



Annual Board Reorganization Meeting and Work Session

Thursday, January 15, 2026 @ 6:00 PM Central

Board Room at HPS District Offices, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -

2. Announcement - Becky Sullivan -

3. Welcome to HEA reps and guests - Becky Sullivan -

4. TEMPORARY CHAIRPERSON - Dr. Christopher Proski -

5. ELECTION OF BOARD OFFICERS - Dr. Christopher Proski -

5.1. Election of the President - Dr. Christopher Proski -

5.2. Election of Vice President - Board President -

5.3. Election of the Secretary/Treasurer - Board President -

6. APPOINTMENT OF OFFICERS AND ADVISORS - Board President -

7. APPOINTMENT OF OFFICER FOR FEDERAL PROGRAMS - Board President -

8. DESIGNATION OF DEPOSITORIES - Board President -

9. FINANCIAL RESOLUTIONS - Dr. Christopher Prosocki -

9.1. Investment Resolution - Dr. Christopher Prosocki -

9.2. Borrowing Resolution - Dr. Christopher Prosocki -

10. DESIGNATION OF OFFICIAL NEWSPAPER - Board President -

11. APPOINTMENT OF GNSA REPRESENTATIVE - Board President -

12. APPOINTMENT OF HASTINGS PUBLIC SCHOOLS FOUNDATION REPRESENTATIVE -
Board President -

13. APPOINTMENT OF MEMBERS OF THE STANDING COMMITTEE ON AMERICAN
CIVICS - Board President -

14. APPOINTMENT OF BOARD MEMBERS TO THE SUPERINTENDENT'S SUCCESSION
PLANNING COMMITTEE - Board President -

15. APPOINTMENT OF BOARD MEMBERS TO THE NEGOTIATIONS COMMITTEE - Board
President -

16. BOARD POLICY REVIEW - Policy 2005: Conflict of Interest; Policy 2006: Complaint
Procedure; and Policy 2012: Board Code of Ethics -

17. Review Board Norms/Goal - Board President -

18. Board Report - Board President -

19. SUPERINTENDENT'S REPORT - Dr. Christopher Prosocki -

20. Policy Review: First Half of the 4000 Series Policies -

21. Approve 2026-2027 District Calendar - Kristen Slechta -

22. *Consent Agenda - Dr. Thomas Szlanda -

23. OPPORTUNITY FOR PUBLIC TO BE HEARD - Board President -

24. Reminders - Board President -

25. Adjournment - Board President -

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

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

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

12/9/25

Please consider this my notification of intent to run for president of the Hastings Public School Board for 2026.

Respectfully,

Becky Sullivan

December 11, 2025

Please consider this my notification of intent to run for Vice-President of the Hastings Public Schools Board of Education for 2026.

Respectfully,

Jodi Graves

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

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

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - i. Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - ii. Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - iii. Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- i. All district employees.
- ii. All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- i. The board member does not abuse his or her position.

Abuse of official position shall include, but not be limited to, employing an immediate family member:

- 1. who is not qualified for and able to perform the duties of the position;
 - 2. for any unreasonably high salary;
 - 3. who is not required to perform the duties of the position.
- ii. The board makes a reasonable solicitation and consideration of applications for employment.
 - iii. The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - iv. The board approves the employment or supervisory position.
 - v. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or

promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- i. a public official, public employee, or candidate.
 - ii. a member of the immediate family of an individual listed in Subparagraph "a" above.
 - iii. a business with which an individual listed in Subparagraph (i) or (ii) above is associated.
- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
 - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - i. The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - ii. Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:
 - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - ii. Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - iii. Abstain from participating or voting on the matter in which he or she has a conflict of interest.

- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

- i. The names of the contracting parties.
- ii. The nature of the interest of the board member in question.
- iii. The date that the contract was approved.
- iv. The amount of the contract.
- v. The basic terms of the contract.

- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

- 9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 11-17-2025

Revised on: _____

Reviewed on: _____

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that

may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
 - a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of

command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 11-17-2025

Revised on: _____

Reviewed on: _____

2012 Board Code of Ethics

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: 11-17-2025

Revised on: _____

Reviewed on: _____

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

Hastings Public Schools

Board of Education Norms

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

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

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

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

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

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

We will also maintain confidentiality when necessary.

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

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

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

2025-26 Teacher Vacancy Survey Report Summary

The Nebraska Department of Education (NDE) conducted the 2025-26 Teacher Vacancy Survey in the fall of 2025. All public-school districts, nonpublic school systems and Educational Service Units (ESU) have been included in the collection of data. For purposes of this report, the ESU data has been combined with the public-school data (district) while the nonpublic data (system) is combined with them into the total counts. This summary shows the totals. For the separate district and system counts, see the full report.

The survey of all 434 Nebraska districts/systems (261 PK-12 public school districts and ESUs, and 173 nonpublic school systems) in the state requested the following information:

- The number of districts/systems that could not find fully qualified teachers* to fill positions;
- The endorsement areas of the positions that were unfilled**;
- The reasons why the applicant pool was not sufficient; and
- What the district/system did to address the unfilled positions.

The overall response rate climbed to **81.80%**, marking the strongest participation the survey has ever received. The district rate (public/ESU) was 255 of 261 responding for a 97.70% response rate, while the system rate (nonpublic) was 100 of 173 responding for a 57.80% response rate. Participation by public districts, ESUs, and nonpublic systems increased nearly 10% this year. Unfilled positions in descending order by endorsement area (excluding Other and Middle Level – include under content area) are as follows:

Endorsement Area	Unfilled**		Vacant***	Endorsement Area	Unfilled**		Vacant***
	#	%	#		#	%	#
Special Education	140.00	28.59%	42.50	School Counselor	18.00	3.68%	1.00
Elementary Education	61.75	12.61%	5.00	Art	15.50	3.17%	1.00
Career Education Areas	36.75	7.50%	10.00	School Psychologist	15.50	3.17%	7.50
Science	30.50	6.23%	6.00	Music Instrumental/Vocal	12.50	2.55%	4.00
Mathematics	27.25	5.56%	2.00	World Language	11.40	2.33%	2.00
Speech Language Pathology	23.40	4.78%	14.40	ESL/ELL*	9.00	1.84%	0
Language Arts	20.50	4.19%	1.00	School Library	7.00	1.43%	0
Early Childhood Education Areas	19.00	3.88%	7.00	Social Studies/Social Science	2.00	0.41%	0
Health and/or Physical Education	18.00	3.68%	2.00				

*ESL/ELL are traditional shortage areas for federal consideration, so Nebraska recognizes them as well.

Overall, there were 135 districts/systems reporting unfilled positions, or 38.03% of the returned sample, at the beginning of the 2025-26 school year.

