

- a. Use of violence, force, coercion, threat, intimidation or similar conduct that constitutes interference with school purposes [§79-267];
- b. Willfully causing or attempting to cause damage to private or school property, stealing, or attempting to steal property of substantial value, or repeated damage or theft of property [§79-256];
- c. Causing or attempting to cause personal injury to a school employee, school volunteer, or student [§79-256];
- d. Threatening or intimidating a student trying to get money or anything of value from the student [§79-256];
- e. Possessing, handling or transmitting any object or materials generally considered a weapon [§79-256 and Grand Island School Board Policy 8470-Weapons In School];
- f. Unlawful possession, selling, dispensing, or use of a controlled substance, an imitation controlled substance, a substance represented to be a controlled substance, alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor [§79-256];

CONTROLLED SUBSTANCE shall mean a drug, substance, or immediate precursor in Schedules I to V of section 28-405\*.

Controlled substance shall not include distilled spirits, wine, malt beverages, tobacco, or any non narcotic substance if such substance may, under the Federal Food, Drug, and Cosmetic Act and the law of this state, be lawfully sold over the counter without a prescription.

[ref. § 28-401(4)]

IMITATION CONTROLLED SUBSTANCE shall mean a substance which is not a controlled substance but which, by way of express or implied representations and consideration of other relevant factors, would lead a reasonable person to believe the substance is a controlled substance. A placebo or registered investigational drug manufactured, distributed, possessed, or delivered in the ordinary course of practice or research by a health care professional shall not be deemed to be an imitation controlled substance. [ref. § 28-401 (36)]

ALCOHOLIC LIQUOR shall include alcohol, spirits, wine, beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed as a beverage by a human being. Alcoholic liquor shall also include confections or candy with alcohol content of more than one-half of one percent alcohol. The act shall not apply to (a) alcohol used in the manufacture of denatured alcohol produced in accordance with acts or Congress and regulations adopted and promulgated there under, (b) flavoring extracts, syrups, medicinal, mechanical, scientific, culinary, or toilet preparations, or food products unfit for beverage purposes, but the act shall not be construed to exclude or not apply to alcoholic liquor used in the manufacture, preparation, or compounding of such products or confections or candy that contains more than one-half of one percent alcohol, (c) wine intended for use and used by any church or religious organization for sacramental purposes, or (d) any beverage with less than five-tenths of one percent of alcohol by volume. [ref. § 53-103(6)]

- g. Public indecency, (applicable to students ages twelve to nineteen) [§79-267], A person commits “public indecency”, a Class II misdemeanor, if such person performs or procures, or assists any other person to perform, in a public place and where the conduct may reasonably be expected to be viewed by members of the public:

An act of sexual penetration; or

An exposure of the genitals of the body done with intent to affront or alarm any person; or

A lewd fondling or caressing to the body of another person of the same or opposite sex. [ref. §28-806]

- h. Sexual assault or attempted sexual assault of any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that

the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function or event. For the purpose of this subdivision, sexual assault in the first degree and sexual assault in the second degree as defined. [§79-267];

"Sexual Assault" shall mean any person who subjects another person to sexual penetration and

- a. overcomes the victim by force, threat of force, expressed or implied, coercion, or deception,
  - b. knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct,
  - c. the actor is nineteen years of age or older and the victim is less than sixteen years of age. [ref. §28-320], or
  - d. sexual assault of a child in the first degree as defined in section 28-319.01
- i. Engaging in any activity forbidden by law which activity constitutes a danger to other students or interferes with school purposes [§79-267];
  - j. Repeated violations of any established rule if such violation constitutes a substantial interference with school purposes [§79-267].

Any of the above listed activities may constitute violation of the Nebraska Criminal Code and as such will be cause for law enforcement involvement and parental notification as per §79-293 and §79-294 of the Student Disciplinary Act (see below).

Any suspension or expulsion under this policy shall comply with the requirements of the Special Education Act and the federal Individuals with Disabilities Education Act (IDEA) 20 U.S.C. 1401 et seq. [§79-259].

In all matters involving exclusion, suspension, expulsion, or mandatory reassignment of a student, the student will be given procedural due process as per the Student Discipline Act Section §79-259 to §79-294.

Violations of Law Relating to Suspensions or Expulsions:

1. Student violations or suspected violations of Nebraska law will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct

which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Student violations of school policy that are not apparent violations of law will be addressed by school administrators without reporting them to law enforcement. Administrators should consider the student's maturity, and known behavioral, emotional or mental disorders, if applicable. It will be the responsibility of the referring administrator to contact the student's parent that a referral to legal authorities has been or will be made, if applicable.

On or before August 1 the school board will annually review the reporting guidelines above with the County Attorney. These shall be distributed to all parents and guardians and their students at the beginning of each school year, or at the time of enrollment if during the school year. The guidelines shall also be posted conspicuously in each school during the school year.

2. Except in instances of suspected child abuse, when a principal or designee releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, immediate steps shall be taken to notify the parent, guardian, or other relative having control of the minor about the minor's release to the officer and about the place to which the minor is reportedly being taken. In cases of suspected child abuse, the principal or designee will provide the law enforcement officer with the address and telephone number of the minor's parents or guardian.

