

Papillion La Vista Community Schools #27
Board of Education Meeting
June 10, 2024

420 South Washington Street
Papillion, NE 68046

Web Page: www.plcschools.org
Phone: 402-537-6200

Mission

'The mission of Papillion La Vista Community Schools, an organization dedicated to greatness, is to prepare all students to realize their unique aspirations through rigorous instructional and innovative educational pathways, delivered by highly qualified, passionate educators through bold partnerships with families and community.'

I. Call to Order

- A. Pledge of Allegiance
- B. Roll Call
- C. Excused Absences (*Motion Needed*)

Open Meetings Law: Posted at entrance to room.

Notes Regarding Agenda: The Board will generally follow the sequence of the published agenda but may change the order of items when appropriate and may elect to act on any of the items listed.

II. Communications

- A. Recognition: ~ Zaidah Lightener from PLSHS as the State Champion in the Long Jump
~ Dr. Deb Anderson was awarded the University of Nebraska Omaha Alumni Achievement Award
- B. Public Comment on **Items Not on the Agenda**
Public questions and comments regarding items not on the agenda may take place at this time in the agenda. Individuals who want to address the Board must complete a Guidelines for Public Comment Form with the date, topic addressing, name, address and organization representing (if appropriate) and give it to the Board clerk prior to the start of the meeting. When called upon by the presiding officer, the individual shall proceed to the podium and state their name and address. An individual may not exceed three (3) minutes and total time for all individuals who want to speak shall not exceed 30 minutes unless a majority vote of the Board approves extending allocated time. This time for public comment shall not be used to address specific individual student discipline or employee performance issues. Complaint and grievance processes are in place to deal with issues of this nature.
- C. Superintendent's Report
- D. Board Reports
- E. Committee Reports
 1. Buildings, Grounds, & Finance
 2. Human Resources & Student Services
 3. Curriculum & Americanism

Public Comment on ITEMS ON the agenda

Public questions and comments regarding items on the agenda may be allowed by the Board as each agenda item is discussed during the regular Board meeting. Individuals who want to address the Board must complete a Guidelines for Public Comment Form with the date, topic addressing, name, address and organization representing (if appropriate) and give it to the Board clerk prior to the start of the meeting. When called upon by the presiding officer, the individual shall proceed to the podium and state their name and address. An individual may not exceed three (3) minutes and total time for all individuals who want to speak shall not exceed 30 minutes unless a majority vote of the Board approves extending allocated time.

III. Action Items (*Motion Needed*)

- A. Action by Consent
 1. Approval of Meeting Agenda
 2. Bills
 3. Out-of-State Travel
 4. Personnel
 5. Board Meeting Minutes of May 13, 2024
 6. ESU #3 Drivers Education Contract
- B. District Copiers Renewal (General Operations)
- C. Transportation Services Renewal (General Operations)
- D. Summer Facility Improvement Projects (General Operations)

IV. Discussion/Information Items

- A. Clerical Staff Contract Tentative Agreement (Goal #3)
- B. Para Staff Contract Tentative Agreement (Goal #3)
- C. Administration Salary 2024/25 (Goal #3)
- D. Superintendent Contract 2024/25 (Goal #3)
- E. Superintendent's Year End Performance Goals Update (General Operations)
- F. Policy 4000 – Personnel (General Operations)
- G. Review Policy 6000 – Instruction (General Operations)

V. Future Board Calendar

June 11, 2024	PLC Foundation Swing for the Kids Golf Tournament – Tiburon Golf Club
June 24, 2024	Board of Education Meeting @ 6:00pm - Central Office

VI. Adjournment

- Strategic Goal #1 – Curriculum & Instruction
- Strategic Goal #2 – Mental Health
- Strategic Goal #3 – Human Resources
- General Operations



**PAPILLION - LA VISTA SCHOOL DISTRICT
BUILDING/CONSTRUCTION BILL LISTING
JUNE 2024**

BCDM	\$	392,668.86
BOYD JONES CONSTRUCTION	\$	353,183.91
CARDINAL FENCE	\$	1,882.00
CITY OF PAPILLION	\$	1,500.00
DEMCO	\$	3,312.76
DESIGN FOUR	\$	3,325.00
DIGITAL ASSETS LLC	\$	72,525.00
KIDWELL	\$	2,096.00
KILDOW CONSTRUCTION	\$	20,365.13
LAMP RYNEARSON & ASSOC.	\$	14,300.00
LATIMER ASSOCIATES	\$	6,515.00
MACK BROS GROUNDSKEEPING	\$	1,500.00
MID AMERICA GOLF & LANDSCAPE	\$	27,683.99
MILTON ONDRACEK	\$	730.00
NEMAHA SPORTS CONSTRUCTION	\$	687,780.77
REGA ENGINEERING	\$	5,000.00
REVOLUTION WRAPS	\$	2,514.00
SAMPSON CONSTRUCTION	\$	676,540.00
SARPY COUNTY TREASURER	\$	982.13
SOL LEWIS ENGINEERING CO	\$	9,412.00
TERRACON CONSULTANTS	\$	5,474.75
THIELE GEOTECH INC	\$	10,875.00
VOGEL WEST INC	\$	1,853.56
	\$	2,302,019.86

RETURN TO AGENDA

**PAPILLION-LA VISTA SCHOOL DISTRICT #27
DISBURSEMENT REPORT
MAY 2024**

PAYROLL

Net Payroll Expense	\$ 5,455,787.92
P/R Taxes	\$ 1,902,596.08
Retirement ACH	\$ 1,457,723.23
HSA Transfer	\$ 37,375.76

Payroll Expenses	\$ 8,853,482.99

ACCOUNTS PAYABLE

Vendor Checks	\$ 1,095,563.83
Mileage/Reimbursements	\$ 11,958.88

Total Accounts Payable Checks	\$ 1,107,522.71

TOTAL GENERAL FUND \$ 9,961,005.70
=====

RETURN TO AGENDA

Check Register May 31, 2024

Check Date	Check Number	Transaction Amount	Vendor Name
05/31/2024	153435	\$9,887.58	ACCESS TECHNOLOGIES INC
05/31/2024	153436	\$47,464.00	ACTIVE INTERNET TECHNOLOGIES LLC
05/31/2024	153437	\$70.00	JOSEY THOMAS AARON
05/31/2024	153438	\$2,047.83	AMAZON CAPITAL SERVICES
05/31/2024	153439	\$630.00	AMERICA'S FENCE STORE INC
05/31/2024	153440	\$417,000.00	AMPLIFY EDUCATION INC
05/31/2024	153441	\$1,340.00	APRINTIS
05/31/2024	153442	\$1,873.25	AWAREITY
05/31/2024	153443	\$465.48	B&H PHOTO & ELECTRONICS CORP
05/31/2024	153444	\$642.60	BARNES NOBLE BOOKSELLERS, INC
05/31/2024	153445	\$220.50	BLICK ART MATERIALS LLC
05/31/2024	153446	\$700.00	OMEGA LABS INC
05/31/2024	153447	\$102.00	BORENSON AND ASSOCIATES INC.
05/31/2024	153448	\$149.00	IAN BYRD
05/31/2024	153449	\$51,305.00	CAMELOT TRANSPORTATION INC
05/31/2024	153450	\$2,038.44	CDW GOVERNMENT INC
05/31/2024	153451	\$1,134.00	CENTER FOR THE COLLABORATIVE
05/31/2024	153452	\$137.73	CINTAS CORPORATION NO. 2
05/31/2024	153453	\$1,434.02	CONTROL DEPOT INC
05/31/2024	153454	\$400.00	CRISIS PREVENTION INSTITUTE INC
05/31/2024	153455	\$194.93	JASON DEGEORGE
05/31/2024	153456	\$1,840.00	DIFFIT INC
05/31/2024	153457	\$2,960.00	DIGITAL ASSETS LLC
05/31/2024	153458	\$160.00	DIGITAL DOT SYSTEMS INCORPORATED
05/31/2024	153459	\$52.50	DOCUMENT FINISHING RESOURCES INC
05/31/2024	153460	\$12,540.00	DOUGLAS J KELLEY
05/31/2024	153461	\$3,600.00	EASTERN NE HUMAN SERVICES AGENCY
05/31/2024	153462	\$488.40	ECHO GROUP INC
05/31/2024	153463	\$6,500.88	EDUCATIONAL SERVICE UNIT 2
05/31/2024	153465	\$26,298.79	EGAN SUPPLY COMPANY
05/31/2024	153466	\$1,027.00	INDEPENDENT INVESTORS INC
05/31/2024	153467	\$1,561.88	ELECTRONIC CONTRACTING COMPANY INC
05/31/2024	153468	\$203.96	ELECTRONIC SOUND INCORPORATED
05/31/2024	153469	\$50.00	MICHAEL MANAGEMENT INC
05/31/2024	153470	\$445.12	EPS OPERATIONS, LLC
05/31/2024	153471	\$49,560.84	EDUCATIONAL SERVICE UNIT #3
05/31/2024	153472	\$632.00	EYMAN PLUMBING
05/31/2024	153473	\$3,297.80	FILTER SHOP
05/31/2024	153477	\$12,123.35	FIRST STUDENT
05/31/2024	153478	\$11,922.50	HEARTLAND FOUNDATION
05/31/2024	153479	\$3,166.24	GREENWOOD PUBLISHING GROUP INC
05/31/2024	153480	\$525.25	HILLYARD INC
05/31/2024	153481	\$257.31	HD SUPPLY FACILITIES MAINTENANCE
05/31/2024	153482	\$2,842.00	KRISTY HRUBY
05/31/2024	153483	\$145.92	IDN H HOFFMAN INC
05/31/2024	153484	\$646.53	IMPERIAL ROOF SYSTEMS COMPANY
05/31/2024	153485	\$171.30	JOHNSON HARDWARE COMPANY, LLC
05/31/2024	153486	\$398.91	KBC, INC.
05/31/2024	153487	\$3,465.00	HAMEVE ENTERPRISES INC

05/31/2024	153488	\$520.00	LORI KIRSCH
05/31/2024	153489	\$2,784.00	HOLT WOODWORKING INC.
05/31/2024	153490	\$2,000.00	LEARNVENTURES LLC
05/31/2024	153491	\$2,142.00	LESSONPIX INC
05/31/2024	153492	\$1,287.00	MAKEMUSIC INC
05/31/2024	153493	\$1,182.15	MECHANICAL SALES INC
05/31/2024	153494	\$757.76	STEADY STEPS FORWARD
05/31/2024	153495	\$3,331.63	MMC MECHANICAL CONTRACTORS, INC
05/31/2024	153496	\$8,000.00	NEBRASKA ESU COOPERATIVE PURCHASING
05/31/2024	153497	\$50.00	NEBRASKA IOWA SUPPLY COMPANY
05/31/2024	153498	\$861.83	NEBRASKA TURF PRODUCTS
05/31/2024	153499	\$62.31	CATHERINE NIETO-FISHBURN
05/31/2024	153500	\$1,158.20	OMAHA PAPER COMPANY INC
05/31/2024	153501	\$552.99	LEE BHM CORP
05/31/2024	153502	\$223.63	US OMNI & TSACG COMPLIANCE SVCS INC
05/31/2024	153503	\$37,150.00	OPTIMUM DATA, INC
05/31/2024	153504	\$22.99	O'REILLY AUTOMOTIVE STORES, INC.
05/31/2024	153505	\$320.00	ABBNEY PAINTER
05/31/2024	153506	\$664.54	PAPILLION LA VISTA SCHOOL DISTRICT
05/31/2024	153507	\$2,238.85	PAPILLION LAVISTA SOUTH HIGH SCHOOL
05/31/2024	153508	\$120.00	PAPILLION LAVISTA SR HIGH SCHOOL
05/31/2024	153509	\$5,872.09	PAPILLION TIRE INC
05/31/2024	153510	\$5,850.50	PEACHJAR, INC
05/31/2024	153511	\$946.68	PITNEY BOWES GLOBAL FINANCIAL SERVI
05/31/2024	153512	\$7,000.00	PROJECT LEAD THE WAY INC
05/31/2024	153513	\$247.39	REALLY GOOD STUFF INC
05/31/2024	153514	\$85.50	CONSOLIDATED ELEC DISTRIBUTORS, INC
05/31/2024	153515	\$250.00	RIVERSIDE ASSESSMENTS LLC
05/31/2024	153516	\$217.50	ROCHESTER 100 INC
05/31/2024	153517	\$1,190.00	DISTRIBUTED WEBSITE CORPORATION
05/31/2024	153518	\$78.94	S & S SALES CORPORATION
05/31/2024	153519	\$134.99	SARPY COUNTY TIMES
05/31/2024	153520	\$1,079.67	STERICYCLE, INC
05/31/2024	153521	\$144.00	WEEDER'S INC
05/31/2024	153522	\$29,121.90	SOFTCHOICE CORPORATION
05/31/2024	153523	\$44.90	SPECTRUM PAINT NORTH LLC
05/31/2024	153524	\$18,000.00	SYSCLOUD INC
05/31/2024	153525	\$11,426.25	THE STEPPING STONES GROUP LLC
05/31/2024	153526	\$150.00	TJ CABLE & UNDERGROUND SVCS LLC
05/31/2024	153527	\$1,074.60	TOBII DYNAVOX LLC
05/31/2024	153528	\$265.53	TRANE U.S. INC
05/31/2024	153529	\$6,287.69	ULINE INC
05/31/2024	153530	\$3,488.40	VOSS ELECTRIC CO.
05/31/2024	153531	\$426.07	WEST OMAHA WINSUPPLY CO.
05/31/2024	153532	\$111.11	WESTLAKE HARDWARE INC
05/31/2024	153533	\$575.00	WILLOW BEND THEATRICALS, INC
05/31/2024	153534	\$124.34	AMAZON CAPITAL SERVICES
05/31/2024	153538	\$15,912.25	FIRST STUDENT
05/31/2024	153540	\$3,143.48	AMAZON CAPITAL SERVICES
05/31/2024	153541	\$5,020.00	ADVENTURE ENTERPRISES LLC
05/31/2024	153542	\$493.77	BOUND TO STAY BOUND BOOKS
05/31/2024	153543	\$846.47	COLUMN SOFTWARE PBC