Districts/systems reported 489.70 positions as unfilled with fully qualified personnel, and 111.40 left vacant for 2025-26. Of the 489.70 unfilled positions, 123 positions (25.12%) were in districts/systems with **less than 500** students.

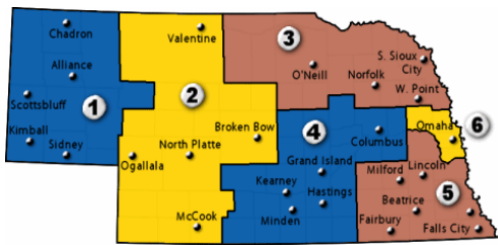
For the purposes of this survey:

***Fully qualified teacher** is an individual who holds an Initial, Standard, or Professional Nebraska teaching certificate with the appropriate endorsement for the assigned class and the professional attributes sought by the school district.

****Unfilled** refers to a position that was filled by someone other than a fully qualified teacher **or** a position that was left vacant.

*****Vacant** refers to a position that was not filled at all – i.e., in Special Education of the 140.00 unfilled positions, 97.5 have teachers and 42.50 were left vacant.

2025-2026 Teacher Vacancy Survey Report Summary Continued



- 1 – Western
- 2 – West Central
- 3 – Northeast
- 4 – Central
- 5 – Southeast
- 6 – Metro

Region	Districts/Systems with Unfilled** Positions		Number of Unfilled** Positions		Vacant***	
	No. of Districts/Systems	%	No. of Unfilled	%	No. Vacant	% Unfilled Vacant for Region
Western	13	9.63%	28.35	5.79%	8.00	28.22%
West Central	20	14.81%	29.50	6.02%	5.00	16.95%
Northeast	23	17.04%	56.50	11.54%	26.00	46.02%
Central	33	24.44%	75.75	15.47%	18.50	24.42%
Southeast	23	17.04%	124.95	25.52%	36.90	29.53%
Metro	23	17.04%	174.65	35.66%	17.00	9.73%
Total	135	100.00%	489.70	100.00%	111.40	Avg. 25.81%

Districts/systems were allowed to identify multiple reasons for unfilled** positions. Of the 135 districts/systems reporting unfilled positions, the main reasons given were divided between “No applicants” (60%) and “No fully qualified applicants based on endorsement area” (18%).

The survey offered solutions from which districts/systems could choose from when identifying how they solved the dilemma of unfilled** positions. The most frequently reported solutions for unfilled positions include: “Position was not filled” (20%); “Hired a person who holds a provisional permit in the content area” (17%); “Hired a person NOT appropriately endorsed in the content area” (14%); and “Used substitute teachers” (11%). For further information, see Tables 10a-c in the full report.

Of the 17 endorsement shortage areas, six have been designated shortage areas each year for the last 15 years: Language Arts, Mathematics, Science, Special Education, Speech-Language Pathology, and World Language. In addition to these, 8 others have been designated shortage areas each of the last five years: Career Education Areas; Art; Early Childhood Education; Health and/or Physical Education; School Counselor; School Library; School Psychologist; and Music/Instrumental/Vocal.

Find the full report at <https://www.education.ne.gov/educatorprep/teacher-shortage-survey/>. Tables included in the Report Summary combine public and nonpublic system responses. The full report provides an analysis of public and nonpublic in separate tables as well.

For the purposes of this survey:

***Fully qualified teacher** is an individual who holds an Initial, Standard, or Professional Nebraska teaching certificate with the appropriate endorsement for the assigned class and the professional attributes sought by the school district.

****Unfilled** refers to a position that was filled by someone other than a fully qualified teacher or a position that was left vacant.

*****Vacant** refers to a position that was not filled at all – i.e., in Special Education of the 140.00 unfilled positions, 97.5 have teachers and 42.50 were left vacant.

Exit Presentation

Prepared For:

Hastings Public Schools

January 7th-9th, 2026





EXTERNAL TEAM MEMBERS:

- Sean Molloy - Norris
- Kris Morrison - Norris
- Nate Seggerman - Norris
- Jared Haag - OR1
- Rachel Catlett - Doane
- Tara Gossman - ESU 4
- Amanda Skalka - Sandy Creek
- Angie Plugge - Waverly
- Julie Schnitzler - Grand Island



Purpose:

The primary purpose of the visitation team is to validate efforts taken by the school to ensure student growth and to suggest actions to meet specific needs. Professional experiences, viewpoints, and analysis of data in the spirit of collaboration provide valuable insight to meet the expectations of Continuous Improvement.

92 NAC Chapter 10, 009.01B

*The school improvement process includes a visitation by a team of external representatives **to review progress and provide written recommendations**. A copy of the school system's improvement plan and the written recommendations of the external representatives are provided to the Department. The external team visits are conducted at least once each five years.*



Visitation Data

Evidence of Processes

Action Plans
CIP Website
Opening Present.
Assessment Data
Perceptual Data
Student Interviews
Classroom Visits

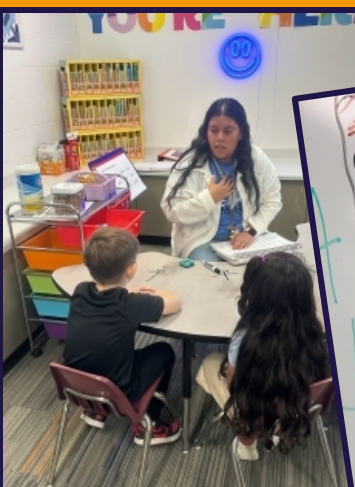
Focus Group Interviews:

Students — 62
Teachers — 51
Classified — 50
Parents &
Community — 15
Board — 9
Administration — 6

Classroom Visits:

Elementary — 39
Middle School — 14
High School — 12

Hastings Public Schools Pride!!



Power Essential
Gather, Analyze + Communicate evidence of the Relationship b/w Structure + function of living things.
Targets

- 1 I can use a model to show the organization of Multicellular organisms.
- 2 I can investigate how organisms maintain homeostasis using close observations + experiments.
- 3 I can use a model to show how new cells are formed in Multicellular organisms.



