



**HASTINGS
PUBLIC SCHOOLS**

Assuring the essential.
Expanding the possible.

Work Session

Tuesday, October 10, 2017 @ 5:30 PM Central
Conference Room, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -
2. Tour of Alcott Elementary - Trent Kelly -
3. Announcement - Jim Boeve -
4. Welcome to HEA reps and guests - Jim Boeve -
5. Review Board Norms - Jim Boeve -
6. Review of PLC Visits - Jim Boeve -
7. Appoint the Board negotiating team - Jim Boeve -
8. Distribute the Board Self-Assessment Forms & Review Timeline - Jim Boeve -
9. *Approve addition of .5 FTE preschool special education paraeducator to combine with currently open .5 FTE paraeducator position - Craig Kautz -
10. Information on "Spotlight on Learning" - Craig Kautz -

11. *Approve the HEA as the exclusive bargaining agent for the 2019-2020 school year - Craig Kautz -

12. *Approve first reading of Revised Rule 402.08 - Employee Travel Compensation - Jeff Schneider -

13. *Consent Agenda - Craig Kautz -

14. Reminders - Jim Boeve -

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

16. Adjournment - Jim Boeve -

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

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

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

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.

September 19, 2017

Dear Mr. Kautz and the Hastings Board of Education,

The Hastings Education Association continues to represent all non-supervisory certificated employees employed as teachers, counselors, nurses, and program specialists employed by Hastings Public Schools. The Association requests that the Hastings Public Schools recognize the Association as the exclusive bargaining agent for those non-supervisory certificated employees for the 2019-2020 contract year. Please direct your written response to the undersigned.

Sincerely,



Kim Story
HEA Chief Negotiator



Deb Lyons
HEA President

EMPLOYEE TRAVEL COMPENSATION - TRAVEL OUTSIDE THE SCHOOL DISTRICT

The Hastings Public Schools will reimburse employees for their actual and necessary expenses. Actual and necessary expenses are only those expenses that are associated with authorized travel, conference attendance, an official function, or other business related activities necessary to attain the outcome specified by the District. Such may include meals, lodging, transportation, parking, and other expenses directly related to the travel of an individual as an employee of the District. Expenses that shall not be reimbursed, and generally should not appear on any reimbursement request submitted to the District, would include additional expenses associated with the attendance of a person not employed by the District, the purchase of alcoholic beverages, and the purchase of items for personal use or personal entertainment.

Employees must adequately account for and provide adequate supporting information for all expenses to be reimbursed. Claims submitted to the Hastings Public Schools must generally be supported and substantiated with receipts or cancelled checks supported by itemized bills.

The District will not reimburse employees for expenses that are reimbursed by outside agencies.

In addition, actual and necessary expenses for approved travel will be reimbursed according to the following:

Transportation

Employees of the Hastings Public Schools shall be provided with safe and dependable methods of travel. In all instances, travel and associated expenses shall be by the most cost effective means reasonably available. Transportation for approved travel outside the boundaries of the District shall be provided under the following guidelines:

1. School employees will be provided with a school-owned vehicle when such a vehicle is available. If a school-owned vehicle is not available, other alternatives will be provided. In determining an alternative mode of travel, safety, cost, availability, and distance shall govern the selection of the transportation alternative.
2. When school employees will travel a distance of 60 miles or more, one way, and a school-owned vehicle is not available, school employees may be provided a leased or rented vehicle as long as the leased or rented vehicle does not exceed the cost of reimbursing the use of a personal vehicle.