05/31/2024	153544	\$208.64	J & L SERVICES
05/31/2024	153545	\$1,286.49	FOLLETT CONTENT SOLUTIONS, LLC
05/31/2024	153546	\$131.25	FONTENELLE NATURE ASSOCIATION
05/31/2024	153547	\$44.90	SCHOOL TRADITIONS LLC
05/31/2024	153548	\$2,000.00	WEEDER'S INC
05/31/2024	153549	\$1,850.00	UNITE FOR LITERACY LLC
05/31/2024	153550	\$32.90	UNITED PARCEL SERVICE INC.
05/31/2024	153551	\$1,035.50	MANSON WESTERN CORPORATION
05/31/2024	153552	\$1,865.95	WASTE CONNECTIONS OF NEBRASKA INC.
05/31/2024	153553	\$880.95	PEARSON
05/31/2024	153554	\$1,239.64	AMAZON CAPITAL SERVICES
05/31/2024	153555	\$526.36	PAPILLION LA VISTA SCHOOL DISTRICT
05/31/2024	153556	\$262.31	PAPILLION LA VISTA SCHOOL DISTRICT
05/31/2024	153671	\$9.60	TIFFANY AGUILERA
05/31/2024	153672	\$30.45	MARIA ALVAREZ
05/31/2024	153673	\$48.60	KARI A ARMSTRONG
05/31/2024	153674	\$72.20	CHRIS ARSENAULT
05/31/2024	153675	\$16.05	JAMES BAC
05/31/2024	153676	\$76.20	NICK BARNA
05/31/2024	153677	\$55.60	RANDALL BARTHULY
05/31/2024	153678	\$9.40	ALISON BEARDSLEY
05/31/2024	153679	\$260.00	BIMER LLC
05/31/2024	153680	\$52.21	RAYELL BINDERIM RAY
05/31/2024	153681	\$183.15	TIMOTHY BODE
05/31/2024	153682	\$31.50	ANISSA BRESSMAN
05/31/2024	153683	\$400.00	TORRY BRIDGER
05/31/2024	153684	\$15.45	MIKE BRIGGS
05/31/2024	153685	\$529.20	TERA BROWN
05/31/2024	153686	\$100.75	CHERYL BUDA
05/31/2024	153687	\$80.05	KENNETH BURDEN
05/31/2024	153688	\$21.20	KELLY BUSTA
05/31/2024	153689	\$22.40	JENNIFER BUXTON
05/31/2024	153690	\$105.35	MELODY BYTHROW
05/31/2024	153691	\$7.75	REBECCA CARGILL
05/31/2024	153692	\$12.20	SARAH CARVER
05/31/2024	153693	\$130.10	SARAH CLARK
05/31/2024	153694	\$3,351.66	CHESTERMAN COMPANY
05/31/2024	153695	\$40.00	WILLIAM CONNER
05/31/2024	153696	\$32.80	LUCILLA CRABB
05/31/2024	153697	\$7.45	ERIN CROUCH
05/31/2024	153698	\$64.15	JESSICA CROWLEY
05/31/2024	153699	\$77.80	PAULA CULTICE
05/31/2024	153700	\$40.00	BRITTANY DALLAS
05/31/2024	153701	\$24.85	ROB DERICKSON
05/31/2024	153702	\$48.00	JERRID DERR
05/31/2024	153703	\$127.40	CRYSTAL DOUGLAS
05/31/2024	153704	\$393.00	JULIA DREAMER
05/31/2024	153705	\$54.85	GINTARAS DUDA
05/31/2024	153706	\$4,497.06	ECOLAB
05/31/2024	153707	\$531.33	EGAN SUPPLY COMPANY

05/31/2024	153708	\$11,345.00	EMS LINQ INC
05/31/2024	153709	\$12.45	ASHLEY ENSLIN
05/31/2024	153710	\$215.10	ANDREW ERVIN
05/31/2024	153711	\$5.55	BRAD ERWIN
05/31/2024	153712	\$82.75	MICHAEL FIEDLER
05/31/2024	153713	\$6.80	ERIC GABRIEL
05/31/2024	153714	\$8.55	JASON GAINES
05/31/2024	153715	\$4,637.49	ENCORE ONE LLC
05/31/2024	153716	\$27.25	KARA GEORGE-HOBZA
05/31/2024	153717	\$61.05	DENA GILLIS
05/31/2024	153718	\$57.55	DANIEL GINDLESPERGER
05/31/2024	153719	\$26.10	KATIE GOERGEN
05/31/2024	153720	\$1,084.11	MID IOWA REFRIGERATION, INC.
05/31/2024	153721	\$763.73	GREATER OMAHA REFRIGERATION
05/31/2024	153724	\$16,479.77	GREENBERG FRUIT COMPANY
05/31/2024	153725	\$30.00	MELISSA GROSZ
05/31/2024	153726	\$58.25	DOUGLAS GROVER
05/31/2024	153727	\$36.95	KATHLEEN GROVES
05/31/2024	153728	\$48.40	JEREMY HAECKER
05/31/2024	153729	\$18.80	PEGGY HANK
05/31/2024	153730	\$663.25	HATCHER MOBILE SERVICES LLC
05/31/2024	153731	\$198.10	LORI HAYDEN
05/31/2024	153732	\$20.00	TIMOTHY HENDERSON
05/31/2024	153733	\$37,709.27	HILAND DAIRY FOODS COMPANY, LLC
05/31/2024	153734	\$440.05	ITW FOOD EQUIPMENT GROUP LLC
05/31/2024	153735	\$68.20	JIM HOBBS
05/31/2024	153736	\$182.20	JESS HOFFMAN
05/31/2024	153737	\$91.65	ANDREW HOSPODKA
05/31/2024	153738	\$53.85	JOHN F HUBERT
05/31/2024	153739	\$77.00	DARRIN HURT
05/31/2024	153740	\$6.05	SARAH HYATT
05/31/2024	153741	\$89.35	ANNE JACKSON
05/31/2024	153742	\$13.65	KERRI JONES
05/31/2024	153743	\$25.75	JAMES KARNIK
05/31/2024	153744	\$28.25	ROSE KIARIE
05/31/2024	153745	\$59.52	JEFFREY KNIPPING
05/31/2024	153746	\$52.65	KEVIN KNOX
05/31/2024	153747	\$67.40	TRACY KOENIG
05/31/2024	153748	\$6.95	JAIME KREMLACEK
05/31/2024	153749	\$52.20	MINDY LADE
05/31/2024	153750	\$98.65	TIEN LE
05/31/2024	153751	\$64.80	JULIE LEE
05/31/2024	153752	\$651.41	LINEAGE LOGISTICS HOLDINGS LLC
05/31/2024	153753	\$9.80	JENNIFER LINSTROM
05/31/2024	153754	\$179.70	KEVIN LIPTON
05/31/2024	153755	\$97.55	GEOFFREY MANN
05/31/2024	153756	\$50.00	KENT MCNEILL
05/31/2024	153757	\$11.40	JOHN MCSHANE
05/31/2024	153758	\$27.35	NICOLE MINARDI

05/31/2024	153759	\$65.30	WENDY MOORE
05/31/2024	153760	\$40.00	SHAWN MUHLE
05/31/2024	153761	\$2,160.00	NEBRASKA STAR BEEF CO LLC
05/31/2024	153762	\$13.55	VIKTOR NEFODOV
05/31/2024	153763	\$56.90	PATRICIA NEWMAN
05/31/2024	153764	\$38.35	ANDY NGUYEN
05/31/2024	153765	\$32.30	JOHN NIEHAUS
05/31/2024	153766	\$7,477.00	OMAHA COMPOUND COMPANY
05/31/2024	153767	\$71.70	MATTHEW OSSENFORT
05/31/2024	153768	\$46.00	ERIC OWENS
05/31/2024	153769	\$377.50	SONJA OWEN-WEGNER
05/31/2024	153770	\$57.60	CHRIS PALUMBO
05/31/2024	153771	\$20.00	MONICA PATRICK
05/31/2024	153772	\$54.50	JOHN PERALTA
05/31/2024	153774	\$90,093.43	PERFORMANCE FOOD GROUP INC
05/31/2024	153775	\$13.66	JOCELYN PIERCE
05/31/2024	153777	\$12,268.25	PLATTE COUNTY PIZZA HUT INC
05/31/2024	153778	\$50.00	JAMES PODANY
05/31/2024	153779	\$17.45	WENDY PORTER
05/31/2024	153780	\$192.75	ANDREW POTTER
05/31/2024	153781	\$63.85	JEFFREY PRICE
05/31/2024	153782	\$58.00	MARTY PRICE
05/31/2024	153783	\$268.25	LIRIO PULLIAM
05/31/2024	153784	\$14.75	CHRISTINA RANDALL
05/31/2024	153785	\$76.70	DAN RANNELLS
05/31/2024	153786	\$65.35	DIANNE ROGERS
05/31/2024	153787	\$6.00	AMY ROLLE
05/31/2024	153788	\$20.00	NATALIE ROSE
05/31/2024	153792	\$5,477.29	ROTELLAS ITALIAN BAKERY INC
05/31/2024	153793	\$65.05	JONATHAN ROWELL
05/31/2024	153794	\$62.35	HENRY ROWLAND
05/31/2024	153795	\$9.80	PATRICK RYAN
05/31/2024	153796	\$13.40	TODD RYDL
05/31/2024	153797	\$185.20	JEFF SALEM
05/31/2024	153798	\$8.02	DEBORAH SCHMIDTHUBER
05/31/2024	153799	\$74.25	VALERIE SEDLACEK
05/31/2024	153800	\$108.75	MIKE SIMA
05/31/2024	153801	\$5.85	ASHLEY SIMMS
05/31/2024	153802	\$88.70	JAMES D SIMPSON
05/31/2024	153803	\$24.00	CRAIG SKIDMORE
05/31/2024	153804	\$109.55	GARY SMITH
05/31/2024	153805	\$7.60	STACY SOTO
05/31/2024	153806	\$50.00	DAVID STANFORD
05/31/2024	153807	\$20.00	PAUL STEFFES
05/31/2024	153808	\$85.75	LAURA STEINKE
05/31/2024	153809	\$8.70	LAKISHA STRAUGHN
05/31/2024	153810	\$30.00	DAVID STREETER
05/31/2024	153811	\$151.10	STEVEN SUNDE
05/31/2024	153812	\$12.70	DANA SWANSON

05/31/2024	153813	\$4.80	KAREN SWARD
05/31/2024	153814	\$3,523.59	LINCOLN POULTRY & EGG CO.
05/31/2024	153815	\$75.05	TAMMY TAMBORINI
05/31/2024	153816	\$7.60	DEANA TATE
05/31/2024	153817	\$186.60	JASON TEJRAL
05/31/2024	153818	\$63.65	STEPHANIE TOMLINSON
05/31/2024	153819	\$53.70	JESSE TVRDY
05/31/2024	153820	\$50.30	DAVID ULLRICH
05/31/2024	153821	\$33.80	MELISSA ULRICH
05/31/2024	153822	\$11.50	RAQUEL VARGAS ESPINAL
05/31/2024	153823	\$10.55	KURT WAGONER
05/31/2024	153824	\$452.60	STEPHEN WALLACE
05/31/2024	153825	\$7.25	RENAE WATLINGTON
05/31/2024	153826	\$50.00	TIMOTHY WATTS
05/31/2024	153827	\$392.50	CHRISTINA WEAVER
05/31/2024	153828	\$3.80	CALEB WIEGMANN
05/31/2024	153829	\$65.95	JAMES WILLIAMS
05/31/2024	153830	\$57.40	STACEY WILLIAMS
05/31/2024	153831	\$10.95	ELLEN WORD

\$1,095,563.83

PAPILLION LA VISTA COMMUNITY SCHOOLS #27
MONTHLY STAFF TRAVEL REQUEST
BOARD OF EDUCATION
June 10, 2024

STAFF MEMBER	DATE AND DESTINATION	CONFERENCE / WORKSHOP	ESTIMATED REGISTRATION / TRANSPORTATION / LODGING / MEALS	ESTIMATED SUB COST
OUT-OF STATE TRAVEL FOR STUDENTS AND STAFF Estimated General Fund Expenditures				
Hayden Bahl Joel Hueser (2 Chaperones; 10 Students)	June 22-23, 2024 Kansas City, KS	Kansas City Midwest Basketball Showcase Clinic	\$1,200.00 (A)	\$0.00
Kathryn Gehring Tyler Petersen Shannon Stenger (3 Chaperones; 10 Students)	September 21, 2024 Pella, IA	Heartland Classic Cross Country Meet	\$400.00 (A)	\$0.00
Jeremy Haselhorst Shannon Stenger (2 Chaperones; 30 Students)	November 10, 2024 Sioux Falls, SD	Nike Regional Cross Country Meet	\$600.00 (A)	\$0.00
Brian Johnson Anne Smith (2+ Chaperones; 200 Students)	February 21-23, 2025 Hastings, MN	Show Choir Swingin' On The River	\$52,805.60 (A)	\$0.00

Expenses are estimated until travel is completed and bills submitted.
(D) District (G) Grant (A) Activity (O) Other

[Return to Agenda](#)

**PAPILLION LA VISTA COMMUNITY SCHOOLS #27
PERSONNEL ACTIONS
BOARD OF EDUCATION
June 10, 2024**

Resignations

Jeanna White	4 th Grade	Tara Heights
Christopher Yearley	School Librarian	Bell

Contracts

Sydney Harvat	1 st Grade	Tara Heights
---------------	-----------------------	--------------

Sydney received her Bachelor of Science from the University of Nebraska at Lincoln in December 2023. Sydney completed her student teaching at Ashbury Elementary School in the Fall of 2023. Sydney is currently working as a teacher/tutor at Sylvan Learning Center.