BE SAFE

- Calm body
- Walk and face forward
- Stay to the right side

BE RESPONSIBLE

- Go to and from quickly
- Look for stop signs
- Take care of the environment

BE RESPECTFUL

- Level 0 VOICE

Hawthorne Daythers
Hallway

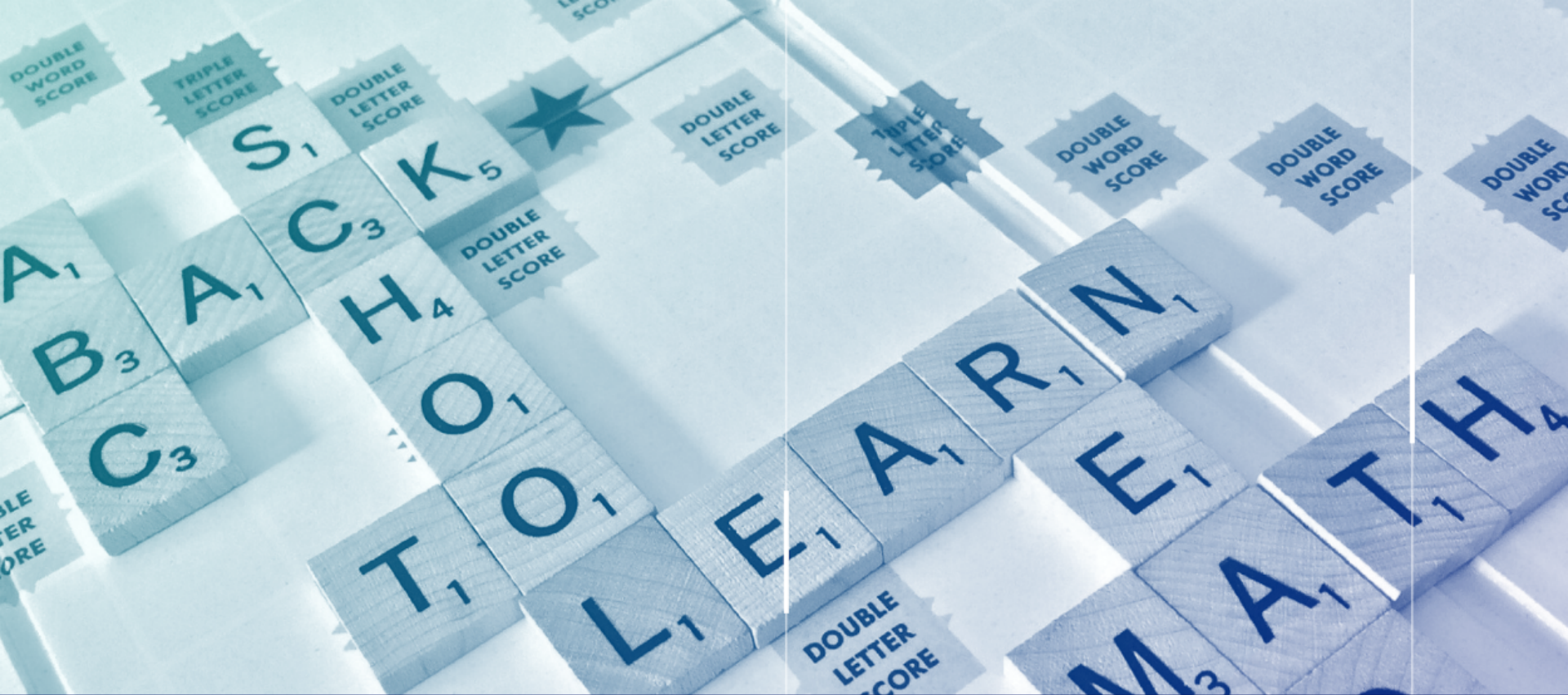
Today I can ...

Pre Algebra

Algebra

Flipping over fractions is a great math learning!





Progress on Goals



Morton Early Learning Center

Progress Towards School Improvement

- Implemented pacing guides/scope & sequences along with weekly PLCs to create a cohesive preschool program.
- Science of Reading (LETRs) and Heggerty for early literacy skill training
- Family communication and involvement with six annual family events, Parent Squared platform, and four conferences/home visits.

Commendations

- The building had a strong presence of a team mentality and pride in the building and students they serve.
- PLC systems, staffing structure, and growth mindset provide a strong student experience.



Alcott Elementary

Progress Towards School Improvement

- Accomplished a large reduction in chronic absenteeism with Check & Connect, positive reinforcements, and connections to families.
- Literacy growth came through structured data collection, decision rules with small groups and intervention.
- Improved office referrals with intentional PBiS skills of the week, Eagle of the Month, and SEL morning slides.

Commendations

- Data-informed processes and decision-making are effective in small-group instruction and targeted interventions.
- A strong culture of pride, teamwork, and community fosters a safe, supportive learning environment for all.



Hawthorne Elementary

Progress Towards School Improvement

- Absenteeism rates have decreased over the last three years
- Implementation of PBIS/Restorative practices has decreased physical aggression office referrals.
- Use of Acadience data and flexible grouping has led to a decrease in intervention plans.

Commendations

- Culture & Relationships: Hawthorne has a positive, supportive culture where relationships and care for students are clearly prioritized. A strong student-first approach guides decision making at all levels. As a result, both staff and students experience a high level of mutual respect and trust, grounded in a shared sense of being seen, valued, and supported within the school community.
- Collaboration: Working together to support each other and students is a way of life at Hawthorne. Staff believe “every kid, is everybody's kid. We work together as a team.”



Lincoln Elementary

Progress Towards School Improvement

- Strong progress towards school improvement goals in both math and ELA NSCAS scores and reduction in chronic absenteeism year over year.

Commendations

- The school has a strong, caring culture where students feel genuinely supported by dedicated staff who build meaningful relationships and strong connections with the community. Through restorative practices and effective systems, students are engaged and supported to apply their skills and succeed.



Longfellow Elementary

Progress Towards School Improvement

- Clear progress is evident toward school improvement goals, with staff efforts aligned to meet the needs of learners through strong Tier 2 and Tier 3 interventions, targeted instruction, and a focused use of data-informed decision-making to close achievement gaps.

Commendations

- The school demonstrates a strong sense of culture and pride, with long-standing traditions that echo across generations and a shared commitment among students, staff, and the community to character education. Students feel safe and supported, benefit from clear instruction in character development, and are served by a staff that communicates effectively and remains focused on data and the success of all students.



Watson Elementary

Progress Towards School Improvement

- Improved student performance in Acadience foundational literacy outcomes.
- Implementation of PBIS strategies promoting positive behaviors and using data to identify areas of need to reinforce with students.

Commendations

Culture and Climate

- Strong culture and climate reported by all groups: “Every student is OUR student.”
- Family feel
- Willingness to step up for one another
- Students emphasized feeling safe and supported

Continuous Improvement:

- Watson has refined its goals to focus on measurable student outcomes.
- All staff are using data to inform practice and problem solve for individual students.



Hastings Middle School

Goal: By May of 2026, 65% of students will be proficient in ELA and Math on NSCAS.

Progress Towards School Improvement

- Training underway for science of reading; HQIM adopted for math
- Student data for both ELA and Math trending towards proficiency level specified by goal

Commendations

- PLC culture and team structure in place & valued by instructional staff
- Data sources available and used for WIN time intervention



Hastings Middle School

Goal: Increased percentage of students with a high level of school connectedness and positive, appropriate behaviors as measured by improved attendance and less major referrals.

