



HASTINGS
PUBLIC SCHOOLS

Assuring the essential.
Expanding the possible.

Work Session

Thursday, October 17, 2024 @ 6:00 PM Central
Board Room at HPS District Offices, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -
2. Announcement - Becky Sullivan -
3. Welcome to HEA reps and guests - Becky Sullivan -
4. Review Board Norms/Goal - Becky Sullivan -
5. Board Report - Becky Sullivan -
6. Appoint Board negotiations committee - Becky Sullivan -
7. Board Self-Assessment reminder - Becky Sullivan -
8. NASB Conference Reminder - Jeff Schneider -
9. Quarterly Financial Report - Jeff Schneider -
10. Information on "Spotlight on Learning" - Jeff Schneider -
11. Committee on American Civics update - Lawrence Tunks -

12. Approve Resolution for Tax Levy Request - Jeff Schneider -

13. Re-affirm Policy 604.04: Multicultural Education - Lawrence Tunks -

14. Approve revised Rule for Policy 402.08: Employee Travel Compensation - Jeff Schneider -

15. Approve Bid for Alcott Parking Lot - Trent Kelly -

16. *Consent Agenda - Dr. Thomas Szlanda -

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

18. Reminders - Becky Sullivan -

19. Executive Session - Becky Sullivan -

20. The Board of Education returns to Open Session - Becky Sullivan -

21. Adjournment - Becky Sullivan -

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

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

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

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

Hastings Public Schools

Board of Education Norms

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

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

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

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

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

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

We will also maintain confidentiality when necessary.

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

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

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

Committee on American Civics

Curriculum, Instruction, and Assessment

Oct. 1, 2024

12:00-1:00

District Office

Committee Members

-Brent Gollner

-Chris Shade

-Stacie Widhelm

-Lawrence Tunks

Agenda

1. Review Requirements

- The committee must meet at least twice per year
 - One meeting must include public testimony
- Required to keep minutes of each meeting that include the time, date, committee members present, and details of the meeting
- Must review social studies curriculum to ensure it aligns with NDE standards and § 79-724 (formerly LB 399)
- Patriotic Days - activities

2. American Citizenship Test

- Students will take the Citizenship test during American History class in their sophomore year
- It naturally fits within the content of the course
- Also, students are required to take American History as a sophomore
- The test gives students an understanding of what knowledge is expected of someone becoming a citizen
- Pretest Results (Sept) - 66% of students passed

3. High School Essentials/Standards

- Provided to Committee members to examine

Required Patriotic Activity Log

Hastings Public Schools District

79-724. Committee on American Civics; created; duties; school board, State Board of Education, and superintendent; duties.

(6) Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent in every public, private, denominational, and parochial school on **George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day**, or on the day or week preceding or following such holiday, if the school is in session.

<u>2023-2024 Patriotic Observance Exercises</u>	
Patriotic Holiday	Possible Activities To Select From
Constitution Day September 17, 2023 (Sun)	<p><u>Kindergarten:</u> (need to supplement)</p> <ul style="list-style-type: none"> ● School House Rock Constitution video ● Read the book or watch the video of "We the Kids" ● Create a class constitution <p><u>1st Grade:</u> (TE pp. 88-89)</p> <ul style="list-style-type: none"> ● The Constitution: Preamble ● The Constitution: Who Makes the Rules video ● Class discussion ● Read the book or watch the video of "We the Kids" <p><u>2nd Grade:</u> (TE pp. 80, 84)</p> <ul style="list-style-type: none"> ● The Constitution: Preamble ● The Constitution for Kids video ● Class discussion <p><u>3rd Grade:</u> (TE pp. 172, 127, 143, 154, 156, 159, 162, 168-169, 189, 203)</p> <ul style="list-style-type: none"> ● The U.S. Constitution - HMH ED Read Aloud video <ul style="list-style-type: none"> ○ Class discussion question at the end <p><u>4th Grade:</u> (SE pp. 164, 219, 240, 242, NE pp. 163, 247)</p> <ul style="list-style-type: none"> ● U.S. Constitution - BrainPOP video <ul style="list-style-type: none"> ○ Group quiz at the end of the video (6:35) ○ Class discussion <p><u>5th Grade:</u> (TE pp. 238, 248-249, 260-276, 279, 282-291, 295, 305, 307)</p> <ul style="list-style-type: none"> ● The Constitution for Kids video ● Class discussion <p><u>6th (need to supplement), 7th (TE pp. 71-72, 79-80, 117), 8th (TE pp. 124, 169-171, 210-211, 225-229, 238-240, 249-252, 563, 1046-1071)</u></p> <ul style="list-style-type: none"> ● The United States Constitution and Bill of Rights whiteboard video ● Constitution Day: Forming the United States video ● Class discussions focusing on the U.S. Constitution & Bill of Rights <p><u>9th-12th Grade:</u></p> <ul style="list-style-type: none"> ● Class discussions focusing on the U.S. Constitution (Preamble, Bill of Rights, & 7 Articles) ● Whole school - For the week 9/12-9/16 Every HHS student was sent an email with a quiz about the U.S. Constitution. They could complete the quiz for prizes. On Friday,

