



**HASTINGS
PUBLIC SCHOOLS**

Assuring the essential.
Expanding the possible.

Work Session

Thursday, February 11, 2016 @ 6:00 PM Central
District Conference Room, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -
2. Announcement - Jim Boeve -
3. Welcome to HEA reps and guests -
4. Review of Building Visits - Jim Boeve -
5. *Superintendent Evaluation -
6. Information on "Spotlight on Learning" - Craig Kautz -
7. *Approve Second-Reading of Revised Rule 607.05 - Craig Kautz -
8. *Annual Review of Policies - Craig Kautz -
9. Legislative issues update - Craig Kautz -
10. Decide on Staff Appreciation Gifts - Craig Kautz -
11. Staff Appreciation Day Sign-Up - Craig Kautz -

12. Approve administrative resignation - Craig Kautz (Action item at Work Session) -

13. *Consent agenda - Craig Kautz -

14. Accreditation Visit Reminders - Chad Dumas -

15. District Improvement Next Steps - Chad Dumas -

16. *Summer School Academic and Activity Program - Chad Dumas -

17. *Senior High Travel Request to France - Chad Dumas -

18. *Senior High Travel Request to Germany - Chad Dumas -

19. Reminders - Jim Boeve -

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

21. Upcoming meetings - Jim Boeve -

22. Adjournment -

***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.

SUPERINTENDENT EVALUATION

The Board will conduct an ongoing evaluation of the Superintendent's skills, abilities, and competence. At a minimum, the Board will formally evaluate the Superintendent twice in the first year and annually thereafter but no later than April 15. The goal of the Superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the Superintendent's role, clarify the immediate priorities of the Board, and develop a working relationship between the Board and the Superintendent.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria shall be in writing, clearly stated, and mutually agreed upon by the Board and the Superintendent. The criteria will be related to the job description and the School District's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each Board member shall have an opportunity to individually evaluate the Superintendent, and these individual evaluations will be compiled into an overall evaluation by the Board President;
4. The Board, as a whole, shall discuss its evaluation with the Superintendent;
5. The Board may discuss its evaluation of the Superintendent in closed session upon a request from the Superintendent.
6. Through the evaluation process, the Board of Education will strive to accomplish the following:
 - a. Evaluate the Superintendent's performance over the past year.
 - b. Clarify for the Superintendent his/her role as seen by the Board of Education.

The Board President will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the Superintendent, and place it in the Superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the Superintendent's skills, abilities, and competence.

The appraisal process, individual Board member summary page, and final report summary page are attached hereto as Exhibit 302.05.

Legal Reference: Neb. Statute 79-828

Cross Reference: 202.03 Board Self-Evaluation
204.06 Closed Sessions
302.01 Superintendent Qualifications, Recruitment,
Appointment

Approved 3-17-03 Reviewed 6-21/7-19-04 Revised 7-19-04

HASTINGS PUBLIC SCHOOLS

HASTINGS PUBLIC SCHOOLS SUPERINTENDENT APPRAISAL PROCESS

1. At, or before, the February Board of Education Meeting, each Board Member will receive the appraisal instrument based on Policy 302.04 that outlines the responsibilities of the Superintendent. Each Board Member will review the Indicators associated with each Dimension of Performance and will score each Indicator using the following scale: Exceeds Expectations, Meets Expectations, Below Expectations, or Unsure. Upon providing a score for each Indicator, each Board Member will also provide the Superintendent with a score for each Dimension of Performance using the same scale outlined above. In accordance with Policy 302.05, Superintendent Evaluation 6b, the appraisal process will strive to evaluate the Superintendent's performance over the past year and to clarify for the Superintendent his/her role as seen by the Board of Education. Therefore, if a Board Member marks Below Expectations for any Dimension of Performance, a specific statement of expectation must accompany the evaluation. Board Members who believe the Superintendent's performance in a particular Dimension of Performance to Exceed Expectations should also make written comments specifying why they believe the Superintendent is above the level of Meets Expectations.
2. In order to ensure the ability to complete the evaluation in a timely manner, the Board President will set a deadline for individual evaluations to be submitted and may exclude any individual evaluation that is not submitted on time.
3. The Board President will compile the individual evaluations. For each Dimension of Performance, the Board President will mark Exceeds Expectations, Meets Expectations, Below Expectations, or Unsure, depending on the rating marked by a majority of individual board members. A "majority rule" methodology will be used to determine the summarized Board rating and documentation of comments.
4. At the Superintendent's request, all individual evaluations and comments will be made available for his/her review.
5. At the March Work Session, the Board President will meet with the Board in closed session to discuss the summary appraisal.
6. The Board will meet with the Superintendent to review the appraisal, in closed session, during the regular meeting of the Board in March.
7. The Board may vote to extend/renew the Superintendent's contract in April or at a time of the Board's choosing.
8. In August, the Superintendent will communicate to the Board a goal for the organization that he/she will attempt to attain through his/her leadership and an

individual goal he/she has set for himself/herself as a professional. In February, the Superintendent will communicate to the Board how he/she has worked to accomplish those goals.