Supplemental to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

The Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Robin R. Dexter, Associate Superintendent  
Coordinator for Student Complaints and Compliance Coordinator

Office address:

Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802

Email: [rdexter@gips.org](mailto:rdexter@gips.org)

Phone number: 308-385-5900

Title: Ms. Kristen Irely, Chief of Human Capital Management  
Coordinator for Staff Complaints

Office address:

Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802

Email: [kirey@gips.org](mailto:kirey@gips.org)

Phone number: 308-385-5900

For information regarding the Grand Island Public Schools procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy, 6205 Staff and 8505 Student, located on the GIPS web site.

### **Policy References:**

Elementary and Secondary Education Act of 1965 as amended to include the Gun Free Schools Act, Title VIII, Sec. 3001 (4-31-94)

Neb. Statute 28-1204.04

20 U.S.C. §§ 1400 et seq. (Individuals with Disabilities Education Act)

34 C.F.R. §§ 104.1 et seq.

34 C.F.R. §§ 300 et seq.

Goss v. Lopez, 419 U.S. 565 (1975).

Wood v. Strickland, 420 U.S. 308 (1975)

Student Discipline Act as described in §79-259 through §79-294 (For reference purposes §79-293 and §79-294 are provided):

“[79-293]... (1) The principal of a school or the principal’s designee shall notify as soon as possible the appropriate law enforcement authorities of the county or city in which the school is located of any act of the student described in section §79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code.

(2) The principal, the principal’s designee, or any other school employee reporting an alleged violation of the Nebraska Criminal Code shall not be civilly or criminally liable as a result of any report authorized by this section unless (a) such report was false and the person making such report knew or should have known it was false or (b) the report was made with negligent disregard for the truth or falsity of the report.

[§79-294]... When a principal or other school official releases a minor student to a peace officer...for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four hours. The peace officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held and any subsequent detention hearing.”

§28-405 is a lengthy listing and description of several hundred controlled substances by official, generic, common, chemical, brand, or trade name. This information is available online.

(<https://nebraskalegislature.gov/laws/statutes.php?statute=28-405>).

Ref. § 79-254 to 79-294

**Adoption Date:** 11/03/1980

**Revision History:** 4-10-95, 6-14-07, 8.9.2012, 10.11.2018, 09.12.2019, 03.16.2020, 11.12.2020, ???

## **7490 - Alternative School Programs**

The Grand Island Public Schools recognizes the necessity for planning an alternative educational experience for students whose needs are not being met in the traditional school setting. The district may make provisions for alternative education to include alternative school programs, after school programs, or individualized services to meet special education needs.

### Alternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

**Adoption Date:** 03/05/1984

**Revision History:** 06/13/2019,11/11/2004

7510 ENROLLMENT OPTION

A. Process and Time Lines to Option In

For a student to attend Grand Island Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Grand Island Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

**Provisions for Waiver of Application Deadline**

The application deadline will be waived by the School District for applications to option into the Grand Island Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1<sup>st</sup> immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.
  
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Grand Island Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Grand Island Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or

designee.

E. Releases for Options Out

**Provisions for Release**

A request for release of a resident student of the Grand Island Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Grand Island Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Grand Island Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The

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building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Grand Island Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Grand Island Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: [Insert Date]

Policy Adopted 4/8/91  
Policy Revised 4/13/92  
Policy Revised 6/03/96  
Policy Revised 12-9-04  
Policy Revised 11-13-08  
Policy Revised 01-12-12  
Policy Revised: 08.11.2016  
Policy Revised: 02.09.23





GRAND ISLAND PUBLIC SCHOOLS



RESOLUTION #20230209\_1  
A RESOLUTION TO ADOPT SPECIFIC STANDARDS FOR ACCEPTANCE AND REJECTION OF  
ENROLLMENT OPTION STUDENT APPLICATIONS

WHEREAS, Neb.Rev.Stat. § 79-238 (Reissue 2014) requires the Board of Education of Grand Island Public Schools (hereafter, “the district”) to adopt by resolution specific standards for acceptance and rejection of enrollment option applications; and

WHEREAS, the specific standards for acceptance and rejection of enrollment option applications shall be determined by setting a maximum number of option students the district will accept in any program, class, grade level, or school building, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the district will contract based on existing contractual arrangements, and availability of appropriate special education programs; and

WHEREAS, pursuant to § 79-238 the Board of Education has determined the maximum number of enrollment option applications the district may accept for newcomer English learner, alternative education and special education programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF GRAND ISLAND PUBLIC SCHOOLS, GRAND ISLAND, NEBRASKA, AS FOLLOWS:

1. Option students who have had an IEP in the last 2 years will not be accepted to special education programs due to capacity limits in special education programs.
2. Option students will not be accepted to alternative education programs due to capacity limits in alternative education programs.
3. Option students will not be accepted to English learner newcomer programs due to capacity limits in K-12 newcomer programs.