	<p>September 16, a member of HHS Student Council will read the Preamble over the intercom and inform all students of the importance of Constitution Day.</p> <ul style="list-style-type: none"> ● American history (Randall Schultz, Ann Mays, Evan Kruger, Megan Steinhauer, Nic Drake) and American government and politics (Dave Johnson) ● Our students began the year with a review of the American ideals in the Declaration of Independence, The Constitution and the Bill of Rights. They took guided notes and then had a formative assessment. The questions for the formative assessment are taken from the civics pretest that is given to all sophomores in American history and AP United States history and juniors and seniors in American government and politics. The 35 questions on this test are from the citizenship test given to immigrants undergoing naturalization. The same test is given as part of the first semester final. ● Additionally in American History the week of 9/12 to 9/16, we are working on a unit on the Progressive Era. We have been studying the women’s suffrage movement and how women worked to get the 19th Amendment. We also learned about the equal protection clause of the 14th amendment which women used to try to vote starting in 1872. We also studied the amendment process itself which is in Article 5 of the Constitution. ● All materials are linked via the weekly planners for the various classes. ● AP United States History (Ann Mays) Unit 3 of the AP curriculum is about the writing of the Constitution and the Bill of Rights. This unit is being taught the week of 9/12-9/16 and 9/19-9/22 and will be assessed at the end of that 2-week period. ● All materials are linked via the weekly planner for AP United States history. ● National Constitution Center resources
<p>Veterans Day November 11, 2023 (Sat)</p>	<p><u>Kindergarten:</u> (TE p. 156)</p> <ul style="list-style-type: none"> ● Veterans Day for Kids video ● Heroes in Our Neighborhood book ● Make cards for veterans and sent them to local legion <p><u>1st Grade:</u> (TE p. 104)</p> <ul style="list-style-type: none"> ● Veterans Day - How it started and why we honor it video ● Heroes in Our Neighborhood book ● Night Catch book ● Write letters to veterans and sent them to local legion <p><u>2nd Grade:</u> (TE p. 199)</p> <ul style="list-style-type: none"> ● Veterans Day - How it started and why we honor it video ● Veterans Day - History Channel video <p><u>3rd Grade:</u> (TE p. 172)</p> <ul style="list-style-type: none"> ● The History of Veterans Day video ● History of Veterans Day - History Channel video <p><u>4th Grade:</u> (SE p. 217)</p> <ul style="list-style-type: none"> ● Veterans Day - Honoring All Who Served video ● Class discussion <p><u>5th Grade:</u> (need to supplement)</p> <ul style="list-style-type: none"> ● Veterans Day - Honoring All Who Served video ● Class discussion <p><u>6th -12th Grade:</u></p> <ul style="list-style-type: none"> ● Students discuss the history of Veterans Day and what traditions led to the Veterans Day we know today
<p>Thanksgiving Day</p>	<p><u>Kindergarten:</u> (TE pp. 49-50)</p> <ul style="list-style-type: none"> ● Thanksgiving Story for Kids - The First Thanksgiving video