Progress Towards School Improvement

- Clearly defined and understood universal expectation language (R.O.A.R.) (PBIS)
- Problem areas identified and retaught with responsive and effective lessons
- Initial stages of training and implementation on Restorative Practices

Commendations

- First semester office referrals down 53% over the last 2 years
- Behavior referral data used to inform building-wide responses and instruction
- Numerous family engagement efforts (ex: greenhouse, garden, food bank, etc.) underway to support attendance through relationship connections
- 37% chronic absenteeism in '21-'22; 24% chronic absenteeism in '23-'24



Hastings High School

Goal(s):

- Increase attendance and graduation rates
- Increase ACT Composite Scores
- Strengthen School-Wide Learning Environment
- Middle School to High School Transition
- Increase Community Involvement

Progress Towards School Improvement

- Updated attendance policy
- Schoolwide expectations, PRIDE tickets, attendance awards
- Revised Power Essentials to align with state standards
- E-Hall Pass System and Hall Monitors
- “Roaring Into Success” - Full Day Freshman Orientation
- Work Based Learning



Hastings High School

Commendations:

- Decreased chronic absenteeism
 - 2023-24 - 44.74%
 - 2024-25 - 35.84%
- PRIDE Tickets
- Perfect Attendance Awards (Quarterly Celebrations)
- Schoolwide assemblies 3x per year
- E-Hall Pass System
- 62% of Students Involved in Activities, Sports, or Clubs
- Implementation of Roaring Into Success
- Worked Based Learning - 20+ Partners
- TigerVision
- JAG (Jobs for American Graduates)
- HHS Food Pantry



Hastings Public Schools

Overarching Goal: We will increase the rigor, relevance, and relationships of each student's learning experience while meeting their academic and well-being needs through collaboration with students, staff, families, and the community.

- Priority Goal: By the end of the 2024-25 school year, 60% of 3rd-8th, 11th-grade students will be proficient in NSCAS.
- Priority Goal: By the end of the 2024-25 school year, 56% of 3rd-8th, 11th-grade students will be proficient in NSCAS Math.
- Priority Goal: By the end of the 2024-25 school year, the chronic absenteeism rate will be less than 23%.



Hastings Public Schools

Districtwide Commendations

Culture & Connection

- Pride - Love for Buildings
- "These are all our kids."
- Relationships (w/ students, parents, community)
- Teamwork & Collaboration "Everyone is valued!"
- Parents & Community
 - Support, PTO, etc.

Creating Positive Learning Environment

- SELB & PBIS (supervision, expectations, E-Hall pass)
- Positive Recognition
- Opportunities for clubs, activities
- Food banks, gardens, and greenhouse
- Using data to inform the system and individually problem solve
- Decrease in chronic absenteeism and office referrals/OSS



Hastings Public Schools

Districtwide Commendations

Commitment to Continuous Improvement with Literacy

- Addressing
- gaps in curriculum
- Use of acadience (elementary), MAP (middle school), and PreACT (high school) for students who need additional support and interventions.
- K-12 teachers taking LETRs & Aspire to build capacity



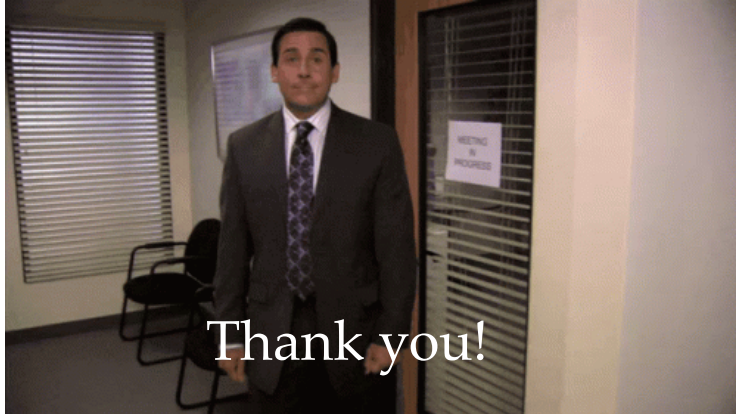
Hastings Public Schools

Districtwide Recommendations

- Develop and implement a comprehensive districtwide process for the selection, adoption, and ongoing support of High-Quality Instructional Materials (HQIM) that are aligned to state standards, research-based instructional practices, and district priorities.
- Develop and implement a comprehensive, districtwide continuous improvement process that is clearly defined, data-informed, and embedded into district and building-level planning, monitoring, and decision-making while building upon a districtwide MTSS Framework to create coherence for tiered layers of support for SEBL and academics.
- Focus on creating coherence and consistency districtwide.



Acknowledgements



Thank you to all stakeholders who made this a welcoming and enjoyable visit experience:

- Students
- Teachers
- Administrators
- Parents
- Board Members
- All HPS Staff



Office of
Accountability,
Accreditation, and
Program Approval

The External Team would like to thank the school community for welcoming us and allowing us to experience your school system.

Sean Molloy
Kris Morrison
Nate Seggerman
Jared Haag
Rachel Catlett
Tara Gossman
Amanda Skalka
Angie Plugge
Julie Schnitzler

IS YOUR SCHOOL PARTICIPATING IN HIGH-RISK ACTIVITIES?

DO YOU KNOW WHICH ACTIVITIES ARE CONSIDERED HIGH-RISK BY YOUR INSURANCE PROVIDER? BELOW IS A LIST OF ACTIVITIES WHICH ALICAP VIEWS AS 'HIGH-RISK ACTIVITIES'. EACH DISTRICT SHOULD GIVE THESE ACTIVITIES SOME EXTRA THOUGHT, AS SAFETY SHOULD ALWAYS BE OUR FOCUS.



High-Risk Activities

- Climbing Walls
- Rodeo or Roping Events
- Trampolines
- Climbing Ropes
- Boating, Rafting or Float Trips
- Bike Races
- Dunk Tanks
- Hayrides or Tractor-Trailer Rides
- Skateboarding, Rollerblading, Ice Skating /Roller Skating
- Horseback Riding
- Fairs or Carnivals
- Bonfires
- Fire Baton Twirling
- Mechanical Bulls
- Archery or Axe Throwing
- Staff vs Students Competitions
- School sponsored Senior Sneak Day or Senior Sleepovers
- 'Student Employment Day' Or 'Community Service Days'

If anyone has questions or concerns regarding these activities or other possible 'High-Risk Activities', please feel free to contact the ALICAP office. High-Risk Activities are not limited to the activities listed above.