Kerri Moustakes	3 rd Grade	Anderson Grove
-----------------	-----------------------	----------------

Kerri received her Master of Education from Concordia University in July 2020. Kerri has previously taught with Springfield Platteview Community Schools.

Shaylie Murphy	School Counselor	Trumble Park
----------------	------------------	--------------

Shaylie received her Bachelor of Arts from the University of Nebraska at Kearney in May 2014. Shaylie will receive her Master of Arts from Concordia University in May 2025. Shaylie is currently a teacher with Lincoln Public Schools.

Garrett O'Dell	3 rd Grade	Tara Heights
----------------	-----------------------	--------------

Garrett received his Master of Science from the University of Nebraska at Omaha in May 2015. Garrett is currently a STEM Teacher with Boys Town. Garrett was previously a teacher with Papillion La Vista Community Schools.

PAPILLION LA VISTA COMMUNITY SCHOOL DISTRICT #27
Board of Education Proceedings
May 13, 2024

The Board of Education of the School District of Papillion La Vista, in the County of Sarpy, in the State of Nebraska, met in open and public session at 6:00p.m., Monday, May 13, 2024. The meeting was held at the Papillion La Vista Community Schools Administration Office, 420 South Washington Street, Papillion, Nebraska.

Notice of the meeting was provided in advance by publication in the *Sarpy Times*, May 8, 2024. Notice of the meeting was simultaneously given to all members of the Board of Education. Their acknowledgment of receipt of the agenda is maintained at the Papillion La Vista Community Schools Administration Office. The proceedings, hereafter shown, were taken while the convened meeting was open to the attendance of the public.

Call to Order

Board President Marcus Madler called the meeting to order and publicly stated a copy of the Nebraska Open Meetings Law is posted at the entrance to the Board Room. Mr. Madler led the group in the Pledge of Allegiance.

Roll call was taken. Board members present were: Ms. Lisa Wood, Mr. Brian Lodes, Mr. Marcus Madler, Ms. Valerie Fisher, and Ms. SuAnn Witt.

A motion was made by Mr. Lodes and seconded by Ms. Fisher to approve the absence of Mr. Skip Bailey from the May 13, 2024, board meeting. Roll call vote was taken. Ayes: Lodes, Madler, Fisher, Witt, Wood, and Lodes. Nays: None. Motioned carried.

Recognition

Dr. Rikli recognized both high school's SkillsUSA State Champions. PLSHS's Emma Kaijala, Caden Nimmo, Clara Stilen, Joseph Strawn were recognized as individual winners. PLSHS was also awarded the Chapter Awards in Chapter Models of Excellence and Nebraska State Leadership. PLHS's Braden Covington was the SkillsUSA State Champion. The State Journalism Champions were PLSHS's Kinley Harris and PLHS's Owen Betts, Hudson Carrico, Issy Gertharter, Ella Miller, Eleanor Prekker, and Addison Schmid. PLHS was awarded the Team State Champions.

The district had one Perfect ACT from PLSHS, Logan Doorlag.

Dr. Rikli and the Board thanked and recognized the PLHS and PLSHS Student Council Representatives for their year long presentations that were provided. At PLHS, Dayanara Lopez Torres and Nova Degbe were recognized. At PLSHS, Gigi Sedlacek and Kamryn Exner were recognized.

Communication

Public testifiers who addressed the Board: Ms. Jenny Lechner and Mr. Darrel Lechner Jr.

Superintendent's Report

Dr. Rikli provided a report of highlights and activities. Dr. Rikli thanked the community for attending the meeting and the community members that are watching the meeting on YouTube.

Dr. Rikli informed the community that the May 13 board meeting will be the only meeting for the month of May.

Board members SuAnn Witt and Marcus Madler traveled to Washington DC with Dr. Rikli to attend the NASB Federal Advocacy conference.

Dr. Rikli attended the districts Years of Service and Retirement celebration. He has also attended multiple Senior celebrations and will attend Commencement on May 12 at Baxter Arena.

The last day of school is May 21 which is a half day of school.

Dr. Rikli asked everyone to take time to vote on May 13.

Board Comments

Ms. Wood, Ms. Witt, Ms. Fisher, Mr. Lodes, and Mr. Madler reported they had attended several of the senior celebrations in addition to the year end retirement event.

Mr. Madler and Ms. Witt also reported on the Washington DC conference they attended with Dr. Rikli.

Committee Reports

- Building & Grounds & Finance: Mr. Lodes reported the committee had met. Agenda items discussed are on the May 13 meeting agenda.
- HR & Student Services Committee: Ms. Witt reported the committee had not met.
- Curriculum and Instruction Committee: Ms. Fisher reported the committee had not met.

Action Items

A motion was made by Ms. Witt and seconded by Ms. Wood to approve the Action by Consent Items: The meeting agenda, bills, finance, out of state travel, personnel items, the Board meeting minutes of April 22, 2024, and the Maass S.I.D. Interlocal Agreement. There were no comments from the Board or audience. Roll call vote was taken. Ayes: Madler, Fisher, Witt, Wood, and Lodes. Nays: None. The motion carried.

A motion was made by Mr. Lodes and seconded by Ms. Wood to approve the attached resolution as presented for the authorization of a tender offer for certain outstanding bonds of the issuer and the issuance of bonds for the purchase and cancellation of tendered bonds pursuant to an invitation to tender. Ms. Fisher asked Mr. Cody Wickham from D.A. Davidson where the extra funding comes from. Mr. Wickham replied, a new set of tax-exempt refundable bonds will be issued to cover the cost. Mr. Madler asked what the difference between taxable and tax exempt is. Mr. Wickham explained the difference. There were no comments from the audience. Roll call vote was taken. Ayes: Wood, Lodes, Madler, Fisher, Witt, and Bailey. Nays: None. The motion carried.

Discussion/Information Items

Mr. Pat Carson from BCDM Architects provided an overview on the YATP new construction. The Young Adult Transition Program (YATP) is scheduled to receive a new facility in 2025. This building is proposed to be built west of Liberty Middle School on district owned land. This building was part of the bond proposal that was approved by the voters in May of 2023. The projected completion date is Fall of 2025.

Mr. Brett Richards, Assistant Superintendent of Business, provided an update on the summer construction projects taking place. The administration has received bids for the following projects and recommends approving the following: 1. Security fencing at G. Stanley Hall, Carriage Hill, Rumsey Station, and La Vista West Elementary for \$108,760 as part of the 2023 bond projects. 2. Security film installed at La Vista West, Rumsey Station, G. Stanley Hall, Carriage Hill, Golden Hills, Ashbury, Prairie Queen, Liberty Middle School, PLHS, PLSHS, IDEAL, PLECC for \$174,869 as part of the 2023 bond projects. 3. Ashbury preschool playground installed for \$204,983 as part of the 2018 bond projects. 4. Media Center Academy room renovation for \$233,388 as part of the META grant of \$175K. The remainder of the project would come from the Special Building Fund.

Mr. Richards provided the Board with the proposed copier proposal. The current Access Systems lease for copy, print, and Print Shop management expires this summer. A district focus group analyzed the proposal based on equipment, service capability, technological integration, training and print shop management solution.

Access Systems was chosen by the selection committee as the recommended vendor to continue all leased copiers, printers, and provide new equipment and continue the supervision of the Print Shop. The new five-year lease with Access Systems will provide new Sharp equipment throughout district buildings and Ricoh equipment in the Print Shop. Other services included are mobile print capabilities, continued color print in the Print Shop, and continued service of print shop staff operators. PaperCut print management software will continue to allow online print submission, job ticketing for the Print Shop, usage reporting by user/device, and secured print by user. The costs are estimated to be a 2.5% less overall than the district paid in 2023-24.

Mr. Richards provide the Board with the district's transportation proposal. A Request for Proposal (RFP) was sent out to transportation service companies in the metro area for regular student transportation, field trip transportation and activity transportation. The district contract does not include Special Education Transportation which will continue to be provided directly by the district. The district received a single proposal from First Student Inc., the current bus transportation provider. A committee reviewed the RFP responses. The committee recommends the primary bid proposal from First Student Inc. for district regular student transportation and activity needs. The primary bid proposal provides a mix of 4 new buses and 11 buses no older than 2021. Primary fleet buses used will have 3 cameras and FirstView app capabilities allowing real time bus tracking for the district. The proposal is a four-year contract, with a 5% rate increase per year. The first-year cost increase will be an estimated 3% from what the district is paying in 2023-24.

Board Policy 5000 - Students are due for the annual review. Based upon the review of this policy, if there would be recommended revisions, discussion would be held at the June 10, 2024, board meeting. Any changes would be acted at the June 24, 2024, meeting of the Board.

Board President Madler reviewed the future board calendar.
Board President Madler adjourned the meeting at 7:35pm.

SuAnn Witt, Secretary
Papillion La Vista Community School District
Board of Education

Subject: 2024-2025 ESU#3 Driver Education Contract

Meeting Date: June 10, 2024

Prior Meeting Discussion Date:

Department: Business Services

Action Desired: Approval Discussion Information Only

Background:

Each year we contract with ESU #3 to provide driver’s education opportunities for our students. ESU #3 will provide the instructor, automobiles and all costs relating to maintenance, insurance, and behind-the-wheel training for driver education students. The curriculum consists of 20 hours of classroom and 3-4 hours of behind-the-wheel instruction. The \$400 cost per student is covered by the student, which is a \$50 increase this year.

Recommendation: Motion to approve the 2024-2025 ESU#3 Drivers Education Contract.

Responsible Person: Brett Richards

Superintendent’s Approval Andrew J. Rikli
Signature

RETURN TO AGENDA

**Contract for Supplemental Services
Driver's Education
2024-2025**

Educational Service Unit #3, hereinafter referred to as ESU #3 proposes to furnish supplemental services pursuant to 79-2201 et seq R.R.S. 1943 to the **Papillion LaVista Schools, Sarpy**, Nebraska, hereinafter called the School for the 2024-2025 school year. This agreement is subject to the following terms and conditions:

1. SERVICES

ESU #3 will provide the instructor, automobiles, and all costs relating to maintenance, insurance, and behind-the-wheel training for driver education students. This service will not be available to physically handicapped students, as ESU #3 does not have the equipment or the expertise to provide this service. ESU #3 will provide a curriculum consisting of 20 hours of classroom and 3-4 hours behind-the-wheel. The School will provide classroom space free of charge for in classroom instruction.

2. STUDENTS

Minimum number of students will be 15.

WHEN PROVIDED:

<input checked="" type="checkbox"/> Saturday Hours Fall & Spring	_____ Est. Max # Students
<input checked="" type="checkbox"/> Summer Program	_____ Est. Max # Students

3. COMPENSATION

The Parent and/or Guardian shall pay ESU #3 for said services as follows:

Total Program.....\$400/student

4. TERMS

The payment will be made by the Parent and/or Guardian directly to ESU #3, prior to the class start date. Once payment is received, the specific class will be confirmed.

5. CONDITION

This proposal shall become a valid contract only when accepted by an authorized representative of the School and subsequently approved by and authorized representative of ESU #3.

Return to:
Kaitlin Amador, Educational Service Unit #3, kamador@esu3.org
6949 S 110th St., LaVista, NE 68128-5721

**Contract for Supplemental Services
Driver's Education
2024-2025**

Accepted by action of the Board of the **Papillion LaVista Schools, Sarpy,**
Nebraska at a duly authorized meeting on the _____ day of _____,
2024.

Authorized Representative

Title

Approved by action of the Board of Educational Service Unit #3, LaVista, Sarpy
County, Nebraska, at a duly authorized meeting on the _____ day of
_____, 2024.

Administrator, Authorized Representative

Return to:
Kaitlin Amador, Educational Service Unit #3, kamador@esu3.org
6949 S 110th St., LaVista, NE 68128-5721

RETURN TO AGENDA

Subject: District Copiers Request for Proposal

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: May 13, 2024

Department: Business Services

Action Desired: Approval X Discussion _____ Information Only _____

Background:

The current Access Systems lease for copy, print, and Print Shop management expires this summer. A Request for Proposal (RFP) was prepared and sent to four different vendors/dealers. The vendors selected to provide their solutions for new equipment and management of the Print Shop included Access Systems, Canon Solutions America, and Bishop Business for a five-year proposal. A district focus group analyzed the proposal based on equipment, service capability, technological integration, training and print shop management solution.

Access Systems was chosen by the selection committee as the recommended vendor to continue all leased copiers, printers, and provide new equipment and continue the supervision of the Print Shop. The new five-year lease with Access Systems will provide new Sharp equipment throughout district buildings and Ricoh equipment in the Print Shop. Other services included, are mobile print capabilities, continued color print in the Print Shop, and continued service of print shop staff operators. PaperCut print management software will continue to allow online print submission, job ticketing for the Print Shop, usage reporting by user/device, and secured print by user.

The costs are estimated to be less than a 2.5% increase overall than the district paid in 2023-24.

Recommendation:

Motion to approve the Superintendent or Assistant Superintendent of Business Services, on behalf of the School District to agree upon, sign, execute and deliver such agreement with Access Systems as proposed and any related documents called for in such agreement, to sign all documents and to take all other action necessary or appropriate to close the transaction according to such agreement.