**HASTINGS PUBLIC SCHOOLS
SUPERINTENDENT APPRAISAL
INDIVIDUAL BOARD MEMBER FORM
OR
BOARD OF EDUCATION SUMMARY**

DIRECTIONS: *To complete this appraisal form, each Board Member first scores each of the Indicators under a Dimension. Once the Indicators have been scored, each Board Member is to use the Indicator scores to assign a score for the Dimension. The Dimension score does not represent an average of the Indicator scores as much as it represents the judgment of the Board Member of the Superintendent's performance in the Dimension area. Whether scoring Indicators or Dimensions, each Board Member is to use the following scale:*

- 3 = Exceeds Expectations**
- 2 = Meets Expectations**
- 1 = Below Expectations**
- 0 = Unsure**

Upon completion of this appraisal, each Board Member will submit his/her completed appraisal to the President of the Board of Education. The President will complete a summary, using this form, that represents the average Indicator and Dimension scores of all Board Members completing an Appraisal Form. The President will include in the summary all comments made by Board of Education Members.

Superintendent/Board Relations

Dimension Score: _____

Indicators Score:

- _____ Support, facilitate, and encourage the work and development of the Board.
- _____ Oversee the management of the District according to Board policy.
- _____ Communicate and recommend action, as appropriate, concerning District needs, activities, accomplishments, and critical issues.
- _____ Schedule, post, and attend all meetings of the Board.
- _____ Assist the Board in developing goals for the District.
- _____ Perform other tasks as may be assigned by the Board.

Comments (If Any):

Policy

Dimension Score: _____

Indicators Score:

- _____ Ensure the policies, rules, and administrative guidelines of the District are carried out.
- _____ Ensure compliance with local, state, and federal regulations and laws.
- _____ Ensure all meetings of the Board are conducted in accordance with the Nebraska Open Meetings Act.
- _____ Utilize a Board approved process to review and revise policy.
- _____ Promote a safe, respectful, and healthy school environment.

Comments (If Any):

Leadership

Dimension Score: _____

Indicators Score:

- _____ Facilitate the development and/or review of the District's Mission and Vision.
- _____ Communicate and lead administrators, staff, students, and community members toward the full attainment of the District's Mission and Vision.
- _____ Ensure the development, implementation, and communication of a school improvement plan.
- _____ Serve as the educational leader of the district through annual development and review of a strategic plan and assembly and supervision of the district's administrative leadership team.
- _____ Serve as the District's chief advocate to educational organizations and to federal, state and local policymakers.

Comments (If Any):

School Finance

Dimension Score: _____

Indicators Score:

- _____ Inform and engage the Board and appropriate personnel in a process that allows the Board to align the financial resources with the educational and operational needs of the District.
- _____ Provide effective financial forecasting for short-term and long-term financial planning.
- _____ Oversee the District's budget in accordance with the adopted budget, policy, and applicable state/federal laws and regulations.
- _____ Provide proper and timely notice and justification for expenditures, the need to depart from the adopted budget, and/or the need to depart from Board policy related to any and all financial matters.
- _____ Ensure that an annual audit is performed and reported to the Board.

Comments (If Any):

Curriculum, Instruction, and Assessment

Dimension Score: _____

Indicators Score:

- _____ Oversee the evaluation, development, and implementation of curriculum and programs designed to ensure all students attain established achievement goals and support the educational standards of the District.
- _____ Maintain a working knowledge of current practices, research and issues in order to educate and make recommendations to the Board.
- _____ Ensure the adopted curriculum and instruction methods comply with policy and applicable state and federal laws and regulations.
- _____ Ensure a comprehensive system of student assessment district wide.
- _____ Ensure the District communicates student progress and curriculum standards to parents on a scheduled basis.

Comments (If Any):

Staff Development

Dimension Score: _____

Indicators Score:

- _____ Create a professional learning community where the District's staff and administration values and pursues continuous learning and improvement.
- _____ Implement an effective staff development program focused upon improving the educational and operational programs of the District.
- _____ Provide opportunities for staff to participate in conferences; workshops; visitations; and, as appropriate, courses that support the overall goals of the District and that are within the framework of the approved budget.

Comments (If Any):

Communication

Dimension Score: _____

Indicators Score:

- _____ Serve as the District's official spokesperson by communicating and conducting meetings, as necessary, with staff, students, parents, and community members concerning the improvement and welfare of the District.
- _____ Represent the District to media and other groups as deemed appropriate by the Board.

Comments (If Any):

District/Community Relations

Dimension Score: _____

Indicators Score:

- _____ Establish and maintain a vigorous public relations program for the District.
- _____ Strive to sustain communication with community groups and maintain a working knowledge of events, accomplishments, and direction within the community.
- _____ Establish a working relationship with city officials, other schools adjoining or within the District, and state/federal.

- Maintain a presence in all buildings throughout the District on a regular and appropriate basis.
- Maintain a presence at District activities.