ALICAP Contact Information:

Public Risk Management Office
Sheri Shonka
402-884-3751

NASB- ALICAP Office
Megan Boldt
402-423-4951

Vector Training – Nebraska Required Training

The following training mandates and recommendations are drawn from the best practices of existing Vector Training customers and may be useful as you develop your district’s staff training plans. Always consider these training recommendations in concert with your district’s legal counsel.

Category/Topic	Staff Required	Vector Training Courses	Course Library
Alcohol and Drug Abuse Prevention 79-712 <i>Training is not required but is considered best practice.</i>	<ul style="list-style-type: none"> Teachers and Administration 	Student Alcohol & Substance Misuse	Safety & Compliance
		Prescription Drug and Opioid Misuse: Impact on Students	
Asthma and Allergic Reactions Ch. 59.006 <i>There is no training requirement in statute but a requirement for a policy.</i>	<ul style="list-style-type: none"> Staff 	Health Emergencies: Asthmas Awareness	Safety & Compliance
		Health Emergencies: Life-Threatening Allergies	
		Medication Administration: Epinephrine Auto-Injectors	
Behavior Awareness Training LB 705	<ul style="list-style-type: none"> Staff Once every three years 	Behavior Intervention Plan	Inclusive Instruction & Interventions
		Emotional Behavioral Disorder	
		Managing Challenging Behavior (Parts 1, 2 & 3)	
		Positive Behavior Intervention Supports	
		De-Escalation Strategies	Safety & Compliance

For more information or to request a demo, please call 800-434-0154 or visit VectorSolutions.com/k12



Category/Topic	Staff Required	Vector Training Courses	Course Library
Bullying / Cyberbullying / Digital Citizenship 79-2,137 <i>Training is not required but a district policy is required.</i>	<ul style="list-style-type: none"> Staff 	Bullying: Recognition and Response	Safety & Compliance
		Responding to Bullying (Teachers and Staff)	
		Cyberbullying	
		Digital Citizenship for Elementary Teachers	
		Digital Citizenship for Secondary Teachers	
Child Abuse Mandatory Reporting 28-711. <i>Training is not required but employees should be aware of the policy.</i>	<ul style="list-style-type: none"> Staff 	Child Abuse: Mandatory Reporting	Safety & Compliance
		Child Abuse: Identification and Intervention	
Dating Violence Prevention 79-2,141 <i>Each school should also include a copy of their school or district policy.</i>	<ul style="list-style-type: none"> Staff 	Dating Violence Identification and Prevention	Safety & Compliance
Harassment, Sexual Harassment and Misconduct 79-879	<ul style="list-style-type: none"> Staff 	Sexual Harassment: Policy and Prevention	Safety & Compliance
		Sexual Harassment: Staff to Staff	
		Sexual Misconduct: Staff to Student	
		Title IX Compliance Overview	

For more information or to request a demo, please call 800-434-0154 or visit VectorSolutions.com/k12



Category/Topic	Staff Required	Vector Training Courses	Course Library
Restraint and Seclusion 011.01E <i>Training is not required but a district policy is required.</i>	<ul style="list-style-type: none"> Staff 	Restraint and Seclusion	Safety & Compliance
		Restraint and Seclusion: Overview	Inclusive Instruction & Interventions
		Restraint and Seclusion: Alternatives	
Seizure Safe Schools Act Ch. 59.009	<ul style="list-style-type: none"> At least one school employee 1 hr. Of training 	Seizure Ready First Aid	Safety & Compliance
		Seizure Training for School Nurses	
		Seizure Training for School Personnel	
School Resource Officers (Administrators) 79-262 <i>Vector Training courses can be used to meet part of the 20 hr. Requirement.</i>	<ul style="list-style-type: none"> One administrator in each elementary or secondary school 20 hours 	Engagement with Diversity	Diversity & Inclusion
		Influence of Unconscious Bias in the Classroom	
		Special Education Introduction	Inclusive Instruction & Interventions
		Trauma Awareness	
		Trauma-Informed Practices	
		Secondary Trauma Awareness	
		De-Escalation Strategies	
		Active Assailant Preparedness	
		School Violence: Identifying and Addressing	

For more information or to request a demo, please call 800-434-0154 or visit VectorSolutions.com/k12

Category/Topic	Staff Required	Vector Training Courses	Course Library
<p>School Safety and Threat Assessment</p> <p>79-3105</p> <p><i>Vector Training courses can be used to supplement and state or local district training requirements.</i></p>	<ul style="list-style-type: none"> Members of the threat assessment team 	<ul style="list-style-type: none"> Active Assailant Preparedness Threat Assessment Student Mental Health: Awareness, Intervention and Referral Crime Prevention through Physical Security School Intruders School Violence: Identifying and Addressing 	<p>Safety & Compliance</p>
<p>Suicide Prevention (Jason Flatt Act)</p> <p>79-2,146</p> <p><i>SafeSchools (Vector Solutions) is listed as an approved provider.</i></p>	<ul style="list-style-type: none"> All public school employees One hour Annually 	<p>Youth Suicide: Awareness, Prevention and Postvention (Nebraska)</p>	<p>Safety & Compliance</p>
<p>Federal Training Recommendations</p>			
<p>The list linked below includes key federal laws and regulations that impact K-12 schools and students. While state and district training requirements may vary, Vector courses can be used to provide an overview of each law and its importance in education. View Federal Training Recommendations</p>			

For more information or to request a demo, please call 800-434-0154 or visit VectorSolutions.com/k12



Vector Student Training – Nebraska Student Required Training

The following training mandates and recommendations are drawn from the best practices of existing Vector Training customers and may be useful as you develop your district’s student training plans. Always consider these training recommendations in concert with your district’s legal counsel.

Vector’s Student Safety & Wellness Courses are designed for **Middle School (6-8)** and **High School (9-12)** students.

Category/Topic	Students Required	Vector Training Courses	Course Library
Alcohol and Drug Abuse Education 79-712	<ul style="list-style-type: none"> Students 	Alcohol Use and Misuse Prevention	Student Safety & Wellness
		Substance Use and Misuse Prevention	
		Vaping Understanding and Prevention	
Bullying/ Cyberbullying 79-2,137.	<ul style="list-style-type: none"> Students 	Bullying & Cyberbullying	Student Safety & Wellness
Dating Violence Prevention 79-2,142	<ul style="list-style-type: none"> Students 	Dating Violence Awareness	Student Safety & Wellness
		Sexual Harassment	
		Healthy Relationships	

Please Note: This document is offered for consideration and is not meant to be a prescriptive, definitive legal guide for your district’s staff development or student training. Please consult with your district administration and legal counsel to determine the courses that best meet your district’s unique training needs.