<p>November 23, 2023</p>	<ul style="list-style-type: none"> ○ Discuss the first Thanksgiving ● Thankful: A Thanksgiving Book for Kids <ul style="list-style-type: none"> ○ Discuss what you are thankful for <p><u>1st Grade:</u> (TE p. 103)</p> <ul style="list-style-type: none"> ● The Story of the Pilgrims book <ul style="list-style-type: none"> ○ Compare life in colonial times to life today. ○ Discuss what Thanksgiving meant to the Pilgrims <p><u>2nd Grade:</u> (TE pp. 184-185)</p> <ul style="list-style-type: none"> ● The Story of the Mayflower and the First Thanksgiving video <ul style="list-style-type: none"> ○ Discuss why the Pilgrims left Europe and the meaning of the first Thanksgiving <p><u>3rd Grade:</u> (TE pp. 108, 122, 297, 300)</p> <ul style="list-style-type: none"> ● The Pilgrims and the Mayflower Compact video <ul style="list-style-type: none"> ○ Discuss the history of the Pilgrims and how their relationship with the Wampanoag Nation led to the first Thanksgiving <p><u>4th Grade:</u> (need to supplement)</p> <ul style="list-style-type: none"> ● History of Thanksgiving video <ul style="list-style-type: none"> ○ Compare the original Thanksgiving to how & why we celebrate it today ○ Discuss how Thanksgiving has changed over time <p><u>5th Grade:</u> (TE pp. 83, 108, 110-112, 114-115, 126, 139)</p> <ul style="list-style-type: none"> ● History of Thanksgiving - Chapter 3 of America History Text <ul style="list-style-type: none"> ○ Chapter 3 Settlements Take Root Lesson 3 Pilgrims and Puritans ● Watch History of Pilgrims and the First Thanksgiving video <p><u>6th-12th Grades:</u></p> <ul style="list-style-type: none"> ● Review and discuss the history of Thanksgiving and discuss what traditions led to Thanksgiving we know today ● Discuss different perspectives of Thanksgiving
<p>Native American Heritage Day November 24, 2023 (the day after Thanksgiving)</p>	<p><u>Kindergarten:</u> (TE pp. 47 & 49)</p> <ul style="list-style-type: none"> ● The Wampanoag Way (Scholastic video) about the Native American tribe that was at the first Thanksgiving <ul style="list-style-type: none"> ○ Class discussion of the differences and similarities between children today and the Wampanoag children during the time of the first Thanksgiving <p><u>1st Grade:</u> (TE pp. 68, 103, 162-166, 180)</p> <ul style="list-style-type: none"> ● Squanto Read Aloud <ul style="list-style-type: none"> ○ Discuss the challenges Squanto faced in his life ○ Discuss his impact American history <p><u>2nd Grade:</u> (TE pp. 144, 193)</p> <ul style="list-style-type: none"> ● Native American Indians of the Great Plains <ul style="list-style-type: none"> ○ What did you know before? What did you learn? <p><u>3rd Grade:</u> (TE p. R50-Native Americans embedded throughout the text)</p> <ul style="list-style-type: none"> ● Native American History for Kids <ul style="list-style-type: none"> ○ Compare & contrast Native American homes, clothes, food, etc... <p><u>4th Grade:</u> (SE p. 308-Native Americans embedded throughout the text)</p> <ul style="list-style-type: none"> ● Native Americans on the Plains in The Nebraska Adventure book <p><u>5th Grade:</u></p> <ul style="list-style-type: none"> ● Great Plains People <ul style="list-style-type: none"> ○ Follow up questions below the video