Comments (If Any):

Personnel Management

Dimension Score: _____

Indicators Score:

- Implement a hiring process that enables the District to attract the most qualified applicants.
- Oversee job descriptions for all staff.
- Assign and adjust staffing of employees in the best interest of the District.
- Participate, as directed by the Board, in negotiations with recognized employee bargaining groups.
- Ensure that problems or grievances are handled in accordance with Board policy, collective bargaining agreements, and/or state and federal laws and regulations.
- Establish and implement personnel policies, guidelines, and procedures for classified staff members.
- Ensure administrators maintain an effective and appropriate evaluation instrument and system that provides clear performance standards for all certificated and classified staff.
- Ensure District administrators are annually evaluated.

Comments (If Any):

Organizational Management

Dimension Score: _____

Indicators Score:

- Utilize a systematic approach to managing continuous improvement throughout the District.
- Maintain personnel, pupil, business, and other records as required by state or federal law and/or Board policy.
- File all reports required by state or federal law and regulations.
- Follow the Superintendent's job description and contract provisions while serving in the capacity of Superintendent.

Comments (If Any):

Facilities Management

Dimension Score: _____

Indicator Score:

- Provide recommendations and proposals to the Board regarding new facilities and/or the improvement or addition to existing facilities.
- Collaborate with the Board to implement short- and long-term maintenance plans for the District's buildings and grounds.

- _____ Maintain, as able, appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the District.
- _____ Develop and implement guidelines and procedures governing the use and care of District facilities and property.
- _____ Recommend, as required, to the Board the sale of surplus property no longer needed and authorize the proper execution of such sale.

Comments (If Any):

Overall Comments (If Any):

Board of Education Member's Signature

Date of Completion

Instruction

Travel

Regulations for Field Trips

1. All field trips, and the arrangements for them, must have the approval of the building principal or the principal's designee in a manner specified by the building principal. Learning activities requiring students from multiple elementary buildings to travel shall be approved and coordinated with the Director of Curriculum or the Director's designee. Trips requiring overnight arrangements shall be limited to students in grades seven through twelve unless approved by the Superintendent.
2. The purpose of the field trip must be clearly defined, related to an essential classroom learning, meaningful and appropriate for students, and of high quality. Field trips shall not be used to punish students but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip. The itinerary for the trip is to match the purpose of the trip. In addition, the total time necessary for travel must not exceed the time available for students to directly engage in learning.
3. The cost of a field trip shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate.
4. School employees shall appropriately supervise each field trip so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents and other adults may help with such supervision under the direction of a school employee.
5. Each child who goes on a field trip must have written parental consent, and parents must be notified in advance of the field trip about the arrangements for the field trip. Such parental notification, however, shall not be initiated before obtaining appropriate administrative approval for the trip.
6. Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

7. Alcohol use, drug use, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive a long-term suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

8. Students, teachers, and the building principal will evaluate each field trip. A brief, written, evaluative summary of each trip is to be provided by the teacher to the building principal in a fashion specified by the principal.

Regulations for Domestic and Foreign Travel

1. All domestic and foreign travel shall have the recommendation of the building principal and the Superintendent before such travel will be considered by the Board of Education. Domestic and foreign travel shall not be used to punish students, but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip. Approval for domestic or foreign travel shall be by an affirmative vote of the Board of Education at a regular or special meeting of the Board.

2. Domestic travel, travel involving an overnight stay, will be restricted to students in grades seven through twelve. Foreign travel will be restricted to students in grades nine through twelve unless otherwise approved by the Superintendent.

3. The purpose for such travel must be clearly defined, related to an essential classroom learning, meaningful and appropriate for students, and of high quality. The following must be submitted, in writing, to the building principal to begin the process of consideration:

- the purpose and rationale for travel;
- a complete travel itinerary;
- an explanation of the involvement of commercial agents (their obligations and any agreements to be entered into);
- arrangements for food and lodging;
- transportation arrangements;
- a plan of supervision, including the number of supervisors;
- all direct costs and an estimate of associated costs; and
- the method of evaluation.

4. Every effort should be made to provide all willing and qualified students with an opportunity to participate in such travel by eliminating, or substantially reducing, any

Regulations for Domestic and Foreign Travel, Continued

financial cost to the student. If cost cannot be eliminated, sufficient time prior to the time of travel shall be provided to allow students a realistic opportunity to raise the money necessary to cover costs.

5. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For these types of trips, the following supervisor-to-student ratios will be used: A group of 15 students must have a minimum of 2 adult supervisors, a group of 16-24 students must have a minimum of 3 adult supervisors, and a group of 25-36 students must have a minimum of 4 adult supervisors. For larger groups on foreign travel, the maximum supervisor-to-student ratio must be 12 students to each adult plus one extra adult supervisor. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Hastings Public Schools or unless as an adult sponsor. Travel supervisors and sponsors are responsible for student conduct at all times during the trip. Throughout the trip, supervisors/sponsors will have daily contact with each student and, when applicable, the adult host of the student to evaluate his or her situation and to monitor his or her experience. In addition to daily contact, the supervisors/sponsors will implement a logistically possible plan to contact a limited number of students in person. How students are selected for direct contact will be at the discretion of the supervisor/sponsor.