Responsible Person: Brett Richards

Superintendent’s Approval _____
Andrew J. Rikli
Signature

11.3 RFP Pricing Schedule

Appendix A
Pricing Schedule for
RFP
Geographic locations & Current Fleet
Inventory Device Usage & Device Costs

Please provide monthly lease cost per comparable units:

HP M402DNE	1 unit	<u>\$0</u>
Ricoh SP4520DN	29 units	<u>\$570.03</u>
Sharp MX-C304W	6 units	<u>\$175.64</u>
Sharp MX 3070	9 units	<u>\$573.19</u>
Sharp MX 3071	4 units	<u>\$274.82</u>
Sharp MX-4071	3 units	<u>\$229.85</u>
Sharp MX-5070	31 units	<u>\$2,007.81</u>
Sharp MX-5071	23 units	<u>\$1,923.30</u>
Sharp MX-6070	2 units	<u>\$137.41</u>
Sharp MX-6071	2 units	<u>\$184.84</u>
Sharp MX-M1055	2 units	<u>\$428.06</u>
Ricoh PRO8320S	2 units	<u>\$2,221.48</u>
Ricoh PRO7200X	1 unit	<u>\$1,355.72</u>

Please provide click costs for various units:

Printer Click Cost - Black & White	<u>\$0.0079</u>
Printer Click Cost - Color	<u>\$0.0480</u>
Copier Click Cost - Black & White	<u>\$0.0030</u>
Copier Click Cost - Color	<u>\$0.0280</u>
Production Unit Click Cost - Black & White	<u>\$0.0026</u>
Color Production Click Cost - Color	<u>\$0.0270</u>
Color Production Click Cost - Black & White	<u>\$0.0030</u>

Please provide monthly cost for Print Shop staffing:

Include yearly minimum/maximum fee escalations
for the five year agreement. \$6,495.00

Year 2: <u>\$6,689.85</u>	Year 3: <u>\$6,890.55</u>
Year 4: <u>\$7,097.26</u>	Year 5: <u>\$7,310.18</u>

Vendor Signature: _____

Date: April 12, 2024

**Appendix A-
(Continued) Pricing
Schedule for RFP
Geographic Locations & Current Fleet Inventory
Device Usage & Device Costs
Pricing for Additional Devices**

The District has new STEM curriculum requirements that will necessitate new equipment not currently in our fleet. We request recommendations and lease pricing for these additional units for our consideration.

High school STEM MFPs or MINI MFPs capable of color printing and using 11 x 17 paper.

Papillion La Vista High School - one machine cost: \$51.38

Description: Sharp 70c31 with 4 trays and center exit tray. A3 copier with 11x17 capabilities (see brochure) (Service rates will be the Sharp walk up devices)

Papillion La Vista South High School - one machine cost: \$51.38

Description: Sharp 70c31 with 4 trays and center exit tray. A3 copier with 11x17 capabilities (see brochure) (Service rates will be the Sharp walk up devices)

High school STEM PLOTTERS at each high school and considering two sizes.

Papillion La Vista High School - one machine 24" cost: \$155.78 (IP) or \$205.78 (IM)

Papillion La Vista South High School - one machine 24" cost: \$155.78 or \$205.78

Description: 2 Options Ricoh IP CW2200 color plotter and IM CW2200 Color plotter with scanner (see brochures)

Papillion La Vista High School - one machine 48" cost: \$155.78 or \$205.78

Papillion La Vista South High School - one machine 48" cost: \$155.78 or \$205.78

Description: 2 Options Ricoh IP CW2200 color plotter and IM CW2200 Color plotter with scanner (see brochures)

Vendor Signature: _____

Date: April 12, 2024

11.4 Equipment Lease Pricing

60-month lease for equipment listed above \$10,467.73 per month

11.5 Service Rate Pricing

Sharp Walk-up Copiers Mono .0030 per page
Color .0280 per page

Desktop A4 Mono .0079 per page
Color .0480 per page

Ricoh Production Color Device Mono .0030 per page
Color .0270 per page

Ricoh Production Black and White Mono .0026 per page

11.6 Facilities Management

1 Full Time Employee provided by Access Systems \$6,495 per month
*3% annual escalation

11.7 PaperCut Pricing

Total Pricing for items listed below \$385.57 per month

Monthly Cost Per License \$4.60 per license per month

Purchase Cost Per License \$250.00 cost per license

83 Sharp Embedded Licenses

3 Ricoh Embedded Licenses

1 Job Ticketing for Print Room

Unlimited users

5 years of Maintenance and service

Signature of Approval

for Pricing Schedule Authorization: _____

Subject: PLCS District Transportation Contract

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: May 13, 2024

Department: Business Services

Action Desired: Approval X Discussion _____ Information Only _____

Background:

A Request for Proposal (RFP) was sent out to transportation service companies in the metro area for regular student transportation, field trip transportation and activity transportation. The district contract does not include Special Education Transportation which will continue to be provided directly by the district.

The district received a single proposal from First Student Inc., our current bus transportation provider. A committee reviewed the RFP responses. The committee recommends the primary bid proposal from First Student Inc. for district regular student transportation and activity needs. The primary bid proposal provides a mix of 4 new buses and 11 buses no older than 2021. Primary fleet buses used will have 3 cameras and FirstView app capabilities allowing real time bus tracking for the district. The proposal is a four-year contract, with a 5% rate increase per year.

The first-year cost increase will be an estimated 3% from what the district is paying in 2023-24.

Recommendation:

Motion to (1) approve the proposal with First Student Inc. for their primary bid to provide district transportation services for the Papillion La Vista Community Schools from 2024 through 2028 and (2) delegates authority to and authorizes, approves and directs the Superintendent of Schools or Assistant Superintendent of Business Services to negotiate, sign, execute and deliver such contract, sign and approve any warranted changes to the contract, sign and approve any additional routes, pay the invoices associated with the contract, and take all other action necessary to complete any requirements or obligations under the contract based on the proposal provided by First Student Inc.

Responsible Person: Brett Richards

Superintendent's Approval _____
Andrew J. Rikli
Signature

PRIMARY BID

PRICING SCHEDULE

Regular Transportation - School Bus (Minimum of 5.5 hours of Daily Service)

Transportation Basic Rate (Home/School) -All Daily Routes Per Bus Per Day	\$420.95
ROTC Route	\$139.42
Zoo Academy Route	\$418.94
Jump Start Route	\$139.42
Avenue Scholars Route	\$139.42
Summer School Daily Route	\$251.20

Activity Routes - Extracurricular Activities

Activity Daily Route for 3 Secondary Schools	\$169.75
Elementary - three (3) hour minimum	\$165.00
Elementary overcharge (\$ per hour)	\$55.00
Secondary- three (3) hour minimum	\$165.00
Secondary overcharge(\$ per hour)	\$55.00
Mileage Rate (\$/mile)	n/a
Driver Hourly Rate (\$/hour)	\$35.22
One Way Charge	\$82.50
Show Up Charge/Failure to Cancel	\$82.50

Annual Increase

Year2(2025/2026)Period	+/- <u>5</u> %over (2024/2025) rates
Year3(2026/2027) Period	+/- <u>5</u> % over (2025/2026) rates
Year 4 (2027/2028) Period	+/- <u>5</u> % over (2026/2027) rates

The percentages indicated above will be used in the cost evaluation process to determine the lowest offer and the potential maximum financial liability to the District.

Subject: Summer Facility Improvement Projects

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: May 13, 2024

Department: Business Services

Action Desired: Approval X Discussion _____ Information Only _____

Background:

As we move into summertime, the district has facility improvement projects ready to proceed. The administration has received bids for the following projects and recommends approving the following:

1. **Outback Fencing-** Security fencing at G. Stanley Hall, Carriage Hill, Rumsey Station, and La Vista West Elementary for \$108,760 as part of the 2023 bond projects.
2. **Revolution Wraps-** Security film installed at La Vista West, Rumsey Station, G. Stanley Hall, Carriage Hill, Golden Hills, Ashbury, Prairie Queen, Liberty Middle School, PLHS, PLSHS, IDEAL, PLECC for \$174,869 as part of the 2023 bond projects.
3. **Dostal’s Construction-** Ashbury preschool playground installed for \$204,983 as part of the 2018 bond projects.
4. **Sampson Construction-** Media Center Academy room renovation for \$233,388 as part of the META grant of \$175K. The remainder of the project costs would come from the Special Building Fund.

Recommendation: Motion to (1) approve the facility improvement projects for fencing, security film, Ashbury Playground, and PLCS Media Academy room renovation as presented and (2) to delegate authority to and authorize the Superintendent of Schools or Assistant Superintendent of Business Services for the school district to sign, execute and deliver such construction contracts, sign and approve any change orders, pay the contract price and expenses related to the construction projects and take all other action necessary to complete any requirements or obligations under the construction projects and contracts.