	<p><u>6th-12th Grades:</u></p> <ul style="list-style-type: none"> ● Explore different native American tribes & regions ● Discuss the effects of U.S. expansion on Native Americans and the landscape/natural resources over time
<p>Martin Luther King Jr. Day - January 15, 2024 (Mon)</p>	<p><u>Kindergarten:</u> (TE p. 157)</p> <ul style="list-style-type: none"> ● Read the book/Watch the video "Martin's Big Words" (apprx. 6:00 minutes) ● Activity that related what looked different on the outside but the same on the inside <p><u>1st Grade:</u> (TE pp. 98, 105, 108)</p> <ul style="list-style-type: none"> ● Watch "A Picture Book of Martin Luther King, Jr." (apprx. 8:00 minutes) ● Discuss his experiences and his legacy <p><u>2nd Grade:</u> (TE pp. 146-147, 198, 201-202)</p> <ul style="list-style-type: none"> ● Watch The Legacy of Dr. Martin L. King Jr. video (apprx. 6:00 minutes) ● Discuss who Martin Luther King Jr. was and what "I Have A Dream" meant <p><u>3rd Grade:</u> (TE pp. 214-215, 256, 293-297)</p> <ul style="list-style-type: none"> ● Watch "Dr. Martin Luther King, Jr: A Leader and a Hero" (apprx. 6:00 minutes) ● Discuss how it was for Dr. King as a child and how he changed that as an adult <ul style="list-style-type: none"> ○ How can you help make changes? <p><u>4th Grade:</u> (need to supplement)</p> <ul style="list-style-type: none"> ● Read/watch "My Brother Martin" (apprx. 10:00 minutes) ● Classroom discussion <p><u>5th Grade:</u> (TE p. 286)</p> <ul style="list-style-type: none"> ● Watch "Dr. Martin Luther King, Jr: Biography" video (apprx. 6:00 minutes) ● Discuss his impact and write about what your dream for the world is <p><u>6th-12th Grades:</u></p> <ul style="list-style-type: none"> ● Watch a documentary on Martin Luther King, Jr.'s life ● Discuss the impact that he had on American history
<p>Lincoln's Birthday February 12, 2024 (Mon)</p>	<p><u>Kindergarten:</u> (TE pp. 46, 48-49)</p> <ul style="list-style-type: none"> ● Watch I Am Abraham Lincoln (9:22) ● Abraham Lincoln discussion <p><u>1st Grade:</u> (TE pp. 8, 34, 102)</p> <ul style="list-style-type: none"> ● Watch Abraham Lincoln (7:47) ● Classroom discussion about Abraham Lincoln's achievements & facts <p><u>2nd Grade:</u> (TE pp. 143, 146, 200)</p> <ul style="list-style-type: none"> ● Watch Biography of Abraham Lincoln for Kids (4:08) ● Classroom discussion about the legacy of Abraham Lincoln <p><u>3rd Grade:</u> (TE p. 211)</p> <ul style="list-style-type: none"> ● Facts About Abraham Lincoln (10:52 w/ adds) ● Classroom discussion about his beliefs & achievements <p><u>4th Grade:</u> (SE p. 6)</p> <ul style="list-style-type: none"> ● The Gettysburg Address Explained (6:15) ● Classroom discussion on the speech (meaning, relevancy) ● Discuss: <ul style="list-style-type: none"> ○ Who was the featured speaker at the dedication? ○ What did Lincoln mean when he said, "Four score and seven years ago"?

	<ul style="list-style-type: none"> ○ What might Lincoln have meant by "unfinished work"? ○ What is Lincoln referring to when he says, "of the people, by the people, for the people"? ○ Why do you believe the Gettysburg Address has become Lincoln's most well-known speech? <p>5th Grade: (TE pp. 409, 418, 423-424, 427-431, 438-447, 450, 458)</p> <ul style="list-style-type: none"> ● Abraham Lincoln Facts, Information, & Biography for Kids (10:25) <ul style="list-style-type: none"> ○ This is a bit dry but full of good information ● Classroom discussion on his key actions & their impact <p>6th-12th Grades:</p> <ul style="list-style-type: none"> ● Identify key actions/decisions during Abraham Lincoln's presidency ● Discuss the impact of those decisions had at that time and evidence of those decisions today
<p>Presidents' Day/ Washington's Birthday February 19, 2024 (Mon)</p>	<p>Kindergarten: (TE pp. 27, 46, 48-49)</p> <ul style="list-style-type: none"> ● Watch I Am George Washington (10:45 w/ ads) ● George Washington discussion/compare and contrast with Abraham Lincoln <p>1st Grade: (TE pp. 97, 102, 108)</p> <ul style="list-style-type: none"> ● Read or watch Presidents' Day by Anne Rockwell (6:07) ● Classroom discussion <p>2nd Grade: (TE p. 200)</p> <ul style="list-style-type: none"> ● Presidents' Day Facts for Kids (6:26) video ● Presidents' Day Activity of "If I were President..." <p>3rd Grade: (TE pp. 172, 127-128, 142, 170, 208-209, 218)</p> <ul style="list-style-type: none"> ● Presidents' Day Facts for Kids (10:52) ● Classroom discussion/Comparing/contrasting Washington & Lincoln <p>4th Grade: (need to supplement)</p> <ul style="list-style-type: none"> ● Presidents' Day: The Story of Washington and Lincoln (4:18) ● Writing activity comparing/contrasting Washington and Lincoln <p>5th Grade: (TE pp. 117, 175, 189-193, 206, 224-225, 230-238, 256, 261-262, 302-307, 324, 351)</p> <ul style="list-style-type: none"> ● The History of Presidents' Day (8:25) ● Classroom discussion <p>6th-12th Grades:</p> <ul style="list-style-type: none"> ● Explore different presidents ● Discuss the roles & changes of the presidency over time
<p>Memorial Day May 27, 2024 (Mon) Schedule EARLY Observance Exercises</p>	<p>Kindergarten: (TE p. 156)</p> <ul style="list-style-type: none"> ● Memorial Day for Kids (3:00) ● The Meaning of Memorial Day (1:43) <p>1st Grade: (TE pp. 102-105)</p> <ul style="list-style-type: none"> ● Memorial Day for Kids (4:58) ● Discuss the meaning of Memorial Day <p>2nd Grade: (TE p. 199)</p> <ul style="list-style-type: none"> ● Memorial Day - What is it? Why do we honor it? (1:53) ● Write about "What Memorial Day Means To Me" <p>3rd Grade: (TE p. 172)</p> <ul style="list-style-type: none"> ● Memorial Day - Why Do We Celebrate It? (4:15) ● In Flanders Fields (1:35)