6. Unless specifically a requirement of a class, students shall voluntarily participate in such travel without receiving educational credit from the Hastings Public Schools for their participation.

7. Unless specifically a requirement of a class, class time shall not be used for planning or organizing such activities. This does not, however, prohibit brief initial announcements, interest assessment, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal.

8. Each student who travels must have written parental consent, and parents must be notified well in advance about travel arrangements prior to the trip. Such parental notification, however, shall not be initiated before obtaining Board of Education approval. In addition, unless specified otherwise by the Superintendent upon the recommendation of the lead sponsor and the building principal, only students in good standing academically ("on track" to be promoted or to graduate on time and a grade point average of C or higher in the class associated with the trip) and in good standing behaviorally (no prior school incidents involving alcohol use, drug use, or incidents involving long-term suspension and/or expulsion) shall be eligible for domestic or foreign travel.

Regulations for Domestic and Foreign Travel, Continued

9. Alcohol use, drug use, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive a long-term suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

10. Students, teachers, and the building principal will evaluate each field trip. A brief, written evaluative summary of each trip is to be provided by the teacher to the building principal in a fashion specified by the building principal.

Approved 12-21-98 Reviewed 12-20-10, 1-17-11 Revised 1-17-11

HASTINGS PUBLIC SCHOOLS

Instruction

Travel

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4. School employees shall appropriately supervise each field trip so that good student discipline is maintained both while traveling and while students are engaged in learning. ***As determined by the teacher and the Building Principal, a parent or an appropriate adult may help with field trip supervision under the direction of the teacher. Unless otherwise determined by the Building Principal, the additional non-school supervisor to student ratio shall be approximately one per class section. Prior to the field trip, the criminal background of the parent or adult selected to serve as an additional supervisor must be checked and acceptable to the District.***
5. Each child who goes on a field trip must have written parental consent, and parents must be notified in advance of the field trip about the arrangements for the field trip. Such parental notification, however, shall not be initiated before obtaining appropriate administrative approval for the trip.

6. Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

7. Alcohol use, drug use, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive a long-term suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

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- the purpose and rationale for travel;
- a complete travel itinerary;
- an explanation of the involvement of commercial agents (their obligations and any agreements to be entered into);
- arrangements for food and lodging;
- transportation arrangements;

- a plan of supervision, including the number of supervisors;
- all direct costs and an estimate of associated costs; and
- the method of evaluation.

4. Every effort should be made to provide all willing and qualified students with an opportunity to participate in such travel by eliminating, or substantially reducing, any financial cost to the student. If cost cannot be eliminated, sufficient time prior to the time of travel shall be provided to allow students a realistic opportunity to raise the money necessary to cover costs.

5. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. ***Prior to the trip, the criminal background of the parent or adult selected to serve as an additional supervisor must be checked and acceptable to the District.*** For these types of trips, the following supervisor-to-student ratios will be used: A group of 15 students must have a minimum of 2 adult supervisors, a group of 16-24 students must have a minimum of 3 adult supervisors, and a group of 25-36 students must have a minimum of 4 adult supervisors. For larger groups on foreign travel, the maximum supervisor-to-student ratio must be 12 students to each adult plus one extra adult supervisor. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Hastings Public Schools or unless as an adult sponsor. Travel supervisors and sponsors are responsible for student conduct at all times during the trip. Throughout the trip, supervisors/sponsors will have daily contact with each student and, when applicable, the adult host of the student to evaluate his or her situation and to monitor his or her experience. In addition to daily contact, the supervisors/sponsors will implement a logistically possible plan to contact a limited number of students in person. How students are selected for direct contact will be at the discretion of the supervisor/sponsor.

6. Unless specifically a requirement of a class, students shall voluntarily participate in such travel without receiving educational credit from the Hastings Public Schools for their participation.

7. Unless specifically a requirement of a class, class time shall not be used for planning or organizing such activities. This does not, however, prohibit brief initial announcements, interest assessment, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal.

8. Each student who travels must have written parental consent, and parents must be notified well in advance about travel arrangements prior to the trip. Such parental notification, however, shall not be initiated before obtaining Board of Education approval. In addition, unless specified otherwise by the Superintendent upon the

recommendation of the lead sponsor and the building principal, only students in good standing academically ("on track" to be promoted or to graduate on time and a grade point average of C or higher in the class associated with the trip) and in good standing behaviorally (no prior school incidents involving alcohol use, drug use, or incidents involving long-term suspension and/or expulsion) shall be eligible for domestic or foreign travel.

9. Alcohol use, drug use, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive a long-term suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

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Approved 12-21-98 Reviewed 12-20-10, 1-17-11 Revised 1-17-11

HASTINGS PUBLIC SCHOOLS

PERSONNEL

Administrative Staff Transfer – Montessa Munõz

The administration recommends the following Administrative transfer(s):

Montessa Munõz transferring from her Principal position at Lincoln to Director of Learning and Support position at the District office effective July 1, 2016.