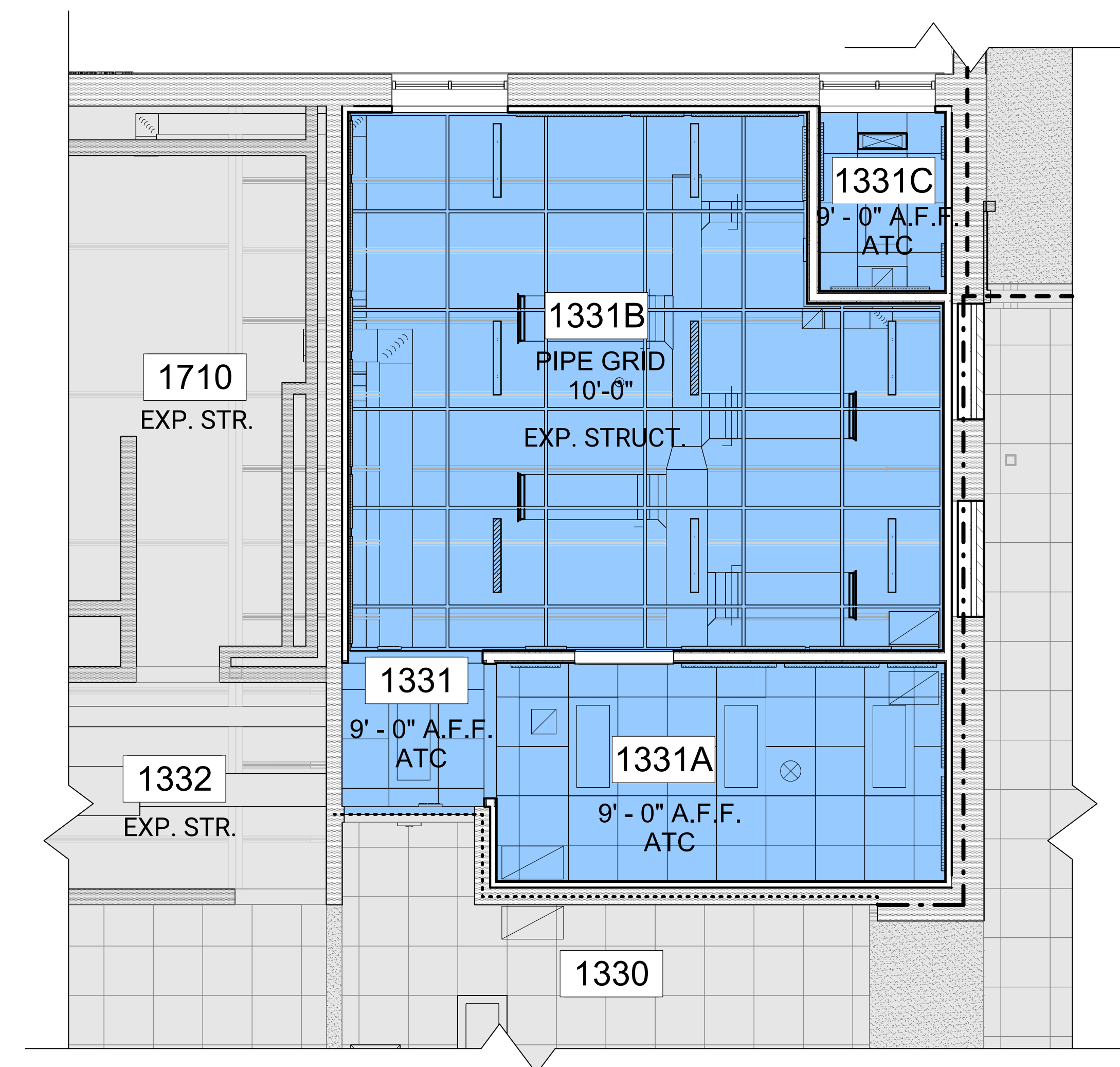
Responsible Person: Brett Richards

Superintendent’s Approval _____
Andrew J. Rhini
Signature

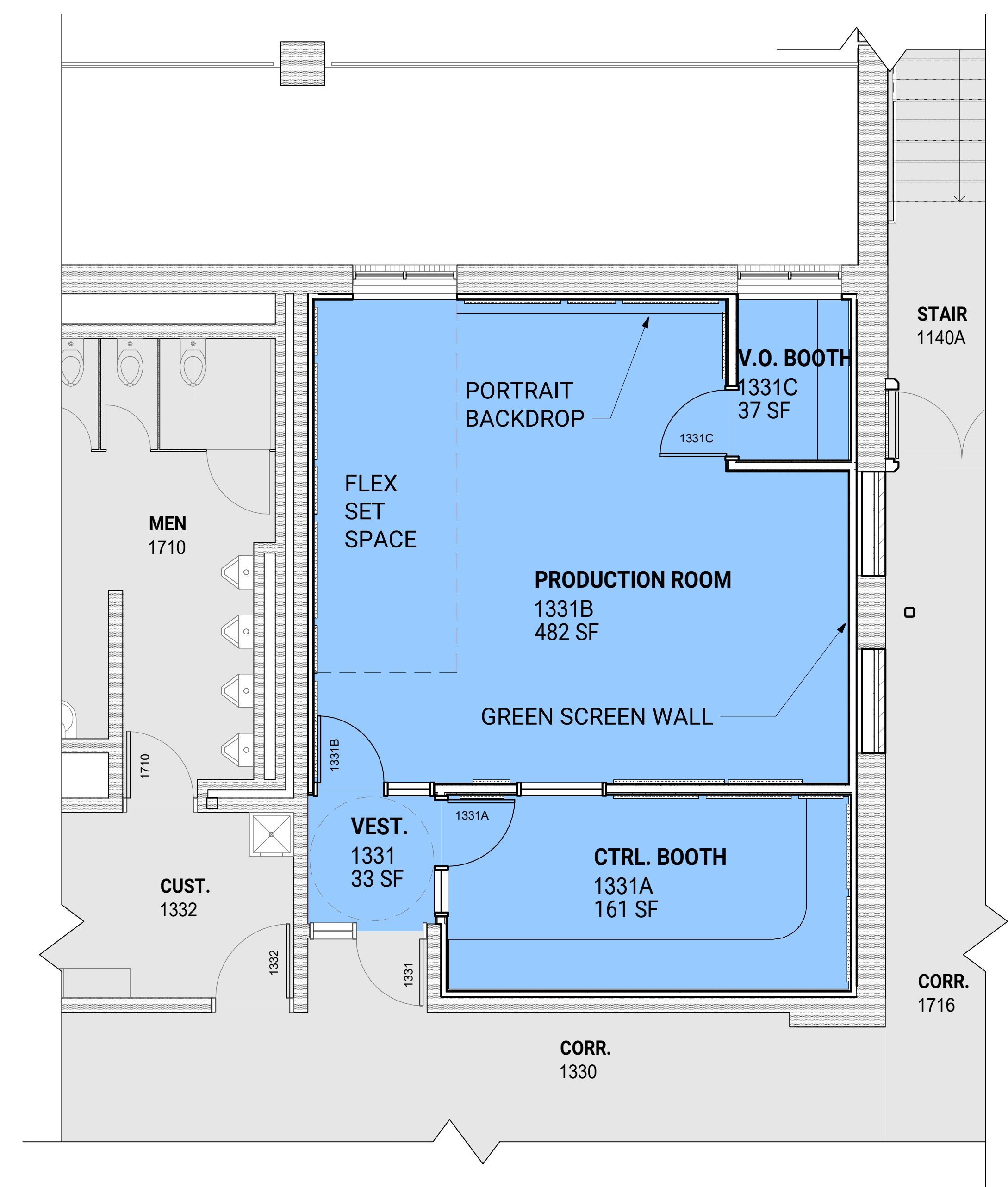
RETURN TO AGENDA



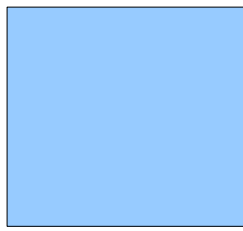
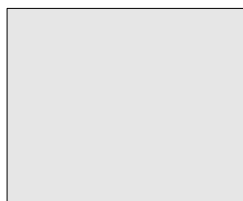
1 COMPOSITE PLAN - MAIN LEVEL
 A1-4 1" = 30'-0" | 0' | 30'-0" | 60'-0"



3 REFLECTED CEILING PLAN - MEDIA ACADEMY
 A1-4 1/4" = 1'-0" | 0' | 1/4" | 8'



2 FLOOR PLAN - MEDIA ACADEMY
 A1-4 1/4" = 1'-0" | 0' | 1/4" | 8'

 RENOVATION
 EXISTING

Subject: Proposed Clerical Agreement 2024-2026

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: HR Board Subcommittee meetings: April 3, 2024 & June 3, 2024

Department: Human Resources

Action Desired: Approval _____ Discussion _____ X _____ Information Only _____

Background:

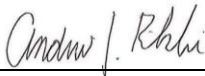
Local 226 Clerical members voted to ratify the proposed two-year master contract on Thursday, May 30, 2024. Provisions of the contract include:

- Two-year contract for 2024-25 and 2025-26 beginning on September 1
- Year one: Salary Increase of 4.2% with package increase of 3.45% for current employees
- Year two: \$0.70/hour increase year two with total package increase of 3.064% for current employees
- Updated provision to allow for sick day exchange program
- Grandfathers’ sick day exchange for employees who have been in PLCS for more than 10 years (11) as of May of 2024 will continue to earn 4 days of personal days and more than 20 years up to 5 days
- Allows employees who have accumulated more than sixty (60) days of leave, as of September 1, to sell back up to 7 days to the district, at their previous year’s daily pay rate
- Longevity increase of 3% after five years of service and 4% after 25, 30, and 35 years of service
- Beginning rates for newly hired clerical staff for 2024-25 and 2025-26:

	2024-25	2025-26
Receptionist and General Clerical	\$17.82	\$18.09
Secretary	\$18.07	\$18.34
Administrative Assistant	\$18.47	\$18.74

Recommendation:

Responsible Person: Dr. Kati Settles/Ms. SuAnn Witt

Superintendent’s Approval _____

 Signature

RETURN TO AGENDA

**NEGOTIATED AGREEMENT
BETWEEN
PAPILLION LA VISTA COMMUNITY SCHOOLS
AND
CLERICAL EMPLOYEES**

THIS AGREEMENT, made and entered into the day of ~~July 11, 2022~~ June 10, 2024, by and between the Service Employees International Union Local 226, hereinafter referred to as the “Union”, and the Papillion La Vista Community Schools Number 27, Sarpy County, Papillion-La Vista, Nebraska, hereinafter referred to as the “Board.”

**ARTICLE I
RECOGNITION**

The Board recognizes the Union as the sole and exclusive representative for all non-supervisory clerical employees, which specifically includes elementary school clerical, secondary school clerical, and central office clerical personnel of the district. Clerical employees, for the purpose of this agreement, are further defined as permanent full-time 12-month employees (work eight hours a day for 260 days, including paid holidays) and permanent full-time 10-month employees (work eight hours a day for 218 days, including paid holidays).

**ARTICLE II
MANAGEMENT**

The Board reserves the right to hire, suspend, discharge personnel, assign jobs, transfer employees within the district, to increase or decrease the work force, contract for services, determine the hours of work and days to be worked, and all other procedures necessary to provide for the education of the students of the Papillion La Vista Community Schools. The Board and the members of the Union agree that there shall be no discrimination against applicants or employees on the basis of race, color, national origin, sex, marital status, disability or any other legally protected status in admission or access to, or treatment or employment in, its programs and activities. Payroll deductions will be allowed for Union dues, and TSA (Tax Shelter Annuity), subject to rules and regulations set forth by Board policy.

ARTICLE III
HOURS OF WORK

The Board will provide permanent full-time 12-month and permanent full-time 10-month employees forty (40) hours of work per week, except when an employee's service is interrupted due to conditions beyond the control of the Board.

All hours worked in excess of forty (40) hours in the regular workweek, except as hereinafter provided, shall be paid for at the rate of time and one-half (150%) of the regular time, but premium pay shall not be pyramided.

A lunch break, without pay, of normally one-half (1/2) hour or one (1) hour will be scheduled for each employee, and employees may leave the building premises during this period if they so desire.

On days when school is cancelled due to inclement weather and staff is not required to report, building secretaries need not report but will be paid for their normal work day if they were previously scheduled to work.

ARTICLE IV
HOLIDAYS

All clerical employees shall be eligible for holiday pay on the following holiday:

For permanent full-time 10-month employees:

Labor Day	Thanksgiving
Memorial Day	Friday following Thanksgiving
Day before or after New Years	Day before or after Christmas
New Year's Day	Christmas Day
One day during Spring Break	

Permanent full-time 12-month employees shall be entitled to all of the above days they are entitled to, and they are entitled to Independence Day.

ARTICLE V
VACATIONS

Permanent full-time and part-time (6 hours minimum) 12-month employees shall receive two (2) weeks vacation with pay per year for the first five years of service. Full-time 12-month employees shall receive three (3) weeks vacation with pay after five (5) years of service to the district and four (4) weeks vacation with pay after ten (10) years of service to the district. Though vacation will be accrued monthly, the payroll advice will reflect the amount of vacation the clerical employee is expected to accrue if they complete a full contract year of employment. If an employee leaves or is terminated prior to the end of the contract year and he/she has used more vacation leave than they have accrued/earned to date, the amount paid for the unearned vacation will be deducted from their final paycheck.

Vacations must be taken at the time designated by the Board, in accordance to the needs of the district, recognizing the employee's wishes as much as possible. Pay for vacation periods will be based on forty (40) hours pay for each week of vacation. Vacation days are cumulative up to one and one-half times (1.5) the employee's yearly allotment. Permanent full-time 10-month employees will not be eligible for vacation with pay.

ARTICLE VI
GRIEVANCES

Any disagreement or difference of opinion between the Board, the Union, or the employees covered by this agreement, concerning the interpretation or application of the terms or provisions of this agreement, will be considered a grievance.

Any employee, the Union, or the Board may present a grievance. Any grievance that is not presented within fifteen (15) days following the event giving rise to such grievance, shall be forfeited and waived by the aggrieved party.

The procedure for handling grievances shall be as follows:

The grievant shall first take up the grievance by presenting it, in writing, to the principal or to his/her immediate supervisor. If the grievance is not satisfactorily adjusted within five (5) days from the meeting with the building principal or his/her immediate supervisor, the Union representative shall present the grievance, in writing, to the Assistant Superintendent of Human Resources. Said appeal shall be presented to the office of the Assistant Superintendent of Human Resources within fifteen (15) days of the date that the grievance was presented to the principal or immediate supervisor.

The Assistant Superintendent of Human Resources shall, within thirty (30) days from the date it is presented to him/her, make a determination as to the grievance. If that determination is not satisfactory to the aggrieved party it may be appealed in writing to the Superintendent within thirty (30) days of the assistant superintendent's decision. The Superintendent shall hear the grievance and the decision of the Superintendent shall be rendered within thirty (30) days of said hearing. Neither the Superintendent nor the Union will attempt, by means other than the grievance procedure, to bring about a settlement of any issue which is properly the subject for disposition through the grievance procedure.

ARTICLE VII **MILITARY LEAVE**

An employee in the Military Service will have reinstatement rights provided he/she qualifies for the provisions of the existing laws pertaining to the reinstatement of veterans. Veterans shall retain all vacation rights, except that they will be considered as having taken vacations while in the service.

ARTICLE VIII **ACTS IN VIOLATION OF LAWS OR ORDERS**

Nothing in the Agreement shall be construed to require either party to act in violation of any State or Federal Law or any Presidential Order, and in the event such conditions should arise, this Agreement should be considered modified to the extent necessary to comply with the Law.

ARTICLE IX
JOB VACANCIES

In matters of job vacancies and promotions, the following will be considered (in no specific order): seniority, job performance history, qualifications for the type of work required, and a possible interview. In terms of layoffs, demotions, or re-employment, seniority will prevail. These matters are subject to the right of an employee to file a grievance on the basis that his/her qualifications have not been given proper consideration.

For the purposes of this Agreement, seniority shall be defined as continuous length of service with the District. Length of service does not count years as a paraprofessional for determination of seniority. Job vacancies due to termination, transfer, promotion, or creation of any full-time position shall be published when such openings occur. Employees may apply for such openings by submitting an online application within the posting period specified on the job posting notice. A copy of the posting and the results of the hiring process will be provided to the local union representative upon request.

ARTICLE X
BEREAVEMENT LEAVE

Absence from work will be allowed so that the employee may have five (5) consecutive workdays following the death of an immediate relative without loss of pay. This rule applies only to an immediate relative, interpreted to be as follows: an employee's spouse, parent, child, brother, sister, grandchild, mother-in-law, father-in-law, or any other individual who is a permanent resident in the employee's home.

The employee shall be granted three (3) consecutive workdays without loss of pay for the purpose of attending the funeral of the employee's grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, nephew, niece, aunt, uncle, or grandparent-in-law.

Additional absences will be considered under the Accumulated Leave of this Agreement.

ARTICLE XI

ACCUMULATED LEAVE

Accumulated leave includes a combination of Personal and Sick Leave. Accumulated leave will be awarded at the rate of (1) day for each month of service, plus one day annually, accumulative to one hundred twenty (120) days. Though the leave will be accrued monthly, the payroll advice will reflect the amount of leave the clerical employee is “expected to accrue” if they complete a full contract year of employment. If an employee leaves or is terminated prior to the end of the contract year and he/she has used more accumulated leave (sick and personal combined) than they have accrued/earned to date, the amount paid for the unearned accumulated leave will be deducted from their final paycheck. Upon termination, an employee who has completed five years (5) of full-time experience will be paid for fifty percent (50%) of their accumulated leave days, up to sixty (60) days, based on their rate of pay at that time.

Each year, those employees who have accumulated more than sixty (60) days of accumulated leave, as of July 1, may opt to sell back to the district, at their previous year’s daily pay rate, up to seven (7) days of leave but in no case will this sale allow their accumulated leave to fall below sixty (60) days. ~~Accumulated Leave Buy-back Program: Clerical staff who have unused accumulated leave beyond the 120-day maximum at the end of a contract year will be eligible to annually sell back up to 12 unused accumulated leave days such that their leave balance will be no less than the 120-day maximum. Each day sold back will be compensated at a rate of ½ the employee’s current year’s rate of pay.~~

Personal Leave: An employee may apply to use accumulated leave for personal purposes such as special events or emergencies that cannot be scheduled on non-duty days or at a time other than school hours. Clerical staff ~~with 1-10 years of service to the district~~ may apply to use three (3) days of accumulated leave for personal leave per year. ~~Those that have been in Papillion La Vista Community Schools for 20 years as of May, 2024 will retain the availability to request up to five (5) days of~~

personal reasons and for more than 11-20 years as of May, 2024 will retain the availability to request four (4) days of personal reasons. ~~Clerical staff with 11-20 years of service may apply to use four (4) days of accumulated leave for personal leave per year. And, clerical staff with 21 or more years of service may apply to use five (5) days of accumulated leave for personal leave per year.~~

As of May 1, 2025, qualified clerical staff members have the option to exchange two accumulated sick leave days in order to gain one additional day of personal leave. A clerical staff member may apply for this exchange annually by submitting an electronic form to Human Resources between May 1 and June 1.