4th Grade: (need to supplement)

- Read an [article](#) about Memorial Day
- Discuss [when/why we celebrate it](#)

5th Grade: (need to supplement)

- Read an [article](#) about Memorial Day
- Discuss [when/why we celebrate it](#)
- Difference between Memorial & Veterans Day

6th-12th Grades:

- Read "[In Flanders Fields](#)" by John McCrae
 - Analyze the author's point of view, symbolism, & meaning
- Discuss [why & how Memorial Day is celebrated](#)
 - What/how do other countries celebrate similarly

RESOLUTION

WHEREAS, the Board of Education of Adams County School District No. 01-18 a/k/a Hastings Public Schools is obligated to pay ongoing expenses and increasing expenditures to operate the school district; and

WHEREAS, the Board has determined that it needs to collect more property taxes than it collected in the prior year; and

WHEREAS, on September 7, 2024 the Board published notice in a newspaper of general circulation, and

WHEREAS, said notice was published at least five days prior to the Board's special hearing,
And

WHEREAS, said notice included the required items as specific in Neb. Rev. Stat. §77 1601.02;
NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Adams County School District No. 01-18 a/k/a Hastings Public Schools that the Board has considered and approved the property tax request for the following year, as follows:

The amount of the property tax request is \$20,303,444.00. The total assessed value of property differs from last year's total assessed value by 11.41 percent;

The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$1.087853 per \$100 of assessed value; The Hastings Public School District proposes to adopt a property tax request that will cause its tax rate to be \$1.16 per \$100 of assessed value; Based on the proposed property tax request and changes in other revenue, the total operating budget of Hastings Public School District will exceed last year's by three (3) percent,

The foregoing Resolution having been read in its entirety, Member moved for its passage and adoption. Member seconded same. After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution: member(s)

The following members voted against the same; member(s)

The following members were absent or not voting: member(s)

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The above Resolution having been consented to and approved by the Board of Education of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law,
DATED this 21st day of October 2024.

ADAMS COUNTY SCHOOL DISTRICT NO. 01-18 A/K/A HASTINGS PUBLIC SCHOOLS

BY:

President or Other Board Member

ATTEST:

Secretary or Other Board Member

MULTICULTURAL EDUCATION

It shall be the policy of the Hastings Public Schools to prepare students to understand and respect the diversity that is a part of our heritage and to function in a pluralistic society. To this end, the District shall provide multicultural education.