For more information or to request a demo, please call 800-434-0154 or visit VectorSolutions.com/k12

2026 School/ESU Board Election Information

January 5, 2026

- First day a person may file for office to have their name placed on the ballot as a candidate at the 2026 election. (§32-606)

January 5, 2026

- Last day for political subdivisions [the school board] to notify the Secretary of State, County Clerks, or Election Commissioners of offices to be filled, terms, vacancies, votes to cast, and filing deadlines for each office. (§32-404 and §32-601)

February 17, 2026

- Last day for incumbents (any current office holder) to file for office on the primary ballot. (§32-606)

March 2, 2026

- Last day for non-incumbents (new filers) to file for office on primary election. (§32- 606)

May 12, 2026

Statewide Primary Election (§32-401)

June 15, 2026

- ESUs holding elections in conjunction with the statewide general election must notify the Secretary of State, County Clerks, or Election Commissioners of offices to be filled, terms, vacancies, votes to cast, and filing deadlines for each office. (§32-404 and §32-601)

July 15, 2026

- Last day for incumbents (any current office holder) not on the Primary Ballot to file. (§32-606) Educational Service Unit Board Members.

August 3, 2026

- Last day for non-incumbents (new filers) to file for office. (§32-606) Educational Service Unit Board Members.

October 23, 2026

- Last day for write-in candidate to file notarized affidavit and filing fee with the filing officer. (§32-615)

November 3, 2026

Statewide General Election (§32-403)

4000 Series I N D E X

4001	[Intentionally Left Blank]
4002	Drug Free Workplace
4003	Drug Testing of Drivers
4004	Employment of Relatives, Domestic Partners and Significant Others
4005	Communication between the Board and District Employees
4006	Workers' Compensation Insurance
4007	Personnel Records
4008	Outside Employment
4009	Restrictions on Employees Receiving Gratuities.
4010	Inclement Weather
4011	Employee Leave Under the Family and Medical Leave Act (FMLA)
4011.1	Employee Leave Under the Nebraska Family Military Leave Act
4012	Staff Internet and Computer Use
4013	Grievance Procedure
4014	[Intentionally Left Blank]
4015	Prohibition Against Employment of Board Members
4016	Jury Duty or service as Witness in Court
4017	Relations with Employee Collective Bargaining Associations
4018	Corporal Punishment
4019	Workplace Injury Prevention and Safety Committee
4020	Ownership of Copyrighted Works
4021	[Intentionally Left Blank]
4022	Certification and Endorsements
4023	Professional Ethics

- 4024 Teachers' Rights, Responsibilities and Duties.
- 4025 Superintendent
- 4026 [Intentionally Left Blank]
- 4027 Part-Time Certificated Employees
- 4028 Substitute Teachers
- 4029 Salary Schedule for Certificated Employees
- 4030 Evaluation of Certificated Employees
- 4031 Evaluation of Probationary Certificated Employees
- 4032 Professional Growth
- 4033 [Intentionally Left Blank]
- 4034 Teacher Handbook
- 4035 Intentionally Left Blank Policy
- 4036 [Intentionally Left Blank]
- 4037 Reduction in Force
- 4038 Classified Staff Defined
- 4039 Employment of Classified Staff
- 4040 Employment Terms for Classified Staff
- 4041 Staff Dress and Appearance
- 4042 Employee Social Security Numbers
- 4043 Professional Boundaries and Appropriate Relationships Between Employees and Students
- 4044 Political Activity by Staff Members
- 4045 Milk Expression
- 4046 Internet Searches Regarding Potential Employees
- 4047 [Intentionally Left Blank]
- 4048 Assessment Administration and Security
- 4049 This number intentionally left blank
- 4050 Overtime and Compensatory Time
- 4051 Staff and District Social Media Use
- 4052 Job References to Prospective Employers
- 4053 Conflict of Interest

4054	Reporting Child Abuse or Neglect
4055	Head Teacher
4056	Resignation of Certificated Staff
4057	Superintendent Evaluation
4058	Confidentiality in Counseling and Guidance
4059	Behavioral and Mental Health Training
4060	School Vehicle Use
4061	Workplace and Non-Workplace Injuries or Illness and Return to Work
4062	Locker Room Supervision
4063	Extra Duty and Extended Contract Assignments for Certificated Staff
4064	Transporting Students in Employee Vehicles

FORMS INDEX

4000 Series Forms	Related Policy
Application for Employment	N/A
Certification for Serious Injury or Illness of a Veteran Military Caregiver (FMLA)	4011
Certification of Health Care Provider: Family Illness (FMLA)	4011
Certification of Illness or Injury of a Current Family Member: Military (FMLA)	4011
Certification of Qualifying Exigency for Military Family Leave (FMLA)	4011
Consent to Disclose Employment Information	N/A
NADC Form C-2: Conflict of Interest	4053
NADC Form C-3 Contractual Interest Statement	4053
NADC Form C-4 Employment of Immediate Family Member	4004

Notice of Eligibility and Rights & Responsibilities (FMLA)	4011
Return to Work	4011
Veterans Preference Not Hiring Letter	3053

4002 Drug Free Workplace

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4003 Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated **transportation supervisor** as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Transportation supervisor may be contacted at **402-461- 7513.**

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or

receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include

the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Review Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's

previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4004 Employment of Relatives, Domestic Partners and Significant Others

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred employee in a position which is similar in terms of pay and benefits. The superintendent and/or board may make exceptions to this general rule.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4005

Communication Between the Board and District Employees

Employees have the same right to communicate with the board about matters of public concern as other patrons of the district. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, grievances and other applicable processes.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4006
Workers' Compensation Insurance

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a contract or collective bargaining agreement.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4007
Personnel Records

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4008 Outside Employment

1. An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
 - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.

- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
 - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
 - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
 - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
 9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
 10. Staff may not exploit their professional relationships for personal gain.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4009
Restrictions on Employees Receiving Gratuities

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$100.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4010
Inclement Weather

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4011
Employee Leave Under the Family and Medical Leave Act
(FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for ***unpaid*** leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of **unpaid** leave under the following conditions:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement of a son or daughter with the employee for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job; or
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation

2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any

time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
 - a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
 - b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of

this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. Second or third medical opinions and periodic re-certifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;
5. Certification supporting the need for leave to care for a Veteran who was discharged or

released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and

6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the

number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
 - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave

intermittently or on a reduced-leave schedule when medically necessary.

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead

of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the

employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the

continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A.** The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.

- B.** To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.

- C.** Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4011.1

Employee Leave Under the Nebraska Family Military Leave Act

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act (NFMLA). The terms used herein shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

I. Qualifying for Leave

A. Qualified Employees

To be eligible for unpaid leave under the NFMLA, an employee must:

1. Have been working for the school district for at least 12 months prior to the request; and
2. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

B. Qualified Circumstances for Requesting Leave

The school district will grant a qualified employee up to a total of 30 days of unpaid leave if:

1. The employee is the spouse or parent of a person called to military service lasting 179 days or longer with the state or United States pursuant to orders of the Governor or the President of the United States and;
2. The leave is scheduled to be taken during the time federal or state deployment orders are in effect.