Adopted by the Board of Education of Grand Island Public Schools, Grand Island, Nebraska, on this Thursday, February 9, 2023

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Hank McFarland  
President, Board of Education

Legal References:        Neb.Rev.Stat. § 79-238

<b>BUILDING - LEVEL - PROGRAM</b>	<b>PROGRAM CAPACITY</b>
Dodge - Level I - Elementary Special Education	45
Dodge - Level II & III - Elementary Special Education	10
Engleman - Level I - Elementary Special Education	15
Engleman - Level II & III - Elementary Special Education	5
Gates - Level I - Elementary Special Education	20
Gates - Level II & III - Elementary Special Education	5
Howard - Level I - Elementary Special Education	40
Howard - Level II & III - Elementary Special Education	5
Jefferson - Level I - Elementary Special Education	15
Jefferson - Level II & III - Elementary Special Education	5
Knickrehm - Level I - Elementary Special Education	10
Knickrehm - Level II & III - Elementary Special Education	5
Lincoln - Level I - Elementary Special Education	30
Lincoln - Level II & III - Elementary Special Education	3
Newell - Level I - Elementary Special Education	30
Newell - Level II & III - Elementary Special Education	5
Seedling - Level I - Elementary Special Education	5
Seedling - Level II & III - Elementary Special Education	1
Shoemaker - Level I - Elementary Special Education	20
Shoemaker - Level II & III - Elementary Special Education	5
Starr - Level I - Elementary Special Education	15
Starr - Level II & III - Elementary Special Education	5
Stolley - Level I - Elementary Special Education	10
Stolley - Level II & III - Elementary Special Education	2
Wasmer - Level I - Elementary Special Education	25
Wasmer - Level II & III - Elementary Special Education	8
West Lawn - Level I - Elementary Special Education	30
West Lawn - Level II & III - Elementary Special Education	8
Skills Academy - Level III - Elementary Special Education	10
Barr - Level I - MS Special Education	60
Barr - Level II & III - MS Special Education	15
Walnut - Level I - MS Special Education	100
Walnut - Level II & III - MS Special Education	25
Westridge - Level I - MS Special Education	60
Westridge - Level II & III - MS Special Education	10
Skills Academy - Level III - MS Special Education	10
Grand Island Senior High - Level I - HS Special Education	160
Grand Island Senior High - Level II & III - HS Special Education	70
Skills Academy - Level III - MS Special Education	10

Transitional Living Program - Level III - HS Special Education	8
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Success Academy GISH	70
Success Academy Middle School	20
Ombudsman	65

English Learner Newcomer elementary	45
English Learner Newcomer middle school	Barr=35/WN=60
English Learner Newcomer senior high	100

Capacity subject to change based on placement of program in facilities, staffing, and student needs

**RESOLUTION**

**WHEREAS**, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

**WHEREAS**, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

**WHEREAS**, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

**NOW, THEREFORE, BE IT RESOLVED** that the Option Enrollment Policy presented to the School Board as Policy 7511, and Appendix "1" to such Policy 7511, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 7511, and Appendix "1" to such Policy 7511, are repealed effective on the date of the passage of this resolution,

**BE IT FURTHER RESOLVED** that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 7511, and Appendix "1" to such Policy 7511 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

**BE IT FURTHER RESOLVED** that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, member \_\_\_\_\_ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_.  
The following members voted against the same: \_\_\_\_\_.  
The following members were absent or not voting: \_\_\_\_\_. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**[NAME] PUBLIC SCHOOLS**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

## Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 7511 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

<b>PROGRAM</b>	<b>PROGRAM CAPACITY</b>	<b>PROJECTED ENROLLMENT</b>	<b>NO. OF OPTION STUDENTS</b>
Kindergarten	851	759	92
First	897	752	145
Second	925	789	136
Third	900	758	142
Fourth	945	770	175
Fifth	864	711	153
Sixth			
Seventh			
Eighth			
Ninth			
Tenth			
Eleventh			
Twelfth			
Success Academy GISH	70		
Success Academy Middle School	20		
Ombudsman	65		
English Learner Newcomer elementary	45		
English Learner Newcomer middle school	Barr=35/WN =60		
English Learner Newcomer senior high	100		


\* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District's Director of Special Education or designee.

<b>BUILDING - LEVEL - PROGRAM</b>	<b>PROGRAM CAPACITY</b>
Dodge - Level I - Elementary Special Education	45
Dodge - Level II & III - Elementary Special Education	10
Engleman - Level I - Elementary Special Education	15
Engleman - Level II & III - Elementary Special Education	5
Gates - Level I - Elementary Special Education	20
Gates - Level II & III - Elementary Special Education	5
Howard - Level I - Elementary Special Education	40
Howard - Level II & III - Elementary Special Education	5
Jefferson - Level I - Elementary Special Education	15
Jefferson - Level II & III - Elementary Special Education	5
Knickrehm - Level I - Elementary Special Education	10
Knickrehm - Level II & III - Elementary Special Education	5
Lincoln - Level I - Elementary Special Education	30
Lincoln - Level II & III - Elementary Special Education	3
Newell - Level I - Elementary Special Education	30
Newell - Level II & III - Elementary Special Education	5
Seedling - Level I - Elementary Special Education	5
Seedling - Level II & III - Elementary Special Education	1
Shoemaker - Level I - Elementary Special Education	20
Shoemaker - Level II & III - Elementary Special Education	5
Starr - Level I - Elementary Special Education	15
Starr - Level II & III - Elementary Special Education	5
Stolley - Level I - Elementary Special Education	10
Stolley - Level II & III - Elementary Special Education	2
Wasmer - Level I - Elementary Special Education	25
Wasmer - Level II & III - Elementary Special Education	8
West Lawn - Level I - Elementary Special Education	30
West Lawn - Level II & III - Elementary Special Education	8
Skills Academy - Level III - Elementary Special Education	10
Barr - Level I - MS Special Education	60
Barr - Level II & III - MS Special Education	15
Walnut - Level I - MS Special Education	100
Walnut - Level II & III - MS Special Education	25
Westridge - Level I - MS Special Education	60
Westridge - Level II & III - MS Special Education	10
Skills Academy - Level III - MS Special Education	10
Grand Island Senior High - Level I - HS Special Education	160
Grand Island Senior High - Level II & III - HS Special Education	70
Skills Academy - Level III - MS Special Education	10
Transitional Living Program - Level III - HS Special Education	8