Multicultural education is the identification, selection, and infusion into all subject areas of the core curriculum, grades kindergarten through twelve, of specific knowledge and skills for the purpose of:

- Affirming the culture, history, and contributions that shall include, but not be limited to, African Americans, Asian Americans, Hispanic Americans, and Native Americans; and
- Challenging and promoting the elimination of racism, prejudice, bigotry, discrimination, and stereotyping based on race; and
- Respecting multiple cultural perspectives; and
- Providing all students with opportunities to see themselves in the educational environment in positive ways and on a continuing basis.

Hastings Public Schools will utilize curriculum, instruction, staff development, counseling, and guidance services to attain such ends.

Legal Reference: Neb. Statute 79-719 et seq.
 NDE Rule 10.004.01A3
 NDE Rule 16

Cross Reference: 103 Equal Educational Opportunity
 601 General Policy Statement

Approved 2-16-04 Reviewed 10/11/2021 Revised _____

HASTINGS PUBLIC SCHOOLS

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 may use a school-owned vehicle when such a vehicle is available. If a school-owned vehicle is not available, or if an employee prefers to take their own vehicle, they will be reimbursed the current standard mileage rate set by the Internal Revenue Service as long as their supervisor approved the travel in advance.
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

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 (\$50 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-\$12
- Lunch-\$13
- Dinner-\$25

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; 10-26-17; 11-20-17 Revised
07-18-11; 11-20-17

HASTINGS PUBLIC SCHOOLS

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 may use a school-owned vehicle when such a vehicle is available. If a school-owned vehicle is not available, or if an employee prefers to take their own vehicle, they will be reimbursed the current standard mileage rate set by the Internal Revenue Service as long as their supervisor approved the travel in advance.
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

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.

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- Breakfast-\$15
- Lunch-\$20
- Dinner-\$25

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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; 10-26-17; 11-20-17; 10-17-24
Revised 07-18-11; 11-20-17; 10-21-24

HASTINGS PUBLIC SCHOOLS



QUOTE

HPS 1

Krueger Contracting, Inc.

2290 W 42nd St
Hastings Nebraska 68901
U.S.A
402-469-4927
snkrueger1@outlook.com

Bill To

HASTINGS PUBLIC SCHOOLS

1142 WEST 18TH
HASTNGS
68901 Nebraska
U.S.A

Quote Date :

19 Aug 2024

Subject :

POUR PARKING LOT AND DRIVE WAY

#	Item & Description	Qty	Rate	Amount
1	POUR CONCRETE	1.00	132,000.00	132,000.00
			Sub Total	132,000.00
			Total	\$132,000.00

Notes

Looking forward for your business.

ESTIMATE

TJADEN CONCRETE AND
CONSTRUCTION LLC

1351 Phillips Spur
Phillips, NE 68865

tjadenconcrete34@gmail.com
+3083807084

Bill to
Hastings Public Schools

Ship to
Hastings Public Schools

Estimate details

P.O. Number: Parking lot

Estimate no.: 1836

Estimate date: 09/16/2024

#	Product or service	Description	Qty	Rate	Amount
1.	04 Concrete	To do dirt work	1	\$2,500.00	\$2,500.00
2.	04 Concrete	Paving 6 inches 47b	1	\$46,117.50	\$46,117.50
3.	04 Concrete	Curb	1	\$3,492.00	\$3,492.00
4.	04 Concrete	California curb	1	\$1,806.00	\$1,806.00
5.	04 Concrete	Approach	1	\$3,300.00	\$3,300.00
6.	04 Concrete	Laser screed	1	\$3,000.00	\$3,000.00
7.	04 Concrete	Pump truck	1	\$3,000.00	\$3,000.00
				Total	\$63,215.50

Accepted date

Accepted by

J&S Concrete Grand Island NE

308-384-7030

QUOTE #301

BILL TO

SHIP TO

Hastings Public Schooos

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Grading and Pavement for Parking lot at Alcott School Hastings Ne.			

SUBTOTAL 0.00

DISCOUNT 0.00

SUBTOTAL LESS DISCOUNT 0.00

TAX RATE 0.00%

TOTAL TAX 0.00

SHIPPING/HANDLING 0.00

Quote Total \$ 72,300.00

Thank you for your business!