Certificated Staff Retirements/Resignations – Marcia Behmer, Holly Curtiss, James Hannon, Mike Nicolarsen, Shona Uden

The administration recommends the following Certificated retirement(s) and resignation(s):

Marcia Behmer retiring from her Speech Language Pathologist position at Lincoln effective the end of the 2015-2016 school year.

Holly Curtiss retiring from her Speech Language Pathologist position at Morton/Head Start effective the end of the 2015-2016 school year.

James Hannon retiring from his Industrial Technology position at Senior High effective the end of the 2015-2016 school year.

Mike Nicolarsen retiring from his Physical Education position at Senior High effective the end of the 2015-2016 school year.

Shona Uden resigning from her Special Education/Resource position at Lincoln effective the end of the 2015-2016 school year.

Certificated Staff Appointment – Daniel Caputo

The administration recommends the following Certificated appointment(s):

Daniel Caputo to new Skilled and Technical Science position at Middle School. Mr. Caputo will be placed at BA-4 of the 2016-2017 certificated salary schedule. Information about Mr. Caputo is attached.

Extra Standard Resignation – Mike Nicolarsen

The administration recommends the following Extra Standard resignation(s):

Mike Nicolarsen from his Assistant Volleyball, Intramural Volleyball, and Intramural Boys Basketball positions effective the end of the 2015-2016 school year.

Extra Standard Transfer – Bailey Johnson

The administration recommends the following Extra Standard transfer(s):

Bailey Johnson from Middle School Assistant Track to Middle School Head Track. Ms. Bailey's stipend will be adjusted to the Middle School Head Track stipend of \$3,597.00 at Category I, Level 4 according to the 2015-2016 Extra Standard Salary schedule.

Extra Standard Appointment – Dan Lowther

The administration recommends the following Extra Standard appointment(s):

Dan Lowther to Middle School Assistant Track. Mr. Lowther will be paid the Middle School Assistant Track stipend of \$1,635.00 at Category I, Level 1 according to the 2015-2016 extra-standard salary schedule.

Classified Staff Releases/Resignations/Retirements – Lisa Featherstone, Judith Hobbiebrunken, Carolyn Keilig, Larry Keilig, Debra Laux

The administration recommends acceptance of the following classified release, resignation(s), and retirement(s):

Lisa Featherstone released from her Special Education Paraeducator position at Lincoln effective February 1, 2016.

Judith Hobbiebrunken from her Special Education Paraeducator position at Senior High effective January 19, 2016

Carolyn Keilig retiring from her Food Service position at Alcott effective at the end of the 2015-2016 school year.

Larry Keilig retiring from his Bus Driver position effective September 15, 2016.

Debra Laux from her Title I Paraeducator position at Alcott effective February 4, 2016.

Staff Transfers – Jennifer, Darling, Catelynn Dobrovolny

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

Jennifer Darling from Head Night Custodian to Night Custodian at Senior High. Ms. Darling's wage will be adjusted down to Night Custodian according to the 2015-2016 classified salary schedule.

Catelynn Dobrovolny from Bus Monitor to newly created Special Education Paraeducator position at Senior High due to student needs. Ms. Dobrovolny's wage will remain the same and her placement/hours will be adjusted for Paraeducator according to the 2015-2016 classified salary schedule.

Classified Staff Appointments – Erin Bluto, Patience Cohen, Amy Decker, Brad Duhachek, Peggy Thaut,

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

Erin Bluto to Special Education Paraeducator at Senior High to replace Judith Hobbiebrunken who resigned. Ms. Bluto will be paid the starting wage for Paraeducator according to the 2015-2016 classified salary schedule. Information about Ms. Bluto is attached.

Patience Cohen to Bus Monitor to replace Catelynn Dobrovolny who transferred to another position. Ms. Cohen will be paid the starting wage for bus monitor according to the 2015-2016 classified salary schedule with adjustments for prior experience as a re-hire to the District. Information about Ms. Cohen is attached.

Amy Decker to Title I Paraeducator at Lincoln to replace Samantha Johnson who resigned. Ms. Decker will be paid the starting wage for Paraeducator according to the 2015-2016 classified salary schedule. Information about Ms. Decker is attached.

Brad Duhachek to Night Custodian position at Senior High to replace Douglas Worman who resigned. Mr. Duhachek will be paid the starting wage for Night Custodian according to the 2015-2016 classified salary schedule. Information about Mr. Duhachek is attached.

Peggy Thaut to Secretary 12 position (Counselor's Office) at Senior High to replace Teresa Salaz who resigned. Ms. Thaut will be paid the starting wage for Secretary 12 according to the 2015-2016 classified salary schedule. Information about Ms. Thaut is attached.

Name _____ Grade in fall '16: _____ School in fall '16: _____
Parent/Guardian _____ Address _____
City/State/Zip _____ Phone: _____ Work/Cell: _____

Circle camp you are registering for: T-Shirt Size: YM YL S M L XL XXL

TIGER STRENGTH & CONDITIONING, FOOTBALL, BOYS BASKETBALL, TENNIS, GIRLS BOYS & GIRLS SOCCER, SOFTBALL, GIRLS BASKETBALL, VOLLEYBALL, BAND, ORCHESTRA, DISTANCE RUNNING

I hereby give permission for my child to participate in the Tiger activity camps selected above. I agree that neither the school, nor their representatives, will be held responsible for any injury to the above named student in the course of Tiger camp activities. I understand that Hastings Public School District #18/Hastings Senior High does not provide insurance for students participating in summer camps. I certify that my son/daughter is medically fit to participate in summer activity camps.