- To qualify, a staff member must have completed 10 or more years of service.
- Those with 10 or more years of service may apply for one exchange annually.
- Those with 20 or more years of service may apply for two exchanges annually.

The newly converted days may be used beginning with the following school year (e.g. days exchanged by June 1, 2025 may be used during the 2025-26 school year). Any days of allowed personal days that are not used in a contract year will roll into the employee's accumulated leave bank for us as sick leave.

An online request in writing shall be submitted to the immediate supervisor, who shall in turn approve or disapprove the application. Should the principal approve the application, the principal shall submit the application to the Assistant Superintendent of Human Resources. The employee may submit the reason for the leave directly to the Assistant Superintendent of Human Resources in a confidential envelope, in which case the immediate supervisor will be notified of the request but not the reason. Personal leave, if granted, will be deducted from available leave if applicable accumulated leave.

**ARTICLE XIII
INSURANCE**

The health insurance program will be provided by the district as follows: Individual or family coverage will be provided to those employees who qualify. This policy includes individual dental for all individuals eligible for health insurance under this contract. Long Term Disability Insurance as selected by the Board and identified in the teacher agreement, with premium paid by the employer. Term Life Insurance – amount shall be the same as the teacher contract. All insurance providers and programs will be selected by the Board.

**ARTICLE XIV
WAGES**

Clerical employees will be compensated at their ~~2024-25~~~~2021-22~~ pay rate plus ~~4.2%~~~~4%~~ for ~~2024-25~~~~2022-23~~; and for the ~~2025-26~~~~2023-24~~ school year they will be paid at their ~~2025-26~~~~2022-23~~ rate plus \$0.70. For ~~2024-25~~~~2022-23~~ and ~~2025-26~~~~2023-24~~, the new rate will begin on the first day of September.

For newly hired employees, base wages will be as follows:

	2024-25 2022-23	2025-26 2023-24
Receptionist and General Clerical	\$17.82 \$17.20	\$18.09 \$17.55
Secretary	\$18.07 \$17.45	\$18.34 \$17.80
Administrative Assistant	\$18.47 \$17.85	\$18.74 \$18.20

If an employee presently has family coverage but chooses single insurance or no insurance, the employee’s salary will be increased by an additional \$0.45 per hour if he/she chooses no insurance, or \$0.30 per hour if he/she chooses single insurance coverage. If an employee later chooses to return to their original coverage and they are still eligible for that coverage, their salary will be reduced by the additional amount their salary was increased due to the insurance coverage change this year.

Beginning with the ~~2024-25~~~~2012-13~~ school year, a ~~three~~two percent (3%)(2%) increase in salary will be provided for those people so qualified after five (5) years of service to the district in a full-time position. A three percent (3%) increase in salary will be provided for those people so qualified after ten (10) years of service to the district in a full-time position, after fifteen (15) years of service to the district in a full-time position, and after twenty (20) years of service to the district in a full-time position. ~~After~~ four percent (4%) increase will be provided for those people who qualify after twenty-five (25) years of service to the district in a full-time position, after thirty (30) years of service to the district in a full-time position, and after thirty-five (35) years of service to the district in a full-time position. The three percent (3%) and four percent (4%) shall be of their hourly rate at the time of reaching the milestone and will be added to their salary. This increase is the % of the employee's wage at the time they reach the longevity milestone. This change will be enacted September 1, 2024 and applied accordingly to all current clerical staff who qualify for longevity. ~~is not retroactive for years prior to August 1, 2024~~~~12~~, e.g., ~~an employee in their eighth year of service to the district will not receive a 3% longevity pay increase until completion of their tenth (10) year of service, at which time they would receive a three percent (3%) increase.~~

In the event an error is discovered in salary calculated and/or paid or a benefit deduction, the error shall be corrected only back to a date 12 months prior to the notification of the error.

ARTICLE XV **SAFETY COMMITTEE REPRESENTATION**

The Union shall elect or appoint a member to serve on the District's Safety Committee. The term of this representative shall be two (2) years and reappointment may occur. All Union members shall have the opportunity to express interest in serving on the Committee. The Union will develop the process of seeking interested participants and appointing or electing their representative to serve on this Committee.

ARTICLE XVI
CONTRACT TERMINATION

This agreement shall be in full force and effect from the 1st day of September, ~~2024~~~~2022~~, to and including the 31st day of August, ~~2026~~~~2024~~.

Witness Whereof the parties hereto have hereunder caused this instrument to be executed on the ~~24th~~~~10th~~~~11th~~ day of ~~June~~~~July~~, ~~2024~~~~2022~~.

SERVICE EMPLOYEES INTERNATIONAL
UNION LOCAL 226,

SCHOOL DISTRICT 27,
SARPY COUNTY

BY _____

BY _____

CLERICAL CATEGORY DESCRIPTIONS

Administrative Assistant

May entail supervision of others in a department or school including the responsibility for planning and organizing the work schedule of others. Requires the ability to adapt specialized software, or a thorough knowledge of Federal and State regulations regarding finance, census, and certification. In addition to the tasks outlined for Secretary and General Clerical, requires a thorough knowledge of policies and procedures of all major areas within the district, or may require the technical skills to operate specialized software packages, prepares routine correspondence, maintains departmental records, requires minimum supervision in daily task, may exercise some supervision over Secretaries or General Clerical personnel.

Secretary

Requires considerable skill in operating computers, organizing and preparing reports, maintaining records and accounts; some responsibility for organizing and planning daily work; meets and relates to public and staff; serves as a receptionist; considerable latitude provided for independent judgment; operates with a minimum of supervision.

Receptionist/General Clerical

Routine communications, filing, typing, record posting, operation of computers with direction; data entry; little responsibility for planning and organizing daily activities; periodic supervision required.

Subject: Para Negotiations 2024-2026

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: HR Board Subcommittee meetings: April 3, 2024 & June 3, 2024

Department: Human Resources

Action Desired: Approval _____ Discussion Information Only _____

Background:

Local 226 Paraprofessionals voted to ratify the two-year master contract on Friday, May 31, 2024. Provisions of the contract include:

- Salary Increase of 3.19% with package increase of 3.50% in year one.
- Salary Increase of 3.21% with package increase of 2.67% in year two.
- Paras returning from 2023-24 will receive an additional \$0.25/hr for 2024-25 and an additional \$0.15/hr to \$0.40/hr for 2025-26

Beginning rates for newly hired paraprofessionals for 2024-25 and 2025-26:

Category of Paraprofessional	2024-25 Starting Rate	2025-26 Starting Rate
EL & Title Instructional Paraprofessionals	\$16.12	\$16.32
Instructional Non-Title Paraprofessionals	\$15.62	\$15.82
Health Paraprofessionals	\$17.00	\$17.33
Special Education & Preschool	\$16.67	\$17.07
Van Rider Paraprofessionals	\$16.42	\$17.07

Recommendation:

Responsible Person: Dr. Kati Settles/Mr. Brian Lodes

Superintendent's Approval _____

 Signature

**NEGOTIATED AGREEMENT
BETWEEN
PAPILLION LA VISTA COMMUNITY SCHOOLS
AND
PARAPROFESSIONAL EMPLOYEES**

THIS AGREEMENT, made and entered into the by and between the Service Employees International Union Local 226, hereinafter referred to as the “Union”, and the Papillion La Vista Community Schools Number 27, Sarpy County, Papillion-La Vista, Nebraska, hereinafter referred to as the “Board”.

**ARTICLE 1
RECOGNITION**

The Board recognizes the Union as the sole and exclusive representative for paraprofessionals currently employed by the Papillion La Vista Community Schools.

**ARTICLE 2
MANAGEMENT**

The Board reserves the right to hire, suspend, discharge personnel, assign jobs, transfer employees within the district, to increase or decrease the work force, contract for services, determine the hours of work and days to be worked, and all other procedures necessary to provide for the education of the students of the Papillion La Vista Community Schools.

Job vacancies due to termination, transfer, promotion, or creation of any position shall be posted online for five business days or posted in the building on a bulletin board designated for such process by the personnel office for five business days prior to filling the position. A copy of the posting and the results of the hiring process will be provided to the local union representative upon request. The five-day posting requirement for vacancies is waived from July 1 through August 31 to ensure adequate staffing is in place at the beginning of the school year.

Payroll deductions will be allowed for TSA's and Union dues subject to rules and regulations set forth by Board Policy.

The Board and the members of the Union agree that there shall be no discriminations against applicants or employees on the basis of race, color, national origin, sex, marital status, disability or any other legally protected status in admission, access to, treatment, or employment in its programs and activities.

ARTICLE 3
HOURS OF WORK

The Board will hire paraprofessionals as needed and defined in Article 2.

On days when teaching staff are asked to report, instructional paraprofessionals, media paraprofessionals, health paraprofessionals and special education paraprofessionals may be asked to report and be compensated for their normal workday hours relative to the eligible assignments as shown above. The ability to report on these days does not apply to transportation paraprofessionals or school lunch paraprofessionals.

For up to three days when school is canceled due to inclement weather and staff is not required to report, paraprofessionals need not report but will be paid for their normal workday if they were previously scheduled to work. If there are more than three inclement weather days, instructional paraprofessionals, media paraprofessionals, health paraprofessionals and special education paraprofessionals may make up these hours during future staff development days remaining in the school year.

An uninterrupted lunch break without pay of 1/2 hour will be scheduled for each paraprofessional employee when applicable. The paraprofessional employee may leave the building premises during their scheduled lunch period if they so desire.

ARTICLE 4
GRIEVANCES

Any disagreement or difference of opinion between the Board, the Union, or the employees covered by this agreement, concerning the interpretation or application of the terms or provisions of this agreement, will be considered a grievance.

Any employee, the Union, or the Board may present a grievance. Any grievance which is not presented within fifteen (15) days following the event giving rise to such grievance, shall be forfeited and waived by the aggrieved party. The procedure for handling grievances shall be as follows:

The grievant shall first take up the grievance by presenting it, in writing, to the principal or to his/her immediate supervisor. If the grievance is not satisfactorily adjusted within five (5) days from the meeting with the building principal or his/her immediate supervisor, the Union representative shall present the grievance, in writing, to the superintendent or designated representative. Said appeal shall be presented to the office of the superintendent within fifteen (15) days of the date that the grievance was presented to the principal or immediate supervisor.

The superintendent shall make a determination as to the grievance within thirty (30) days from the date it is presented. If that determination is not satisfactory to the aggrieved party it may be appealed in writing to the Board with thirty (30) days of the superintendent's decision. The Board shall hear the grievance in open or closed session and the decision of the Board shall be rendered within thirty (30) days of said hearing. Neither the Board nor the Union will attempt, by means other than the grievance procedure, to bring about a settlement of any issue which is properly the subject for disposition through the grievance procedure.

ARTICLE 5
MILITARY LEAVE

An employee in the Military Service will have reinstatement rights provided he/she qualifies for the provisions of the existing laws pertaining to the reinstatement of veterans.

ARTICLE 6
ACTS IN VIOLATION OF LAWS OR ORDERS

Nothing in the Agreement shall be construed to require either party to act in violation of any State or Federal Law or any Presidential Order, and in the event such conditions should arise, this Agreement should be considered modified to the extent necessary to comply with the Law.

ARTICLE 7
BEREAVEMENT LEAVE

Absence from work will be allowed so that the employee may have five (5) consecutive workdays following the death of an immediate relative without loss of pay. This rule applies only to an immediate relative interpreted to be as follows: an employee's spouse, parent, child, brother, sister, grandchild, mother-in-law, father-in-law, or any other individual who is a permanent resident in the employee's home.

The employee shall be granted three (3) consecutive workdays without loss of pay for the purpose of attending the funeral of the employee's grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, nephew, niece, aunt, uncle, or grandparent-in-law.

Additional absences will be considered under the Accumulated Leave of this Agreement.

ARTICLE 8
ACCUMULATED LEAVE

Accumulated leave (sick leave and personal leave) will accrue based upon the employee's full-time equivalency and shall consist of one (1) day for each month of service, plus one day annually, accumulative to one hundred twenty (120) days. Though the leave will accrue monthly, the payroll advice will reflect the amount of accumulated leave the paraprofessional is expected to accrue if they complete a full contract year of employment. If the paraprofessional leaves or is terminated prior to the end of the contract year, and he/she has used more accumulated leave (sick or personal) that they have earned/accrued to date, the amount paid for the unearned accumulated leave will be deducted from their final paycheck.

Upon termination, all paraprofessionals who have five (5) years of consecutive service with the district will be paid for fifty percent (50%) of their accumulated leave days based on their current rate of pay.

Paraprofessionals may be asked to submit a physician's certification for return to work if absences exceed three consecutive days. Paraprofessionals may be asked for physician's verification of illness if attendance has been unreliable.

ARTICLE 9 **PERSONAL LEAVE**

A paraprofessional may apply for Personal Leave for special obligations or emergencies which cannot be scheduled on non-duty days or at a time other than school hours. An online request shall be submitted to the principal or immediate supervisor, who shall in turn approve, or in cases that may disrupt the delivery of services to students that cannot otherwise be accommodated, disapprove the application. At the employee's discretion, the employee may submit the reason for the leave directly to the Assistant Superintendent of Human Resources in a confidential envelope, in which case the principal or immediate supervisor will be notified of the request but not the reason. A paraprofessional may request up to three days of personal leave in

a given year. Those who have been in Papillion-La Vista Community Schools for more than 20 years as of May 2020, will retain the availability to request up to four (4) days for personal reasons. Personal leave, if granted, will be deducted from accumulated leave. Regular attendance is an essential function of the Paraprofessional's job.