Terms & Instructions

<Add payment requirements here, for example deposit amount and payment method>

<Add terms here, e.g: warranty, returns policy...>

<Include project timeline>

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
No Resignation/Release/Retire(s)				

Certificated Transfer(s)

Name	Former Assignment/Building	New Assignment/Building	Effective	Replaces/Reason
No Transfer(s)				

Certificated New Hire(s)

Name	Assignment/FTE/Building	Effective	Degree/Level	College/University	Replaces/Reason
No New Hire(s)					

Extra Standard Resignation/Release(s)

Name	Assignment/Building	Effective	Replaces/Reason
No Resignation/Release/Retire(s)			

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
Lorraine Atwater	HMS Garden/Middle School	CAT I, LVL 1	8/8/2024	Michael McPhillips/Resign
Caden Holm	Asistant Boys Basketball/Senior High	CAT III, LVL 1	9/8/2024	Seth Kirkegaard/Resign

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Classified Resignation/Release(s)

Name	Assignment/Building	FTE	Effective	Replaces/Reason
Beatriz Murua	Administrative Assistant/Senior High	1.0	5/22/2024	Resign

Classified Transfer(s)

Name	Former Assignment/Building	New Assignment/Building	FTE	Effective	Replaces/Reason
Madjil Clark	Nurse/RN - 0.75 FTE	Nurse/RN - 1.0 FTE	1	8/8/2024	increase FTE
Paige Kisicki	Night Custodian/Middle School	SPED Paraeducator/Lincoln	1	8/8/2024	Kayla Sadd/Transfer
Barron Pearson	Night Custodian/Longfellow	Night Custodian/Senior High	1	8/8/2024	Darrell Larson/Resign
Sara Orestad	Nurse/RN -.50 FTE	Nurse/RN - 0.75 FTE	0.75	8/8/2024	increase FTE

Classified New Hire(s)

Name	Assignment/Building	FTE	Effective	Replaces/Reason
Associated Staffing	SPED-ED Paraeducator/Senior High	1.0	TBD	Tim Tlppin/Resign
Associated Staffing	Administrative Assistant/Senior High	1.0	TBD	Beatriz Murua/Resign
Melissa Callaway	Skills 2 Paraeducator/Watson	1.0	9/9/2024	Madison Sloan/Reaign
Tyler Gunderson	Skills 3 Paraeducator/Senior High	1.0	TBD	Ann Wolf/Transfer
Haley Pinkus	0.5 FTE Night Custodian/Morton	0.5	8/20/2024	Sara Johnson/Resign
Ashlee Stark	Office Paraeducator/Longfellow	1.0	TBD	Kimberly Mendoza-Zamora/Resign

CERTIFICATED OPEN POSITIONS

NAME	POSITION	RESIGNATION/TERM DATE
EMILY THOMAS/MICHELLE VALDEZ	HHS - English	03-07-2024
AMANDA COLLINS TXFR to LONGFELLOW	HHS - Special Education Skills 3	04-30-2024
ELLE STRODA TXFR to ALCOTT SPED	Alcott - Life Skills	03-26-2024
ELIZABETH SENSEMAN	Watson - Grade 4	03-28-2024
ANA VASQUEZ	Lincoln - School Psychologist	08-09-2022
MELISSA BLAKE	Speech Language Pathologist	05-19-2023
EMILY HASS	Speech Language Pathologist	05-19-2023
JAMIE LEPANT	Speech Language Pathologist	05-19-2023
KELSEY STOKELY	Speech Language Pathologist	05-19-2023

CLASSIFIED OPEN POSITIONS

NAME	POSITION	RESIGNATION/TERM DATE
MELISSA ROWE	HHS Skills 2 Paraeducator	05-22-2024

RUTH LEMKE	HHS Special Education Paraeducator	04-13-2023			
JAIMIE STEFKA	HA - SEBL PARA	05/22/2024			
	DIST - PART TIME BUS DRIVER (NEW)				
DYLAN BUSCH	District Maintenance - Plumber	07-05-2024			
CAMERON DAISS	HMS Head Night Custodain	08-07-2024			
EXTRA-STANDARD OPEN POSITIONS					
NAME	POSITION	RESIGNATION/TERM DATE			
MEAGAN BLODGET	HHS - Assistant Swimming & Diving	09-29-2022			
KALEE REAMS	Watson - Future Problem Solvers	06-09-2024			
CADE TATE	HHS - Boys Bowling	07-18-2024			
	Girls Wrestling	NEW			