Date: _____ Parent/Guardian _____

Return this form with cash/check (made out to HHS) to the HHS Activities Office, 1100 West 14th Street, Hastings, NE 68901. THANKS!



1100 West 14th Street

402-461-7557

www.hastingspublicschools.org



**HASTINGS
PUBLIC
SCHOOLS**

Activity Camps
Summer 2016



Activity Camps are open to all Hastings Public School students. Our coaches strive to provide on-going opportunities to all students to improve the knowledge, skills, and actions needed to be successful students and athletes. If you have a question regarding a camp, please call Hastings Senior High School at 402-461-7557.

Hastings Public Schools Activity Camps 2016

TIGER STRENGTH & CONDITIONING

Contact person: Charlie Shoemaker
cshoemaker@hhstigers.com

Dates/Times:
 May 31-July 29 3 days a week (M, Tu, Th) \$20
 Boys-Grades 9-12 6-8am
 Boys & Girls-Grades 6-8 10-11:30am
 Girls-Grades 9-12 8-10am
 Boys & Girls Evening-All grades 6-8pm
Make-up session available every Wed 6:00-8:00pm

Senior High Weight Room

FOOTBALL Coach: Charlie Shoemaker
cshoemaker@hhstigers.com

Dates/Times:
 Grades 9-12 June 6-9 8:30-10:30am \$30
 Grades 4-6 June 6-9 11-12:30pm \$30
Senior High Practice Fields
 Grades 7-8 July 25-29 11:am-12:30pm \$30
Middle School Practice Fields

BOYS BASKETBALL Coach: Lance Creech
lcreech@hhstigers.com

Dates/Times:
 Grades 9-12 May 31-June 3 8-10am \$30
 Grades 4-8 May 31-June 3 10:30-12:30pm \$30
Senior High Gyms

VOLLEYBALL Coach: Dave Hepner
dhepner@hhstigers.com

Dates/Times:
 Grades 3-8 Aug 1-4 9-10:30am \$30
 Grades 9-12 May 31-June 3 1-3pm \$30
Senior High Gyms

TENNIS (Boys & Girls)

Coach: Derek Williams
derek.williams@hpstigers.org

Dates/Times:
 Grades 5-8 June 6-9 8-10am \$30
 Grades 9-12 June 6-9 10am-12pm \$30
Senior High Tennis Courts

SOFTBALL Coach: Pete Theoharis
ptheoharis@hhstigers.com

Date/Times:
 10 & Under May 31-June 1 & June 13-14
 8-10am \$30
 11 & Up May 31-June 1 & June 13-14
 10:30-12:30pm \$30
Smith Softball Complex

GIRLS BASKETBALL Coach: Greg Mays
gmays@hhstigers.com

Dates/Times:
 Grades 6-12 Jun 6-10 9am-12pm \$30
TIGER SUMMER LEAGUE
 Thursdays in June & July (starting June 9)
 Grades 5-6 9-10am FREE
 Grades 7-8 10-11am FREE
Senior High Gyms

DISTANCE RUNNING CAMP

Coach: Scott Rosno
srosno@hhstigers.com

Dates/Times:
 Grades 6-12 June 13-17 10am-12pm \$30
Senior High Track

SOCCER (Boys & Girls)

Coaches: Boys-Dan Hawker
dan@mynsag.com
 Girls-Chris Pedroza
christopher.pedroza@hpstigers.org

Dates/Times:
 Grades K-8 May 27-28 \$30
 Fri: 6-8pm
 Sat: 9-11am & 1-3pm
Senior High Soccer Fields

ORCHESTRA Contact: Joel Jank
jjank@esu9.org

Dates/Times:
 Grades 4-8 May 23-June 17 8am-1pm \$75
Orchestra Room - Middle School
 Instrument _____ Grade _____
 Beginner ___ Intermediate ___ Advanced ___

BAND Contact: Rick Matticks
rmatticks@esu9.org

Dates/Times:
 Grades 4-8 May 23-June 17 8am-1pm \$75
Band Room-Middle School
 Instrument _____ Grade _____
 Beginner ___ Intermediate ___ Advanced ___
**After registering for band/orchestra, student will receive a letter with information on lesson time (50 minute lesson)*



**2016
ACADEMIC SUMMER
SCHOOL PROGRAMS**

**HASTINGS
PUBLIC SCHOOLS**

Assuring the essential. Expanding the possible.

Hastings Public Schools' academic summer programs include work with Reading and Math through fun lessons, activities, technology and books. Academic summer programs are open to Hastings Public Schools students only. An additional bulletin is available on the Activity Camps offered this summer.

You may register for the program at your child's school as long as there is space available. The registration form must be returned to your school's office.