Success Academy GISH	70
Success Academy Middle School	20
Ombudsman	65

English Learner Newcomer elementary	45
English Learner Newcomer middle school	Barr=35/WN=60
English Learner Newcomer senior high	100

Capacity subject to change based on placement of program in facilities, staffing, and student needs



2215 BOARD MEMBERSHIP

**Board Member Election**

The annual school board election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least three board members are elected at each general election. Members of the board will be elected by Ward A, B, or C.

Incumbents must file for election at the Office of the County Clerk, Hall County, by February 15 prior to the date of the general election. All other candidates must file for election by March 1 (dates are adjusted if it falls on a weekend).

If a vacancy occurs on the board it may be temporarily filled by appointment within 45 days of the vacancy by the remaining members of the board ([Policy 2311 BOARD MEMBER VACANCIES](#)). The remainder of the unexpired term shall be filled by the usual board member election process in the next general election. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of state will call a special school district election to fill the vacancies.

**Qualifications**

Persons wanting to run for a position on the board must be a resident of the school district, an eligible elector of the district, and free from a financial conflict of interest with the position. No member of the Board of Education shall be employed **on a regular basis** by the Grand Island Public Schools.

In addition to the legal and residency requirements for running for election as a member of the Grand Island Public Schools Board of Education, members of the Board of Education have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others. No person shall file for office, be nominated, elected, or serve as a member of the School Board unless he or she is a registered voter of the district and ward.

**Term of Office**

Board members nominated by primary election and elected by general election will serve for four years. Board members appointed to fill a vacant position will serve until the January following the next general election.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal reference: Neb. Statute 32-501 et seq.  
79-543, 544  
32-543

Cross Reference: GIPS Policy 2311 BOARD MEMBER VACANCIES

Policy Adoption: 04.10.2014  
Policy Review: 07.08.2021  
Policy Revised: 01.14.2022  
**Policy Revised: ???.???**

3320 POLICY IMPLEMENTATION ~~Delete~~

~~The policies developed by the Board of Education and the administrative regulations or procedures developed to implement all policies are designed to insure an effective and efficient school system. Suggested additions, deletions and modifications to existing policies and regulations are welcomed from employees, students, and the interested public.~~

~~All administrators are responsible for dissemination of policies and regulations and for seeing that they are implemented. Disregard for Board policy and administrative direction shall be interpreted as willful neglect of duty and shall constitute grounds for dismissal. Any employee who believes that he or she is subject to improper action may institute a formal grievance procedure.~~

~~Legal Reference: Neb. Statute 79-1254.02 to .08 (no longer in statute—contract law—grounds for terminating)~~

~~Policy Adopted 10/1/76~~

~~Policy Revised 2/10/92~~

~~Policy Revised: 06.11.2015~~

~~Policy Deleted: ??,??,??~~

## 4312 INTERNAL CONTROLS FOR FEDERAL AND STATE AWARDS

The Grand Island Public Schools (the District) will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as "sensitive" or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

### 4430 INVENTORY SYSTEM

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$35,000);
- 2) A procedure for small purchases (between \$35,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

### 4440 PURCHASING AUTHORITY

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

5523 DATA OR RECORDS RETENTION

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

4305 SUSPENSION AND DEBARMENT

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

4310 STATE AND FEDERAL FUNDING

4311 ESSA AND FEDERAL PROGRAMS

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;

Grand Island Public Schools

- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- 1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

Grand Island Public Schools

- 2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- 3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- 4) Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- 5) When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- 6) If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- 7) Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

RESOLUTION OF THE BOARD OF EDUCATION OF HALL COUNTY SCHOOL DISTRICT 40-0002, A/K/A GRAND ISLAND PUBLIC SCHOOL DISTRICT REGARDING COVID-19 (ALSO KNOWN AS THE CORONAVIRUS) GLOBAL PANDEMIC AND EPIDEMIC SICKNESS – March 13, 2020

Legal Reference: 2 C.F.R. §§ 200, et seq.

Policy Adopted: 10.14.2021

Policy Revised: 04.14.2022

Policy Revised: ???.???.??

#### 4430 INVENTORY SYSTEM

~~Through the use of appropriate staff,~~ The Superintendent, or designee, shall be responsible for maintaining an accurate inventory of materials and equipment in the school system. Principals of individual schools and directors of separate divisions shall make reports on all materials held and used in the operation of the school district.

A physical inventory of the property must be taken and the results reconciled with the property records at least every two years. A perpetual inventory and cataloging system should be developed to monitor efficiently the quantity and condition of all threshold items purchased and in use by this school district.