Qualified classified staff members have the option to exchange two accumulated sick leave days in order to gain one additional day of personal leave. A classified staff member may apply for this exchange annually by submitting an electronic form to Human Resources between May 1 and June 1.

- To qualify, a staff member must have completed 10 or more years of service.
- Those with 10 or more years of service may apply for one exchange annually.
- Those with 20 or more years of service may apply for two exchanges annually.

The newly converted days may be used beginning with the following school year (e.g. days exchanged by June 1, 2023 may be used during the 2023-24 school year).

Personal leave in excess of that which is provided in this article shall not be granted.

ARTICLE 10 **SENIORITY**

In matters of layoffs, re-employment, promotions, demotions, and transfers, seniority will prevail, except when there are significant differences in documented past attendance concerns (leave time exceeds benefit provided by the contract) or performance, the ability or physical fitness of those employees under consideration, subject to the right of an employee to file a grievance on the basis that his/her qualifications have not been given proper consideration. For the purpose of this Agreement, seniority shall be defined as continuous length of service with the district. Seniority will be recognized on the basis of hours worked as a paraprofessional. Job vacancies will be established by the Board. When vacancies occur, the employee possessing the

qualifications for the vacancy will be considered in accordance with provisions of this article. If there are no paraprofessional employees presently on the payroll who possess the necessary qualifications for the vacancy, hiring may be utilized. Paraprofessionals must serve a minimum of 90 calendar days in a position prior to requesting a transfer to a different paraprofessional position within the district.

**ARTICLE 11
STARTING BASE WAGES**

Category of Paraprofessional	2024-25 Starting Rate	2022-23 Starting Rate	2025-26 Starting Rate	2023-24 Starting Rate
EL & Title I Instructional Paraprofessionals	\$16.12	\$15.07	\$16.32	\$15.92
Non-Title Paraprofessionals	\$15.62	\$14.57	\$16.32	\$15.42
Health Paraprofessionals	\$17.00	\$15.82	\$17.33	\$16.67
Van Rider	\$16.42		\$16.57	
Special Education, ISS, & Van Rider Paraprofessionals	\$16.67	\$15.42	\$17.07	\$16.27
*Although rarely used, a Secondary Instructional Special Education Paraprofessional will be paid at a rate of \$0.20 above an Instructional Para				

All Returning Paraprofessionals will receive a hours wage increase in accordance with the table below:

Category of Paraprofessional	2024-25 Wage Increase	2025-26 Wage Increase
EL & Title I Instructional Paraprofessionals	\$0.45	\$15.07
Non-Title Paraprofessionals	\$0.45	\$14.57
Health Paraprofessionals	\$0.58	\$15.82
Van Rider	\$0.40	\$0.40
Special Education, ISS, & Van Rider Paraprofessionals	\$0.65	\$15.42
*Although rarely used, a Secondary Instructional Special Education Paraprofessional will be paid at a rate of \$0.20 above an Instructional Para		

will receive an increase of 20 cents on base hourly wage on top of the new starting rates for the 2022-23 school year, and an increase of 20 cents on base hourly wage on top of the new starting rates for the 2023-24 school year. Only employees hired to work prior to June 1 are eligible for the subsequent year's raise.

Paraprofessionals compensated previously for the Level I-IV training that was offered prior to 2006 will continue to receive the increase earned prior to discontinuation of the training.

A three percent (3%) increase in salary will be provided to paraprofessionals after 5 years (5,340 hours), after 10 years (10,680 hours), 15 years (16,020 hours), and 20 years (21,360 hours) of service to the District. A four percent (4%) increase in salary will be provided after 25 years (26,700 hours), 30 years (32,040 hours), and 35 years (37,040 hours) of service to the District. Years of experience will be computed as an hourly equivalent to a six (6) hour day. The adjustment to pay rate will begin with the first day of the pay period after the date the paraprofessionals worked hours reaches the next longevity range.

ARTICLE 12 **INSURANCE**

Paraprofessionals who are assigned to work 176 days at more than 6.5 hours per day will be provided Health and Dental Insurance. The district will pay 100% of the single coverage premium for the employee. Paraprofessional employees whose dependents are eligible to participate in the District's health insurance coverage plan may elect to pay the premium cost of coverage for eligible dependents.

ARTICLE 13 **SAFETY COMMITTEE REPRESENTATION**

The Union shall elect or appoint a member to serve on the District's Safety Committee. The term of this representative shall be two (2) years and reappointment may occur. All Union members shall have the opportunity to express interest in serving on the Committee. The Union will develop the process of seeking interested participants and appointing or electing their representatives to serve on this Committee. Written notice of upcoming meetings will be provided to the designated representative.

ARTICLE 14
CONTRACT TERMINATION

This agreement shall be in full force and effect from the 1st day of August, 202~~4~~² to and including the 31st day of July, 202~~6~~⁴.

Witness Whereof the parties hereto have hereunder caused this instrument to be executed on the 24th ~~27th~~ day of June, 202~~4~~²⁰²².

SERVICE EMPLOYEES INTERNATIONAL
UNION LOCAL 226, Nebraska AFL-CIO

SCHOOL DISTRICT 27,
SARPY COUNTY

BY _____

BY _____

Draft

Subject: Administrative Salaries for 2024-25 School Year

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: HR Board Subcommittee meetings: April 3, 2024 & June 3, 2024

Department: Human Resources

Action Desired: Approval _____ Discussion Information Only _____

Background:

In January 2023, the Board approved the Teacher Negotiated agreement for the 2023-24 and 2024-25 school years. This resulted in a total package increase of 3.59%. The HR Subcommittee considered this as well as other pieces of data in proposing the following for 2024-25:

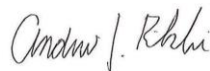
Certified Administrators average package increase of 2.973%:

- Increase base \$700 moving from \$71,900 to \$72,600
- Allow for vertical and horizontal movement
- Move Middle School Assistants from 1.20 index to 1.23 index
- Create an index between HS Principals (index 1.58) and Directors (index 1.40) proposing a new director index of 1.42
- For the 4th HS Principal, add 10 days & change index to 1.26
- Rather than ending the index chart at Step 17, add steps 18-25 for further transparency

Assistant Superintendents recommended package increase is 2.68%.

Recommendation:

Responsible Person: Ms. SuAnn Witt and Dr. Kati Settles



Superintendent's Approval _____

Signature

Subject: Superintendent Contract for 2024-25 School Year

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: HR Board Subcommittee meetings: April 3, 2024 & June 3, 2024

Department: Human Resources

Action Desired: Approval _____ Discussion Information Only _____

Background:

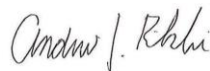
In January 2023, the Board approved the Teacher Negotiated agreement for the 2023-24 and 2024-25 school years. This resulted in a total package increase of 3.59%. The HR Subcommittee considered this as well as other pieces of data in proposing the following to Dr. Rikli’s contract:

The proposed Superintendent contract includes a salary increase of 2.29%. Dr. Rikli’s salary for the 2024-2025 school year is proposed to be \$263,004.65 All other provisions of the contract remain the same. With increases in Retirement, FICA, Medicare, and insurance rates calculated this is a total package of increase of 2.309% for the 2024-2025 school year totaling \$329,179.77, not to include budgeted amounts for travel allowance/reimbursement and association/membership dues. The total budgeted amount for this contract is \$339,179.77. The contract, which was updated in December of 2023, covers through the 2026-2027 contract years.

A copy of the Superintendent’s three-year contract is available for patron review on the District website in accordance with Nebraska’s Superintendent Contract Transparency Act.

Recommendation: Discussion

Responsible Person: Ms. SuAnn Witt and Dr. Kati Settles



Superintendent’s Approval _____

Signature

RETURN TO AGENDA

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

This contract is made by and between the Board of Education of Papillion LaVista Community Schools, legally known as Sarpy County School District No. 77-0027 and referred to herein as the “Board” and “School District” respectively, and Dr. Andrew Rikli, referred to herein as the “Superintendent.”

WITNESSETH: In accordance with action taken by the Board as recorded in the minutes of its meeting of June 24, 2024, the Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment subject to the terms and conditions set forth below.

SECTION 1. Term of Contract. The Superintendent shall be employed for a term beginning on July 1, 2024 and expiring on June 30, 2027. References to “contract year” shall mean the period from July 1 through June 30.

SECTION 2. Salary and Performance Payment. The Superintendent’s salary for the 2024-25 contract year shall be \$263,004.65 which shall be paid in equal installments in accordance with the Board’s policy governing payment of other professional staff employees. The salary for the 2024-25, 2025-26, and 2026-27 contract years shall be set by mutual agreement of the Superintendent and the Board; but shall not be less than the annual salary for the immediately preceding contract year. During the term of this Contract, the Board shall not reduce the Superintendent's salary but may increase it, as an amendment hereto, without such increase constituting a new contract or extending the length of this Contract. For the 2024-25 contract year and any subsequent period, the Board may, in its discretion, pay the Superintendent a performance payment for the completion of goals established collaboratively by the Superintendent and the Board.

SECTION 3. Contract Extension. Effective July 1, 2024, this Contract shall automatically be extended for one additional year beyond the initial term unless the Board gives the Superintendent written notice by that date that it will consider not renewing the Contract. Such notice must be given pursuant to official board action. The Board may take official action to extend the term of this contract at any regular or special meeting at which such extension is an agenda item.

SECTION 4. Professional Status. The Superintendent affirms that he is not under contract with another school board or board of education covering any part of or all of the term of this Contract. Throughout its term, he will hold a valid and appropriate certificate to act as a Superintendent of Schools in the State of Nebraska, which certificate shall be registered in the School District’s Human Resources Office.

SECTION 5. Superintendent's Duties. The Superintendent shall faithfully perform the duties of the Superintendent of Schools as prescribed by the laws of the State of Nebraska, the rules and regulations of the Nebraska Department of Education, and the Board’s Policy Manual, which duties shall not be changed substantially during the term of this Contract without the Superintendent’s consent. The Superintendent is subject to the Board’s direction and control at all times and shall carry out and perform such administrative duties as the Board may assign to him from time to time. Regular, dependable attendance is an essential function of the Superintendent’s duties. He will devote his full time, skill, labor, and attention to the performance of his duties; provided, however, by agreement with the Board, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations so long as such other work is not inconsistent with his duties and obligations to the Board.

SECTION 6. Board-Superintendent Relationship. The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the District, and shall have primary responsibility for implementing Board policy. The Board agrees, individually and collectively, to promptly refer all criticism, complaints, and suggestions concerning operations of the District, including matters relating to personnel and students, to the Superintendent for study, recommendation, or action as appropriate, and not to comment or take action on such matters except upon the recommendation of the Superintendent or upon the Superintendent's having been permitted sufficient opportunity to respond to the matter. The Superintendent shall not be responsible for performance of duties assigned by individual members of the Board, or duties assigned without official action of the Board, except as specifically set forth in the Board's Policy Manual.

SECTION 7. Legal Actions. If any legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties under this Contract or his position as Superintendent of Schools for the District, the Board shall provide him with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the District and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

SECTION 8. Cancellation or Mid-Term Amendment. A majority of the Board members may cancel or amend this Contract during its term for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Superintendent's certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education; (b) any of the reasons set forth in this Contract; (c) the breach of any of the material provisions of this Contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immoral conduct or conduct involving moral turpitude; (i) physical or mental incapacity; (j) intemperance; (k) conviction of a felony; or (l) any conduct that substantially interferes with the Superintendent's continued performance of his duties. The procedures for cancellation or amendment shall be in accordance with the statutes of the State of Nebraska.

SECTION 9. Physical and/or Mental Examination. At the direction of the Board, the Superintendent shall undergo a physical or mental examination by a licensed physician or psychologist chosen by the Board to determine whether the Superintendent can perform the essential functions of his position. The Superintendent may also choose a licensed physician or psychologist for a second opinion also to be presented to the Board. The Superintendent shall authorize the physician and/or psychologist to disclose to the Board his or her written determination whether the Superintendent can perform such essential functions. The cost of such examination(s) and report(s) shall be paid by the health insurance that the School District provides to the Superintendent, and any amount not so covered shall be paid by the School District.

SECTION 10. Transportation. The Board shall provide the Superintendent with a transportation allowance of \$7,500-per contract year.

SECTION 11. Professional Development/Civic and Professional Meetings. The Superintendent shall become a member of appropriate professional organizations and attend appropriate professional and civic meetings at the local, state and national levels; provided that such attendance does not interfere with the proper performance of his duties.

SECTION 12. Fringe Benefits. In addition to the compensation set forth in Section 2, the District shall provide the Superintendent with the fringe benefits set forth below.

- A. The expense of membership in the professional and civic organizations and attendance at their meetings pursuant to Section 11 when his membership and/or attendance has been authorized by the Board.
- B. In addition to the transportation allowance in Section 10, reimbursement at the state-approved rate for mileage incurred while driving his personal vehicle on District business to destinations beyond a distance of 30 miles.
- C. A tax-sheltered annuity plan in the amount of \$ -0-.
- D. A term life insurance policy with a face value of \$250,000.00.
- E. Health and dental insurance coverage for him and all members of his family who are eligible as dependents. The District pays 100% of the Single health premium and 93% of the family health premium. The District pays for single dental insurance coverage, the Superintendent may elect additional coverage for family dental at their own expense.
- F. A disability income insurance policy providing payment of 60% of his existing monthly income and 60% of the monthly health insurance premium as found in the standard specifications in the District's Disability Policy.
- G. Sick leave as described in the Administrator's Handbook.
- H. A maximum of 20 working days of vacation leave shall be granted each contract year, to be used in a manner and at times selected by the Superintendent; provided such use does not interfere with the proper performance of his duties. If all 20 days are not used in the year they are granted, the days may be accumulated and carried over into future years so long as maximum accumulation does not exceed 30 days. Once 30 days of vacation are accumulated, no additional days of vacation will be granted until existing vacation leave is less than thirty days, i.e., a portion of the accumulated vacation leave has been used.
- I. Except as otherwise provided in this Contract, the Superintendent shall receive all fringe benefits of employment which are granted to other certificated employees of the District.