If you have any questions about a summer program, please contact your school office or the district office.

Hastings Senior High School	1100 W. 14 th Street	402-461-7550
Hastings Middle School	201 N. Marian Road	402-461-7520
Alcott Elementary	313 N. Cedar Avenue	402-461-7580
Hawthorne Elementary	2200 W. 9 th Street	402-461-7540
Lincoln Elementary	720 Franklin Avenue	402-461-7589
Longfellow Elementary	828 N. Hastings Avenue	402-461-7584
Morton Elementary	731 N. Baltimore Avenue	402-461-7545
Watson Elementary	1720 Crane Avenue	402-461-7593
District Office	1924 W. A Street	402-461-7500



Hastings High School Summer School Program

Dates: May 31st - July 8th
Days: Monday - Friday
Time: 8:30 - 11:30 am
Location: Hastings Learning Center, 1106 West 18th Street

The main purpose for the high school summer session is credit recovery. Students who have fallen behind in completing coursework and earning credits are encouraged to attend summer school.

Students may register for classes in English, Math, Science, Social Studies, and limited elective offerings. A student may earn up to 20 credits during the summer session.

- A precise schedule will be developed once students register for courses.
- On the registration form students should indicate required coursework in which they have failed to earn credit. This will assist in developing schedules.

Hastings Middle School Summer School Program



Dates: May 31st - June 29th
Days: Mondays, Tuesdays & Wednesdays
Time: 9:00am - 12:00pm
Location: Hastings Middle School, 201 N. Marian Road

402-461-7520

Our summer program will focus on the areas of Math and Reading. Students will be able to experience activities in a fun-filled environment that includes small class sizes (maximum of 15 students to 1 teacher). We plan to focus on maintaining and building skills. This program is for students who are entering 6th, 7th or 8th grade.



Assuring the Essential Hastings Elementary Summer Program 2016

Hastings Public Schools extended learning opportunity to meet essential learning in Reading and Math. Reinforcements and interventions through fun lessons, activities, technology and books.

Who: Students who are entering Kindergarten through 5th grade that need extended Reading and Math instruction to meet expected standards and essential learning. Students will have small group and direct instruction in areas of Reading and Math.

Dates: July 5th - July 28th

Days: Monday - Thursday

Time: 9:00 a.m. - 12:00 noon

Place: Longfellow Elementary (*Due to district construction projects, only one location is available this summer. Plans are still being finalized, but busing will be available.*)

Grade: K - 5 (Grade you will be entering in Fall 2016)

Cost: None - Open to HPS students only.

Attendance will be taken. Please plan to have your child attend all scheduled days.

Lunch: Provided free of charge

A follow-up letter will be sent once registration is complete that will provide specific assignments to classes.

Name of Teacher(s) Proposing Travel: Tamara Ceecle

Travel Project Title: Travel and Family-Stay Program in France 2017

1. What purpose will this travel address?

Students will have the opportunity to stay with a French family and will be able to improve their speaking skills by being immersed in the language and using it in a natural environment. Through this immersion, students will experience French culture as they view and participate in the daily family routine. Students will also have the opportunity to visit Paris and experience the culture by using the subway and visiting major museums and monuments that they have studied in class.

2. How is this purpose related to the learning of the classroom?

Students will be given a first-hand opportunity to develop an understanding and appreciation for the French language and culture through a family stay and in-depth cultural visit of Paris. Through this, students will be able to compare the French culture with their own. Students will also be immersed in the language and will be able to put to use what they have learned in the classroom.

3. What is the itinerary for this travel project from beginning to end?

Travel Dates: Thursday, March 2 - Saturday, March 11, 2017

Day 1 Depart for Paris

Day 2 Arrive in Paris / take bus tour of Paris / take train to Rennes / arrive in Rennes and meet family stay coordinator and families at the train station

Day 3 Family Stay / weekend activities with family

Day 4 Family Stay / weekend activities with family

Day 5 Family Stay / go to school with host student

Day 6 Family Stay / go to school with host student

Day 7 Meet back at train station / return to Paris / visit monuments

Day 8 Visit Paris monuments

Day 9 Visit Paris monuments

Day 10 Return to Hastings

4. Are commercial agents involved?

The travel company will arrange / provide:

-Round trip air transportation

- Train transfer to / from Rennes
- Arrange family stays for students and sponsors through coordinator in France
- Arrange hotel in Paris

5. What arrangements need to be made for food, lodging, and transportation?

All lodging will be arranged by the travel company and is included in the program cost. Breakfast is included as well as the Farewell dinner. Students will be responsible for 6 meals. Students will need to pay for lunch the day of arrival. They will be responsible for 3 lunches and 2 dinners while in Paris as well as any meals they choose to eat at the airports. All transportation between Omaha and Paris and transportation in France is being arranged by the travel company and is included in the cost of the trip.

Students will need school transportation to / from the airport in Omaha.