Grand Island Public Schools capitalized furniture and equipment threshold is \$5,000. For lower per unit priced items that are purchased as a unique grouping the entire grouping (i.e. computer lab furniture for a particular room) cost shall be captured and inventoried.

Policy Adopted 10/4/76

Policy Reviewed 12-6-99

Policy Revised: 07.13.2015

Policy Review: ???.???.??

4461 RECOGNITION FOR SERVICE OF STAFF AND OTHERS

The Grand Island Public Schools authorizes the purchase of plaques, certificates of achievement, or other such items to be presented to Board members, employees, volunteers, or other honorees of the district for the purpose of recognizing meritorious service, extraordinary benefit, or other conduct identified by the Board as worthy of public acknowledgment. In the event of a recognition dinner, such expenditure shall not exceed fifty dollars per individual.

Legal Reference:       Neb. Rev. Stat. § 12-2201 to 13-2204  
                              Neb. Rev. Stat. § 79-546

Policy Adopted 1/10/94  
Policy Revised 8/14/95  
Policy Revised: 07.13.2015  
Policy Revised: 10.11.2018  
Policy Reviewed: ???.???.??

9230 ACCESS TO DISTRICT RECORDS

The Grand Island Public Schools shall allow persons to have access to district records in accordance with this policy and State and Federal regulations.

The Superintendent shall be the official custodian of district records. Such records will be open for inspection at the office of the Superintendent during normal business hours. No records will be released for inspection by the public or any unauthorized person if such disclosure would be contrary to the public interest as described in state and federal laws.

Individuals desiring access to records will submit a specific written request, on forms provided, to the office of the Superintendent. Upon receipt of the request, the Superintendent or designee shall do the following:

- 1) Determine whether the record request is sufficient to reasonably describe the requested record;
- 2) Determine whether the requested record exists;
- 3) Determine whether the requested record is accessible to the requester;
- 4) Provide to the requester as soon as is practicable and without delay, but not more than four business days after actual receipt of the request, either (a) access to or, if copying equipment is reasonably available, copies of the public record, (b) if there is a legal basis for denial of access or copies, a written denial of the request together with the information specified in section 84-712.04, or (c) if the entire request cannot with reasonable good faith efforts be fulfilled within four business days after actual receipt of the request due to significant difficulty or the extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request;

Copies made by the requester using his or her own copying or photocopying equipment shall be made on the premises of the School District or at a location mutually agreed to by the requester and the School District.

If the district provides the photocopies, it reserves the right to charge a fee not to exceed five dollars plus ten cents per page photocopy cost and the actual cost for personnel time. If media other than photocopies are requested, such cost will be actual media cost plus personnel time.

This policy shall not pertain to student records or conflict in any way with the Grand Island Public Schools Policy: *8710–Student Personnel Files and Records*.

References: *Nebraska Revised Statutes: 84-712 through 84-712.08 (2012)*  
Family Educational Rights & Privacy Act, (FERPA) (20 U.S.C. § 1232 j; *34 CFR Part 99*)

Policy Adopted: 9-13-99

Policy Revised 2-1-01

Policy Revised: 04.11.2013

Policy Reviewed: ???.???.??

**Grand Island Public Schools  
9230.1 Request for Records/Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

What information or record(s) are you requesting? (Please be specific.)

\_\_\_\_\_  
**Signature of Individual Making Request**

Office Use Only

Date request received: \_\_\_\_\_

Request approved

Date request completed: \_\_\_\_\_

Request denied  
Reason for denial (as per Neb. Rev. Stat. 84-712.04):

\_\_\_\_\_  
**Superintendent or Designee**

\_\_\_\_\_  
**Date**

9230.2 Specific State Statutes Addressing Denial of Information Access

**84-712.04. Public Records Which May Be Withheld From The Public; Enumerated.**

- (1) Any person denied any rights granted by sections 84-712 to 84-712.03 shall receive in written form from the public body which denied the request for records at least the following information:
  - (a) A description of the contents of the records withheld and a statement of the specific reasons for the denial, correlating specific portions of the records to specific reasons for the denial, including citations to the particular statute and subsection thereof expressly providing the exception under section 84-712.05 relied on as authority for the denial;
  - (b) The name of the public official or employee responsible for the decision to deny the request; and
  - (c) Notification to the requester of any administrative or judicial right of review under section 84-712.08.
- (2) Each public body shall maintain a file of all letters of denial of requests for records. This file shall be made available to any person on request. (Laws 1979; 1983.)