C. Qualifying Notice and Certification

Employees seeking to use the NFMLA will be required to provide:

- a. A consultation with the District to schedule leave so as not to unduly disrupt the operations of the school.
- b. Certification from the proper military authority to verify the employee's eligibility for the family military leave requested.
- c. 14-day advance notice of the intended date upon which the leave will begin, if leave will consist of five or more work days.
- d. As much advance notice as possible of the intended date upon which the leave will commence, if leave will consist of less than five work days.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the NFMLA and this policy shall be unpaid leave.

B. Benefits

1. Taking leave under the NFMLA shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.
2. Any employee who takes leave under the NFMLA will be permitted to continue their benefits at their own expense.
3. Payment for benefits must be made to the district in advance of the date on which they are due. For example, if health insurance premiums are paid to the carrier by the district on the 1st of the month, the employee taking leave under the NFMLA must provide

the full cost of the premium to the district prior to that date. Failure to provide the full costs for all benefits the employee wishes to continue in advance of their due date may result in cancellation of benefits as permitted by law.

III. Return from Leave

A. Restoration to Position

1. Any employee who exercises the right to leave under the NFMLA shall be restored by the district to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.
2. This section does not apply if the district proves that the employee was not restored because of conditions unrelated to the employee's exercise of rights under the NFMLA.

B. Failure to Return

If an employee fails to return after the period of leave to which the employee is entitled has expired, and no additional qualifications for leave exist, the employee will be subject to the district's policies governing unexcused absences up to and including termination of employment.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4012 Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic

communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986,

as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4015
Prohibition Against Employment of Board Members

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4015
Prohibition Against Employment of Board Members

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-544 of the statutes prohibits a board member from being engaged in a contract to teach pursuant to sections 79-817 through 79-821 with the school district where he or she also serves on the board.

A conflict of interest is also created when a board member serves simultaneously as both a board member and an employee in any capacity, whether certified or non-certified. Therefore, a board member shall not be employed by the school district when serving on the board. If an employee is elected or appointed to the board, his or her employment shall be terminated upon being seated on the board. Because of the conflict that is created by a board member applying for employment while sitting on the board, a board member who wishes to apply for employment shall be required to resign from the board before applying.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4016
Jury Duty or Service as Witness in Court

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to organizations for bargaining purposes pursuant to state statutes. The board will negotiate with employee associations that have been established in accordance with public employee bargaining statutes and will negotiate with local collective bargaining unit representatives at mutually agreeable times.

To facilitate an amicable relationship between the district and any local employee associations, the district will allow associations to make reasonable use of district facilities for meetings outside the school's and the employees' work hours. With administrative approval, associations may use district resources, post notices of meetings and other information on bulletin boards designated for this purpose, and use district e-mail and mail boxes for delivery of employment-related information. Associations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4018
Corporal Punishment

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4019

Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee shall be established through the collective bargaining process.

The committee shall adopt and maintain a written injury prevention program. The committee shall participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees shall be conducted annually.

The workplace injury prevention and safety committee shall maintain minutes of all meetings and file them in the district office. The committee shall implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district shall maintain records for at least three years, or longer if directed by the Department of Labor.

The committee shall meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee shall keep written minutes of all meetings, and provide a copy to the superintendent or designee who shall maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee shall develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee shall assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she shall provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee shall establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and shall review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4020
Ownership of Copyrighted Works

Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4022
Certification and Endorsements

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4023
Professional Ethics

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certificated employees are responsible for reading, understanding, and complying with these standards.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4024

Teachers' Rights, Responsibilities and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

**4025
Superintendent**

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendents other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4027 Part-Time Certified Employees

Percentage of Time. The percentage of time that a teacher works will be determined by calculating the amount of time that the teacher is required to be at school to teach or supervise classes, plus any assigned preparation time, as a percentage of the entire school day. Extracurricular assignments shall not be considered in determining a teacher's percentage of time. Part-time and temporary teachers may or may not be assigned preparation time, at the sole discretion of the board of education, upon the recommendation of the superintendent of schools.

Acquiring Permanent Status. A part-time teacher may become a permanent certificated employee pursuant to the provisions of state statutes.

Salary. The salary, benefits and leave entitlement of a part-time teacher shall be determined by multiplying the percentage of time the individual works by his or her placement on the full-time salary schedule contained in each academic year's negotiated agreement. The percentage of time a part-time teacher is required to be on duty shall be determined by the board of education upon the recommendation of the superintendent of schools.

Horizontal Movement on the Salary Schedule. A part-time teacher may qualify for movement horizontally on the salary schedule by earning graduate hours of college credit as set forth in the guidelines of the school district's salary schedule, and according to the applicable district policies.

Attendance at In-service Meetings, Faculty Meetings, and School Activities. A part-time teacher is responsible for attending in-service meetings, faculty meetings, and school activities that take place outside the teacher's assigned duty hours without additional compensation. A part-time teacher is responsible for performing such tasks as selling or taking tickets, and will be compensated for such tasks pursuant to the policy, practice or negotiated agreement of the school district.

Continuation of Employment. The school district administration and board will deal with the continuation of a part-time teacher's employment pursuant to state statute and the procedures prescribed for full-time employees in these policies.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4028
Substitute Teachers

A substitute teacher is an educator who possesses the required certification from the Nebraska Department of Education and is employed to fill a teaching position on a temporary basis. The board shall establish the pay and benefits for substitute teachers.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

4029

Salary Schedule for Certificated Employees

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

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

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

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

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

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

It shall further be the policy of the Hastings Public Schools that certificated employees may, at the time of employment with the

Hastings Public Schools, receive credit on the basic salary schedule for successful experience in other school districts whose standards are comparable to those of the Hastings Public Schools. When certificated employees are assigned extra-standard assignments, they will be placed on the District's extra-standard schedule and receive credit for successful experience outside of the District.

Whenever a certificated employee has completed ten (10) or more years of actual teaching experience in another district whose standards are comparable to those of the Hastings Public Schools, he/she will be granted ten (10) years of credit on the salary schedule. The Superintendent of Schools will have the discretion to recommend that a certificated employee be granted credit for more than ten (10) years of actual teaching experience if there is a shortage of teaching candidates or special circumstances warrant this action. Placement at a level beyond level 1 of the extra-standard schedule may also be granted by the Board upon recommendation of the Superintendent when comparable out-of-District experience is demonstrated.