6. How will students be supervised on this trip?

Students and HHS supervisors will stay in selected family stays that have been approved by a trained coordinator, where they are expected to observe the strict codes of conduct of both the travel company and HHS. During the weekend, students are under the supervision of their host parents. Many families will show their student around the city of Rennes as well as near-by sites. Other families may attend sporting events and have other daily activities that the students will participate in. On Monday and Tuesday, the students will attend school with their host siblings and will be in the care of their family in the evening. HHS supervisors will also be in contact with host parents by phone to further ensure that students are obeying the guidelines. When not with HHS supervisors, students have phone numbers to contact HHS sponsors if needed. The final 3 days of the trip, students will be with HHS supervisors during the day and will be closely supervised at the hotel at night.

7. What will the trip cost the District?

- Partial / full cost for extra supervisor (dependent on final # of student participants)
(Full cost = approximately \$3000)
- Bus transportation to / from Omaha Eppley Airfield
- Cost of substitute teacher for 4 days

8. What will this trip cost individual students and/or their parents?

Approximately \$3000

9. What fund raising activities are planned to cover District and/or individual student costs?

One fundraiser is held each school year in which all students have the opportunity to participate.

Students also have the opportunity to apply for a partial scholarship through the travel company if their family meets the scholarship criteria.

10. How will the trip be evaluated?

- All students will complete post-trip evaluation forms.
- All students are required to fill out a journal, which asks them to compare school schedules, family activities etc. . .These are turned in for a grade.

11. Are there pre-travel meetings that students must attend?

- All students / one parent must attend informational meeting Feb, 2016
- All students / one parent must attend meeting in Feb, 2017
- All students must attend final pre-departure meeting Mar, 2017
- Required weekly student meetings starting Feb, 2017 up until time of departure

Name of Teacher Proposing Travel: Eric Garchow

Travel Project Title: Travel and Family-Stay Program in Germany/Austria 2017

1. What purpose will this travel address?

Students will have the opportunity to stay with a German family. They will be able to improve their speaking and comprehension skills by being immersed in the German language and experience daily life in a culture different from their own. Students will also have the opportunity to visit Vienna, Austria where they will experience life in a major European city and visiting numerous places of historical and cultural significance.

2. How is this purpose related to the learning of the classroom?

Students will have a first-hand opportunity to develop an understanding of and an appreciation for German and Austrian language and culture through the family stay experience and through an in-depth cultural and historical exploration of Vienna. Students will make comparisons between Germanic culture and their own, and increase their ability to communicate in German.

3. What is the itinerary for this travel project from beginning to end?

Day 1 (March 3): Depart for Germany

Day 2: Arrive in Germany/Travel to host family town/city (TBD)/Begin family stay

Day 3: Weekend activities with host family

Day 4: Weekend activities with host family

Day 5: Attend school with host brother/sister

Day 6: Attend school with host brother/sister

Day 7: Travel by train to Vienna/Cultural and Historical visit to Vienna

Day 8: Cultural and Historical visit to Vienna

Day 9: Cultural and Historical visit to Vienna

Day 10 (March 12): Return to Hastings

4. Are commercial agents involved?

The travel company (International Student Exchange or ISE) will provide:

- Round-trip air transportation
- Transfer from airport to family stay
- Host family arrangements with coordinator in Germany
- Travel from host community to Vienna
- Hostel arrangements in Vienna

5. What arrangements need to be made for food, lodging, and transportation?

Students will be responsible for six meals during the trip, as well as any meals they choose to eat at the airport. Five of these six meals will be in Vienna and one will be upon arrival in Germany. Host families will provide meals for students during the family stay. The travel company will make all lodging arrangements. Students will stay in the homes of their host families and at a hostel in Vienna. The travel company will handle all international and intercity transportation, and the HHS supervisors will arrange all transportation within the city of Vienna.

6. How will students be supervised on this trip?

Students will stay with German families that have been approved by a trained coordinator. The travel company will inform these families of the codes of conduct of both HHS and the travel company. Students will be supervised by their host families and by the faculty of the local school. HHS supervisors will have cell phones and remain in contact with the host families regarding student behavior according to the strict codes of conduct. In Vienna, students will be with HHS supervisors during the day and closely supervised at the hostel at night.

7. What will the trip cost the District?

- Partial/full cost of an extra supervisor (dependent on final number of participants. Full cost is approximately \$3,000)
- Bus transportation to and from Omaha Eppley Airfield
- Substitute teacher for 3-5 school days

8. What will this trip cost individual students and/or their parents?

The cost of the trip will be between \$2,800-3,200 per student.

9. What fund raising activities are planned to cover District and/or individual student costs?

Students will have the opportunity to participate in two fundraisers before the 2017 trip. The first will be in the Spring of 2016 and the second will be in the Fall of 2016. Students may also apply for a partial scholarship through the travel company.

10. How will the trip be evaluated?

All students will complete post-trip evaluation forms. All students will also complete a journal that asks them to reflect on cultural and linguistic similarities and differences. This journal will be graded.

11. Are there pre-travel meetings that students must attend?

- All students and at least one of each of their respective parents must attend informational meeting in February 2016
- All students and at least one of each of their respective parents must attend meeting in February 2017 for critical departure information
- All students must attend final pre-departure meeting in late February 2017