**84-712.05. RECORDS WHICH MAY BE WITHHELD FROM THE PUBLIC; ENUMERATED.**

The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:

- (1) Personal information in records regarding a student, prospective student, or former student of any tax-supported educational institution maintaining the records, other than routine directory information;
- (2) Medical records, other than records of births and deaths and except as provided in subdivision (5) of this section, in any form concerning any person, and also records of elections filed under section 44-2821;
- (3) Trade secrets, academic and scientific research work which is in progress and unpublished, and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose;
- (4) Records which represent the work product of an attorney and the public body involved which are related to preparation for litigation, labor negotiations, or claims made by or against the public body or which are confidential communications as defined in section 27-503;
- (5) Records developed or received by law enforcement agencies and other public bodies charged with duties of investigation or examination of persons, institutions, or businesses, when the records constitute a part of the examination, investigation, intelligence information, citizen complaints or inquiries, informant identification, or strategic or tactical information used in law enforcement training, except that this subdivision shall not apply to records so developed or received relating to the presence of and amount or concentration of alcohol or drugs in any body fluid of any person;
- (6) Appraisals or appraisal information and negotiation records concerning the purchase or sale, by a public body, of any interest in real or personal property, prior to completion of the purchase or sale;
- (7) Personal information in records regarding personnel of public bodies other than salaries and routine directory information;
- (8) Information solely pertaining to protection of the physical security of public property such as guard schedules; lock combinations; or the security standards, procedures, policies, plans, specifications, diagrams, access lists, and other security-related records of the Lottery Division of the Department of Revenue and those persons or entities with which the division has entered into contractual relationships. Nothing in this subdivision shall allow the division to withhold from the public any information relating to amounts paid persons or entities with which the division has entered into contractual relationships, amounts of prizes paid, the name of the prize winner, and the city, village, or county where the prize winner resides; *[Continues—not relevant]*

**84-712.08. Records; Federal Government; Exception.**

If it is determined by any federal department or agency or other federal source of funds, services, or essential information, that provision of this act would cause the denial of any funds, services, or essential information from the United States government which would otherwise definitely be available to an agency of this state, such provision shall be suspended as to such agency, but only to the extent necessary to prevent denial of such funds, services, or essential information. (Laws 1979.)



Mr. Virgil D. Harden, MBA RSBA SFO  
Chief Financial Officer  
Grand Island Public Schools  
PO Box 4904  
Grand Island, NE 68802-4904

Dear Mr. Harden:

We are pleased to provide to you our proposal to perform the annual financial audit for Grand Island Public Schools (GIPS) for the year ending August 31, 2023. We understand that the Nebraska Department of Education requires the “Annual Financial Report to be filed by November 1, 2023. Also, we understand that the Nebraska Auditor of Public Accounts requires the audit to be submitted by November 5, 2023. We would be pleased to present the results of the audit to the School Board after the final reports are issued, if the Board and Administration so desires.

Organization Structure, Background and Experience

Porter & Company, PC is an Iowa Corporation that started operations on November 25, 2013. There is one shareholder, Rodney Porter. Rodney Porter is the president and Managing Director of the firm and will be the Engagement Partner for this engagement. Fred Weber is the manager of the firm and will be the auditor in charge of the engagement. The firm also employs two senior auditor/accountants and one support staff. The Firm also works with Cuming County, Nebraska, Pierce County, Nebraska, Wayne County, Nebraska, City of Bancroft, Nebraska, City of Haskins, Nebraska, Pender Public School District, Allen Consolidated Public School District, Homer Community Schools, Randolph Public Schools, Niobrara Public Schools, Santee Community Schools, Crofton Community Schools, Northeast Nebraska Public Health Department, North Central District Health Department and the Elkhorn Logan Valley Public Health Department and several other local nonprofit and governmental entities.

Rodney D Porter has over 40 years of experience. He is the Managing Director of the Firm and will serve as your Engagement Partner. He is licensed to practice in Iowa and Nebraska. He has worked for various CPA firms and a larger retail organization in the Siouxland area. He started out on his own in 1988 with RD Porter CPA until he founded Porter & Company, PC. His areas of expertise are business taxation, accounting, compilations and reviews, audits, individual taxation and business consultation.

Fred Weber has over 30 years of experience. He is a manager at the firm and will serve as the auditor in charge of your audit. He has worked for various CPA firms and a local service organization. His areas of expertise are audits, compilations, reviews of governmental entities, nonprofit organizations and businesses. He is a QuickBooks Pro-Advisor and is versed in all editions of QuickBooks Pro, including the Nonprofit Edition. Also, he assists in business taxation, individual taxation and business consultation. Specifically, he has performed audits of school districts, cities, counties, special purpose governments, housing authorities; nonprofit entities included United Ways and various other 501(c)3 entities, and businesses of all sizes in Iowa, Nebraska, Missouri and several other states. At another CPA Firm of which he was the Director of Audit Services he over saw the audits of various Housing Authorities, Low Income Housing Projects and various Non-Profit Entities that received funding the Housing and Urban Development and the U.S. Department of Agriculture Rural Development. He has performed audits in the past for Omaha Public Schools, ESU # 19, Douglas District, Sarpy District, Lancaster District, Washington District, Nemaha District, Colfax District and Saunders District in Nebraska. He has significant experience performing audits in accordance with Generally Accepted Auditing Standards, Government Auditing Standards and the Single Audit Regulations.