Adopted on: 1-19-2026

Revised on: _____

Reviewed on: _____

Administrative Resignation/Release/Retire(s)					
Name	Assignment/Building	FTE	Effective	Replaces/Reason	
No Resignation/Release/Retire(s)					
Administrative Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building	Effective	Replaces/Reason	
No Transfer(s)					
Administrative New Hire(s)					
Name	Assignment/FTE/Building	Effective	Degree/Level	College/University	Replaces/Reason
No New Hire(s)					
Certificated Resignation/Release(s)					
Name	Assignment/Building	FTE	Effective	Replaces/Reason	
Brandon Kile	Math/Senior High	1	5/22/26	Resign	
Lori Samuelson	School Psychologist/District-wide	1	5/22/26	Retire	
Hayley Stamp	Kindergarten/Hawthorne	1	5/22/26	Resign	
David Witt	English/Senior High	1	5/22/26	Retire	
Certificated Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building	Effective	Replaces/Reason	
Julie Simmons	Kindergarten/Longfellow	Grade 2/Longfellow	8/8/26	Hallie Renner/Resign	
Certificated New Hire(s)					
Name	Assignment/FTE/Building	Effective	Degree/Level	College/University	Replaces/Reason
Maritza Alvarez	Grade 4/Alcott	8/8/2026	MA-4	Kansas State University	New Postion
Angela Amaya Cardona	Vocal Music/Watson	8/8/2026	BA-1	Hastings College	Tom Michalek/Retire
Carissa Sanchez	Speech Language Pathologist/District-wide	8/8/2026	MA-4	University of Nebraska - Kearney	Kelsey Stokley/Resign in 2023
Tori Schoof	Kindergarten/Hawthorne	8/8/2026	MA-4	Northwest Missouri State	Hayley Stamp/Resign
Extra Standard Resignation/Release(s)					
Name	Assignment/Building	Effective	Replaces/Reason		
Diane Biere	Yearbook/Middle School		5/22/26	Resign	
Lacey Franzen	Head 8th Grade Volleyball/Middle School		5/22/26	Resign	
Brandon Kile	Assistant Boys Wrestling/Senior High		5/22/26	Resign	
Brandon Kile	Assistant Cross Country/Senior High		5/22/26	Resign	
Extra Standard Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building	Effective	Replaces/Reason	
No Transfer(s)					
Extra Standard New Hire(s)					
Name	Assignment/Building	Level	Effective	Replaces/Reason	
No New Hire(s)					
Classified Resignation/Release(s)					
Name	Assignment/Building	FTE	Effective	Replaces/Reason	
Megan Gomez	CNA/District-wide	1.0	1/7/26	Resign	
Taylor Holdsworth	Skills 3 Paraeducator/Senior High	1.0	12/19/25	Resign	
Kenneth McKenzie	SPED Paraeducator/Longfellow	1.0	1/23/26	Resign	
Crystal Peterson	Head Day Custodian/Alcott	1.0	1/8/26	Resign	
Jackie Robles	SEBL Paraeducator/Senior High	1.0	1/9/26	Resign	
Damon Sanders	Night Custodian/Middle School	1.0	1/15/26	Resign	
Lidia Tucker	Skills 3 Paraeducator/Hawthorne	1.0	12/17/26	Resign	
Classified Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building	FTE	Effective	Replaces/Reason
Sheila Clark	SPED Paraeducator/Watson	Title Paraeducator/Watson	1	1/8/26	Lori Christy/Transfer
Classified New Hire(s)					
Name	Assignment/Building	FTE	Effective	Replaces/Reason	
Associated Staffing	Night Custodian/Senior High	1	1/12/26	Nick Cousens/Resign	
Associated Staffing	Skills 3 Paraeducator/Hawthorne	1	TBD	Lidia Tucker/Resign	
Xyeria Hayes	SPED Paraeducator/Middle School	1	1/15/26	Lorraine Atwater/Resign	
Nick Jensen	Night Custodian/Senior High	1	TBD	Shawn Cole/Resign	
Elena Perry	SPED Paraeducator/Watson	1.0	TBD	Sheila Clark/Transfer	
Elizabeth Rascon	EL Paraeducator/Middle School	1	1/15/26	Elizabeth Rascon/Resign	
Nadia Trausch	Title Paraeducator/Lincoln	1.0	TBD	Nadia Trausch/Resign	

CERTIFICATED OPEN POSITIONS		
NAME	POSITION	RESIGNATION/TERM DATE
HOPE MCMURTRY	HHS - SPED Resource	05-22-2026
DAVID WITT	HHS - English	05-22-2026
BRANDON KILE	HHS - Math	05-22-2026
KARLEEN SCHARF-REED	Grade 1 - Lincoln Elementary	5-22-2026
JULIE SIMMONS TXFR	Longfellow - Kindergarten	05-22-2025
RICK MATTICKS	Elementary Band	5-22-2026
PAM TILLMAN	School Psychologist	05-22-2025
0.5 FTE RHONDA MCBRIDE	School Psychologist	05-22-2025
EMILY HASS	Speech Language Pathologist	05-19-2023
JAMIE LEPANT	Speech Language Pathologist	05-19-2023
CLASSIFIED OPEN POSITIONS		
NAME	POSITION	RESIGNATION/TERM DATE
TAYLER HOLDSWORTH	HHS - Skills 3 Paraeducator	12-19-2025
SARAH AVALOS	AL - Skills 3 Paraeducator	12-7-2025
JACKIE ROBLES	AL - SEBL Paraeducator	1-9-2026
ALYSSA TIMMERMAN	AL - School Nurse	5-22-2025
CRYSTAL PETERSON	AL - Head Day Custodian	1-8-2026
JULIE DIDIER	LI - School Nurse	9-8-2025
SARAH CHEI	LI - Title Paraeducator	12-19-2025
	DIST - PART TIME BUS DRIVER (NEW)	
LORI HARTWIG	DIST - 9 Month Bus Driver	10-6-2025
CHANCE KRATZER	District Bus Monitor	5-22-2025
JAMIE HAVERKAMP	DIST - Inventory Supply ClerkCustodian	11-24-2025
DAMON SANDERS	MS - Night Custodian	1-15-2026
EXTRA-STANDARD OPEN POSITIONS		
NAME	POSITION	RESIGNATION/TERM DATE
MEAGAN BLODGET	HHS - Assistant Swimming & Diving	09-29-2022
BRANDON KILE	HHS - Assistant Boys Wrestling	05-22-2026
BRANDON KILE	HHS - Assistant Cross Country	05-22-2026
LACEY FRANZEN	HMS - Head 8th Grade Volleyball	05-22-2026
AARON OSWALD	HMS - Assistant Track	05-22-2025
ANTHONY FAGIOLO	Vocal Music Learning Team Liaison	05-22-2025
HPS HAS 77 ACTIVE SUBSTITUTES AS OF 1/16/25		