3. When a school vehicle or rental vehicle is not available or for trips outside the boundaries the District but less than 60 miles one-way, school employees will be asked to use a personal vehicle. Reimbursement for the use of a personal vehicle will be at the automobile rate determined by the State of Nebraska, unless otherwise required by law. This reimbursable rate, however, will only be provided when a school vehicle or a rental vehicle is not available or for trips outside the boundaries the District but less than 60 miles one-way. However, if an employee decides to use a personal vehicle in a situation where a school vehicle or a rental vehicle could have reasonably been used, the reimbursement rate for such travel will only be the estimated cost of using a school vehicle or the estimated cost of using a rental vehicle, whichever applies, for the travel incurred by the employee. In this instance, supervisors will be responsible for determining the amount to be reimbursed for travel using the following methods as appropriate to the transportation mode that could have been used. The formula for determining the cost of using a school vehicle will be the total miles of the trip, divided by 17, times the average cost of a gallon of gas that could be purchased in the District during the travel event. The cost of using a rental vehicle will be determined by using a rental versus reimbursement calculator provided by the company leasing the vehicle or an equivalent means of determining such costs. The Superintendent reserves the ability to periodically change how the cost of using a school vehicle or a rental vehicle is determined as long as such change results in a more accurate reflection of present fuel costs and periodic adjustments in the rate of reimbursement for the use of a personal vehicle.
4. When a school employee must make out-of-state trips or agreed upon time limitations prevent the use of an automobile, the District will provide employees with suitable public carrier transportation.
5. The District will only reimburse one individual employee and will not reimburse multiple employees for transportation when the travel destination and activity participation of the employees are identical, unless otherwise approved in advance by a supervisor and as may be necessary to further the business of the District. The District, therefore, supports the maximization of resources that occurs through the sharing of resources. Multiple employees, however, shall be reimbursed if multiple vehicles are necessary to reasonably transport all involved employees.

Lodging

The District may pay the actual cost of lodging, if approved by a supervisor, provided that one of the following criteria is met:

- A. The travel destination of the employee is at least one hour from Hastings and the approximate required departure is prior to 6 a.m. or the approximate estimated time of return would be after 10:00 p.m.
- B. Road conditions are not safe, or are projected to be unsafe at the time of travel, as determined by the employee and the supervisor.
- C. The approved event is scheduled for more than one day and the employee will be attending on contiguous days at a location that is greater than a one-hour drive from Hastings.

Arrangements for lodging shall be arranged in a timely fashion and as directed by a supervisor. Employees are to make arrangements so that their lodging is directly billed to the District, when possible. When direct billing is not possible, employees are to acquire a tax exemption form and present this form to the management of the lodging establishment upon check in. Taxes for lodging will only be reimbursed by the District if the management of the lodging establishment refuses both the direct billing option and the use of the District's tax exemption status.

The District will not be responsible for additional room charges that may be incurred by the employee during their lodging stay, unless such charges are directly related to the needs of the District and are necessary for the efficient operation of the District. In cases in which a non-District employee accompanies an employee on official business, the District will only pay the expenses of the employee. Lodging and other receipts must indicate the appropriate single-person charges.

When multiple employees of like assignment require identical lodging arrangements and locations, staff will, as appropriate and available, share lodging accommodations at a rate of two individuals per room with two beds. Exceptions to this shared resource provision may be made by a supervisor.

Meals

Approved travel, outside the District, may allow an employee to qualify for a meal reimbursement. Generally, purchased meals within the District are not reimbursable. Meals within the District, however, may be reimbursable if the meal is a working breakfast, lunch, or dinner. Otherwise, for a meal to be reimbursable, as determined by a supervisor, an employee must have travel

status as indicated below (such travel includes travel to and from an out-of-District event and attendance at the event):

- Breakfast - 6:00 a.m. to 10:00 a.m.
- Lunch - 10:00 a.m. to 4:00 p.m.
- Dinner - 4:00 p.m. to 10:00 p.m.

Meal reimbursement will be for actual costs, if such costs are below the maximum meal reimbursement rates established for the travel event; and a receipt is provided that includes the date, name, and address of the restaurant and the amount of the purchase. Meal reimbursement will not be made for in-between meal refreshments that may be purchased during travel or at breaks.

If a group of employees purchase a meal using a District credit card, the name of each employee should be written on the meal receipt. Meals, between meal refreshments, or non-alcoholic beverages that are included in the cost of a conference, official function, or hearing shall not be reimbursed; may logically replace the need for meal reimbursement; and are exempted from the maximum meal reimbursement limitations as such meals are outside the control of the employee. Meal reimbursement rates shall cover, or partially cover if exceeded, the cost of the meal and the service gratuity. Service gratuities should not exceed 15% of the actual cost of the meal unless, given a group setting, the meal provider charges a higher gratuity for serving a group (if such a charge is established, no additional gratuity will be reimbursed). Meal reimbursement shall be on a per-day basis (\$45 per day for three meals). If the timing of the travel is such that only one or two meals are to be provided by the District, the following guidelines shall be used. Maximum meal reimbursement rates, when the meal is furnished within Nebraska, will be as follows:

- Breakfast-\$10
- Lunch-\$15
- Dinner-\$20

Supervisors may establish lower maximum meal reimbursement rates for Nebraska, than specified above, if it is reasonable for them to do so given the nature of the travel. The Superintendent, and the Superintendent only, may establish higher maximum meal reimbursement rates for Nebraska, than specified above, if it reasonable to do so given the nature of the travel.