#### Understanding of the Services to be Performed

We understand that we are to perform an audit of financial statements of Grand Island Public Schools, as of and for the year ending August 31, 2023. It is our understanding that GIPS will continue to use the modified cash basis of accounting, which is a basis of accounting other than generally accepted accounting principles. This basis of accounting is allowed under the Nebraska Department of Education Title 92 Chapter 1, Rules and Regulations Governing the Audit of Nebraska Public School Districts 002.03. The financial statements to be included are as follows:

- Government – Wide Statement of Net Position
- Government – Wide Statement of Activities
- Governmental Fund Statement of Assets and Fund Balances
- Statement of Cash Receipts, Disbursements and Changes in Fund Balances
- Statement of Net Position – Proprietary Funds
- Statement of Changes in Net Position – Proprietary Funds
- Notes to Financial Statements
- Supplemental Schedules of Cash Receipts, Disbursements and Fund Balance -Budget and Actual
- Required Supplemental Information
  - Schedule of Expenditures of Federal Awards

The reporting entity will include GIPS and the Central Nebraska Education Agency as a discretely presented component unit. The Grand Island Education Foundation, Inc. is also a component unit of GIPS but will be presented in its own separate financial statements. We have included a separate fee for this audit if GIPS so chooses.

As stated above the financial statements will be prepared using the modified cash basis of accounting. The only modification would be to include the cash held at the County Treasurers office. GIPS previous financial statements included capital assets, depreciation, and various liabilities including debt. These items will not be included as a modification for the year ended August 31, 2023, unless GIPS decides it would prefer to disclose that information. We have included a fee for this assistance.

We would also work with GIPS to include any supplemental information it deems necessary to include. We will subject that supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

Previously, GIPS included as Supplementary Information a Statement of Cash Receipts, Disbursements, and Fund Balances – Activity Fund, Statement of Accounts with County Treasurers – Hall and Merrick County Treasurers and Comparative Statistical Data and Graphs. We have not included this Supplementary Information in or list of financial statements as it is not required information nor is it required by Nebraska Department of Education Title 92 Chapter 1, Rules and Regulations Governing the Audit of Nebraska Public School Districts 003.04 Financial Audit Report Format. However, if GIPS wishes to include this information I have provided an additional fee.

GIPS has included a Management's Discussion and Analysis (MD&A). Nebraska Department of Education Title 92 Chapter 1, Rules and Regulations Governing the Audit of Nebraska Public School Districts 003.04 Financial Audit Report Format does list the MD&A, however, when a basis of accounting is used that is not generally accepted such as the modified cash basis the MD&A is not a required element to be included in the financial statements. We would recommend to not include that information as the auditor primarily prepared that document, however, if GISP wish to include this information we will assist in the preparation of the MD&A with GISP preparing the document and we have included a fee for that assistance.

We understand our responsibility is to express opinions on these financial statements based on our audit. Our audit will be conducted in accordance with the auditing standards generally accepted

in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance.

We would expect to begin our audit procedures during August/September of each year; we would work out the specific timing with management. Our expectation is that we would have three to four auditors on site for 4-6 business days, the rest of our time would be at our office. We would complete the audit before October 15 with final reports by October 30. We would be prepared to discuss the results of the audit with the board any time after October

Fees

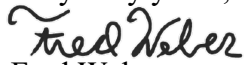
Our fees for this engagement will be as follows:

<u>August 31,</u>	<u>Audit</u>	<u>Single Audit</u>	<u>Audit Costs</u>	<u>Out-Of-Pocket Costs</u>	<u>Total Costs</u>
2023	\$ 20,000	\$ 15,000	\$ 35,000	\$ 4,000	\$ 39,000
Option Years					
2024	\$ 21,000	\$ 15,750	\$ 36,750	4,200	\$ 40,950
2025	22,100	16,500	38,600	4,410	43,010
2026	23,200	17,325	40,525	4,625	45,150
2027	24,300	18,200	42,500	4,850	47,350
	<u>\$ 90,600</u>	<u>\$ 67,775</u>	<u>\$ 158,375</u>	<u>\$ 18,085</u>	<u>\$ 176,460</u>

The audit fee above encompasses items discussed for Audit Services. The out-of-pocket costs will include items such as report production, word processing, postage, travel costs, etc.; however, we will cap the costs as listed above. The out-of-pocket fees are reflective of 5 days overnight, if necessary. The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to provide you with this proposal and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,



Fred Weber

Manager

Porter & Company, PC

## GIPS NEEDS ANALYSIS



District Administration and/or Board Committees will use the GIPS Needs Analysis to guide development of proposals to the Board of Education for information or action as deemed appropriate.

**Proposal:**

**2023-2024 Extra Standard Salary Schedule Proposal**

**Submitted  
By:**

**Wayne Stelk**

**Date:**

**5/25/23**

### 1. What is the identified need?

Students thrive in a school district that offers, among other things, a broad offering of fine arts, athletic and extracurricular activities.

### 2. Administrative Rationale for BOE Agenda Item (connect to Strategic Plan Objectives/Success Measures)

The offerings to students, through approval of the Extra Standard Salary Schedule, supports the following GIPS strategic plan objectives 3.1 & 4.1

### 3. Proposed Action

Asking the BOE to approve the proposed 2023-2024 Extra Stand Salary Schedule.

### 4. Data/Research Assessed

School best practices, comparability to other HAC school districts, student participation data, staff feedback, facility availability.

### 5. Stakeholder Group(s) Involved

Students, Staff/Coaches/Sponsors

## 6. Summary

Students thrive in a school district that offers, among other things, a broad offering of fine arts, athletic and extracurricular activities. Students who feel a genuine connection to their school (which can be enhanced through participation in fine arts, athletic & extracurricular activities) are more likely to graduate.

## 7. Fiscal Impact

Amount:	\$26,864
Source:	General Fund

Details:	The proposed increase in cost is within the amount available by using the same 6% increase to certified staff compensation and using that to calculate an increase for the extra standard salary schedule.
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## 8. Person(s) Responsible for Implementation

Human Resources Department-under the direction of Dr. Carrie Kolar  
Business Office-under the direction of Mr. Virgil Harden.

Adapted from NASB Needs Analysis GIPS Needs Analysis Rev. 02/2019

## 9. Implementation Plan

### ◆◆ Monitor/ Evaluate

Actions:	Implementation of new extra standard schedule and individual supplemental pay records in iVisions.
Timeline :	June - August 2023.

### ◆◆ Board Report/Follow-Up

Actions:	Monthly review of staff adjustments in the Personnel Committee and through BOE consent agenda. Annually, presentation and recommendation to BOE from Extra Standard Committee.
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<b>Timeline:</b>	<input checked="" type="checkbox"/> 1 month <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input checked="" type="checkbox"/> annually <input type="checkbox"/> N/A
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Adapted from NASB Needs Analysis GIPS Needs Analysis Rev. 02/2019

**Grand Island Public Schools**  
 Extra Standard Salary Schedule  
 2023-2024

**Extra Standard Base Salary:** \$46,281

**Recommended Changes:**

MS Asst. Soccer (2)	Barr	Participation Increase	Cat III	\$4,628
Asst. Dance Team	GISH	Performance Schedule	Cat III	\$2,314
Asst. Varsity VB	GISH	Participation Increase	Cat V	\$3,703
Head FB 9th Gr.	GISH	Re-evaluate due to increase participation/responsibilities	Cat III-IV	\$1,413
Asst. Video Sound Syst.	GISH	Adding broadcasting/video streaming	Cat IV	\$4,397
MS Asst. VB (2)	Westridge	Participation Increase	Cat II	<u>\$3,240</u>

Salary only:	\$19,695
FICA/Ret:	<u>\$ 3,516</u>
<b>Total:</b>	<b>\$23,211</b>

## **GIPS NEEDS ANALYSIS**



District Administration and/or Board Committees will use the GIPS Needs Analysis to guide development of proposals to the Board of Education for information or action as deemed appropriate.

<b>Proposal:</b>	<b>Approval of 3 year contract with Wholeness Healing to provide GIPS employees with employee assistance benefits.</b>
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<b>Submitted By:</b>	<b>Wayne Stelk/Carrie Kolar</b>
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<b>Date:</b>	<b>5/31/23</b>
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### **1. What is the identified need?**

**Providing district staff with mental health supports in dealing with social, emotional and relational issues that affect the staff member's ability to thrive in the workplace.**

### **2. Administrative Rationale for BOE Agenda Item (connect to Strategic Plan Objectives/Success Measures)**

**Providing staff with the benefits of an EAP support all objectives of the GIPS Strategic Plan because staff who are psychologically fragile are unable to perform their duties at the optimum level.**

### **3. Proposed Action**

**Approval of the contract with Wholeness Healing to provide an employee assistance program to GIPS staff.**

### **4. Data/Research Assessed**

**Staff feedback, utilization reports, fringe benefit design best practices**

## 5. Stakeholder Group(s) Involved

All staff and their immediate family members.

## 6. Summary

An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.

## 7. Fiscal Impact

Amount:	\$83,200 \$52 per employee, per year
Source:	General Fund

Details:	GIPS spent \$73,600 in 22-23 for EAP services (\$45,600 with Wholeness Healing and \$28,000 with ESI Employee Assistance Group). The contract with ESI has not been renewed, with those dollars being applied to the increased cost for Wholeness Healing contract.
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## 8. Person(s) Responsible for Implementation

Carrie Kolar

Adapted from NASB Needs Analysis GIPS Needs Analysis Rev. 02/2019

## 9. Implementation Plan

### ◆◆ Monitor/ Evaluate

Actions:	Staff feedback, utilization reports
Timeline :	Quarterly

### ◆◆ Board Report/Follow-Up

Actions:	Review of quarterly utilization report in personnel committee. Contract will be up for renewal in 3 years.
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<b>Timeline:</b>	<input type="checkbox"/> 1 month <input checked="" type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> annually <input type="checkbox"/> N/A
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Adapted from NASB Needs Analysis GIPS Needs Analysis Rev. 02/2019



Grand Island Public Schools Foundation  
Notes for Board of Education  
7-13-2023

1. Kari Hooker-Leep met with Mr. Gilbertson and Mr. Hubbard to discuss the Student GIPSF Board Representative. We have chosen Kevin Deleon Morales who in the 2024 Class President. The board will welcome Kevin to his first meeting in August.
2. The 2024 Harvest Gala will be held on September 28th 2024 at Riverside Golf Club with the presenting sponsor being Tom Dinsdale Automotive
3. The Foundation is updating the Hall of Honor located at GISH display as well as inducting the Hall of Honor honorees along with Legendary Educators in March of 2024
4. The Board accepted the new guidelines for the Wolbach Student Kindness Grant, these will be updated on the Foundation website and sent to all counselors.
5. In July the Foundation will announce the recipient of the Miller Legacy Professional Development grant to a teacher that is furthering their education.
6. The Foundation will not have a July Board Meeting.