Meal reimbursement rates for meals consumed outside the State of Nebraska shall be according to GSA meal rates, unless otherwise specified by the Superintendent.

Credit Card Use During Travel

The District will maintain credit cards for authorized travel and related expenses when an employee is required to travel on behalf of the District. The credit cards of the District may be utilized for the purchase of items associated with such travel (for example, the purchase of books, copies, or other materials), but such use shall only occur when the vendor is unable or unwilling to bill the District directly. Miscellaneous purchases made by means other than a District credit card will be reimbursed if properly documented and determined to be associated travel costs.

All District credit cards will be maintained in the District Office as specified by the Superintendent and will be checked out to individual staff members when authorized to use such credit cards. The staff member that the credit card is checked out to is responsible for the use that credit card during the time of issuance. While the designated and responsible staff member may allow another District employee to use the issued credit card during a travel event, the individual issued the card will remain responsible for the card and will direct the use of the card.

When credit cards are checked out, the following procedure will be used to assure the employee has proper and sufficient spending capabilities:

- Staff members are to provide the District Office with the name of the individual using the credit card. In addition, the date of card checkout, the general purpose for the use of the card, the approximate amount of the purchases that will be made with the card, and the approximate time of the return of the card are to be documented.
- The issued credit card should be returned to the District Office at the agreed-upon approximate time of return for the card with all credit card receipts or copies of receipts that were generated during the issuance of the card to the staff member, with each receipt or receipt copy properly coded to an expenditure account.
- School credit cards shall not be utilized for purchases of a personal nature, including, but not limited to, entertainment of personal value, in-between meal refreshments, alcoholic beverages, and/or the costs of a non-school person traveling with the school employee.
- School credit cards may be utilized to purchase gas for school vehicles and rental cars (personal vehicles excluded), meals, lodging, parking, emergencies, or other business related purchases approved in advance by a supervisor.

Questions Pertaining to an Allowable Expense

Should an employee have a question or concern about the reimbursement of an expense to be incurred, it is the employee's responsibility to raise such a

question or concern with a supervisor prior to incurring that expense. In all cases, it shall be the Superintendent's responsibility to determine the allowable expenses of the District.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.07 Transporting of Students by Employees
402.11 Credit Cards

Approved 03/16/09 Reviewed 06-20-11 Revised 07-18-11

HASTINGS PUBLIC SCHOOLS

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2. When a school employee must make out-of-state trips or agreed upon time limitations prevent the use of an automobile, the District will provide employees with suitable public carrier transportation.
3. The District will only reimburse one individual employee and will not reimburse multiple employees for transportation when the travel

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- Dinner-\$25

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Approved 03/16/09 Reviewed 06-20-11 Revised 07-18-11

HASTINGS PUBLIC SCHOOLS

PERSONNEL

Classified Staff Releases/Resignations/Retirements – Heidi Evans, Marisue Williams

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

Heidi Evans released from Paraeducator position at Lincoln, effective September 19, 2017.

Marisue Williams resigned from her Food Service position at Lincoln effective August 23, 2017.

Classified Staff Transfers – Mike Biere

The administration recommends acceptance of the following classified transfer(s):

Mike Biere from Maintenance/Custodian position to Central Supply Clerk position to replace Kathy Haack who retired. Mr. Biere's wage and placement will remain the same according to the 2017-2018 classified salary schedule.

Classified Staff Appointments – Rebecca Owen, Grace Rempp

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

Rebecca Owen to Paraeducator position at Lincoln to replace Heidi Evans who was released. Ms. Owen will be paid the starting wage for Paraeducator according to the 2017-2018 classified salary schedule. Information about Ms. Owen is attached.

Grace Rempp to part-time ELL Paraeducator position at Middle School to replace a portion of Kevin Gerdes who resigned. Ms. Rempp will be paid the starting wage for Paraeducator according to the 2017-2018 classified salary schedule. Information about Ms. Rempp is attached.