SECTION 13. No Penalty for Release or Resignation. There shall be no penalty for release or resignation by the Superintendent from this Contract; provided no resignation shall become effective until expiration of the Contract unless accepted by the Board, and the Board shall fix the time at which the resignation shall take effect.

SECTION 14. Compensation upon Termination. Upon lawful termination of this Contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. Any portion of the salary paid, but not earned, prior to the date of termination of this Contract shall be refunded by the Superintendent.

SECTION 15. Governing Laws. The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

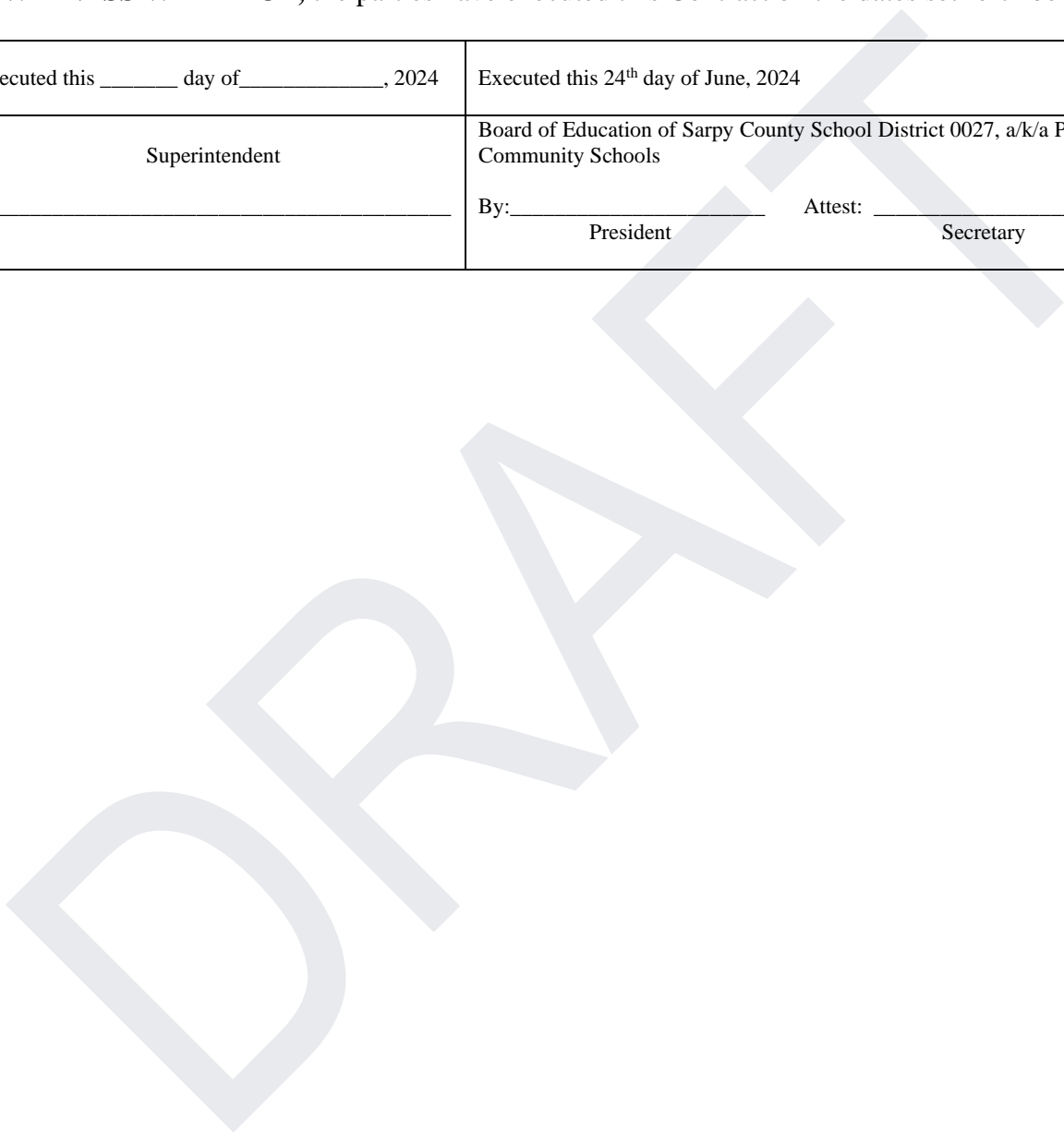
SECTION 16. Amendments to be in Writing. This Contract may be modified or amended only by a written statement duly authorized and executed by the Superintendent and the Board.

SECTION 17. Severability. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions.

SECTION 18. Evaluation. The Board will evaluate and assess the Superintendent’s performance in writing twice during the first contract year and at least once per year in contract subsequent years. Upon completing each evaluation, the Board or a duly designated committee thereof shall meet with the Superintendent to review the results of the evaluation. The Board shall give the Superintendent a copy of the written evaluation, and he shall have the right to make a written response to it. The evaluations and written responses will be placed in the Superintendent’s personnel file.

IN WITNESS WHEREOF, the parties have executed this Contract on the dates set forth below.

Executed this _____ day of _____, 2024	Executed this 24 th day of June, 2024
<p style="text-align: center;">Superintendent</p> <p>_____</p>	<p>Board of Education of Sarpy County School District 0027, a/k/a Papillion La Vista Community Schools</p> <p>By: _____ Attest: _____</p> <p style="text-align: center;">President Secretary</p>



Superintendent Pay Transparency Notice
Dr. Andrew Rikli
Superintendent Papillion La Vista Community Schools

Approval of the 2024-25 Superintendent's Contract is on the Papillion La Vista School Board Agenda for the June 24, 2024 meeting beginning at 6:00 p.m. at Papillion La Vista Community Schools Central Office in Papillion, Nebraska.

Years on Contract:

Following the 2023-24 school year, three years will remain on the contract. The salary for each of the following years will be set by mutual agreement between the Superintendent and the Board but will not be less than the annual salary of the preceding year.

Budget Impact Statement:

As required by law the proposed budget impact statement itemizes current and future costs for the Superintendent as is proposed in the 2024-25 contract.

Salary: \$263,004.65

Cell phone stipend: \$1,080

Transportation Allowance: \$7,500

District's share of Retirement, FICA and Medicare: \$40,261.30

Insurances (Health, Dental, Life, Long Term Disability): \$17,333.82

Total salary and benefits package: \$329,179.77

*Travel allowance/reimbursement: \$6,000

*Association/Membership dues: \$4,000

Total Proposed Budget: \$339,179.77

*The amounts for travel and dues are based on the 2023-24 budgeted amounts, the 2024-25 budget has not been set but no change in amount is anticipated. The actual expenditure for the 2023-24 year was less than the budgeted amount.

Future Expenses if Superintendent were to Leave:

- **Payment for unused sick time.** Dr. Rikli receives 9 sick days and 3 personal days annually. His current leave balance is 115.17 days. 90 of those are eligible to be paid out at half the rate of a sub teacher. If none of these days were used, combined with his current balance, the amount he would receive at the end of the year for unused sick time, if he were to leave the school district, would be \$8,100.00.
- **Payment for unused vacation time.** Dr. Rikli receives 20 vacation days annually. His current vacation balance is 30 days. The maximum number of days that can be accrued is 30 days. The amount he would receive at the end of the year for 30 days of unused vacation time, if he were to leave the school district, would be \$30,346.69.

Subject: Superintendent’s Performance Goals Update, 2023-24

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: September 25, 2023

Department: Administration

Action Desired: Approval _____ Discussion X Information Only _____

Background:

The Papillion La Vista Schools Board of Education, working in collaboration with the Superintendent, developed several goals for the 2023-24 school year. The attached summary outlines each of the goals.

These goals serve as the foundation for Dr. Rikli’s annual Superintendent evaluation by the Board of Education during the 2023-24 school year. Dr. Rikli gave the Board a mid-year update on his progress in September. The Board will be presented with a final summary of his progress for the 2023-24 school year.

- 1. *Continue to Execute the District Strategic Plan*
- 2. *Develop Communication & Engagement Plans for District Families*
- 3. *Update District Safety and Security Protocols*
- 4. *Expand District Staff Recruitment & Retention Strategies*
- 5. *Implement Plan for 2023 Bond Facility Projects*

Recommendation: None

Responsible Person: Dr. Andy Rikli

Superintendent’s Approval 
Signature

RETURN TO AGENDA

Papillion La Vista Community Schools
Superintendent Goals, 2023-24
June 10, 2024

DRAFT

These goals are preliminary and subject to review and approval by the Board of Education. The goals are based on feedback from the 2022-23 BOE Superintendent Evaluation, the 2022-23 Superintendent Survey, 2022-23 Staff and Parent Surveys, and the District Strategic Planning Goals.

Superintendent Goals, 2023-24

1. Continue implementation of the District Strategic Planning cycle

Possible Indicators

- Complete work on the current District Strategic Planning goals of rigor, mental health, and staff recruitment and retention
- Determine leadership roles and a planning model for facilitation of the new plan
- Identify internal and external candidates for District Strategic Planning Committee
- Utilize Superintendent's Student Advisory Committee to increase involvement of student body
- Develop community engagement and communication strategies to involve District stakeholders in the implementation process
- Finalize plans to transition District from Cognia to NDE Frameworks accreditation model

June 2024 Update: District teams continued work on all three of the identified Strategic Plan Goals during the 2023-24 school year: academic rigor, mental health, and employee recruitment and retention. The District has completed at least three (3) formal reports to the Board of Education updating them on the status of its Strategic Planning goals. The District has added significant resources in the last several years to support the mental health goal including the addition of Dr. Deb Anderson in her role as Supervisor of Mental Health Services. The Superintendent's advisory groups (including the student, business/elected official, certified, and classified groups) have continued to discuss and provide feedback on the District's strategic goals and plans. The District plans to re-start its Strategic Planning process during the 2024-25 school year. Ms. Seery and Dr. Voisin have been trained as Strategic Planning facilitators, so the District will likely use them in lieu of an outside facilitator as the District re-starts its planning efforts. As part of the process, the District will select a Community Advisory group consisting of staff, parents, students, business leaders, and Board members to oversee the selection of goals and long-term planning efforts. Independent of the Strategic Planning process, the District will transition to a new school accreditation model and will host an external team visit during the winter of 2024-25. The District is also concluding its review of the IDEAL Program and will soon implement changes to the program which will support both our behavior needs and the District's goal of enhancing academic rigor. Finally, a new ELA curriculum will be implemented during the upcoming school year which will also support the academic achievement of all learners.

2. Develop communication and engagement plans for District families and residents

Possible Indicators

- Continue Bond Communication Plan including Bond Squad series and signage at work sites
- Review structure of all internal and external District advisory committees
- Implement parent training series on topics relevant to PLCS families
- Continue community outreach efforts including Discovery Tours, PLV Cares, and community listening sessions to better understand the needs of our community
- Deploy annual staff and parent survey in the spring of 2024 to measure the effectiveness of communication efforts
- Begin succession planning efforts for the District Director of Communications position

June 2024 Update: Communication and engagement work continues across the District. The Bond Squad series and community outreach efforts continue as part of the 2023 bond initiative. The District has continued its use of its Advisory Councils including the student, certified, classified staff, and business/elected official advisory groups. Minor tweaks were made to the internal and external advisory groups to make the discussions more engaging and interactive. The District's Parent Engagement series was re-started during the 2023-24 school year. This included a first semester training for students, parents, and staff by Karen Haase on internet safety and a second semester training by Dr. Deb Anderson on mental health. A plan will be put into place for 2024-25 to expand on the Parent Training series to include at least four (4) sessions offered to parents. Regular, ongoing community engagement efforts have continued including the Discovery Tours and the annual Staff and Parent Survey. The two surveys were deployed in April, and the Communications Team has summarized the results at the District and building level. These results have been shared with building and Central Office administrators. A formal Board presentation summarizing the results will occur later this fall. The District has also continued its Staff Pick Me Ups throughout the year which are meant to provide small morale boosters. The Pick Me Ups culminated in April with every building and program being visited by Central Office administrators and served coffee. The Superintendent's Gratitude Awards were also expanded from one award per month to two awards so that one certified staff member and one classified staff member are recognized each month. Lastly, the District successfully completed its search for a new Director of Communications last January. Ms. Eyman retired at the end of January and her replacement, Dr. Christopher Villarreal, transitioned with her for a month before assuming the position in February.

3. Update District Safety and Security Protocols

Possible Indicators

- Implement school safety measures outlined in the 2023 bond including controlled access entryways, new fencing, security film, enhanced communication systems, and door monitoring software
- Review current Board of Education meeting safety protocol including the use of police officers and external camera systems
- Review District Crisis and Safety protocols and provide necessary training for staff
- Continue collaboration with law enforcement including crisis planning and tabletop exercises
- Collaborate with First Student Transportation to implement new bus tracking systems
- Develop plan to support staff and students with identified mental health needs including continuation of PLV Cares, EAP for staff, and the Safe to Help Hotline
- Review ALICAP insurance claims data and implement any needed training to reduce claims

June 2024 Update: The District has made significant progress in the areas of safety and security protocols. Updated cameras and supporting software have been installed in all schools and are now fully operational. More progress will be made as part of the 2023 bond list including controlled access entryways at all buildings, comprehensive door access points and locking software, updated intercoms, and bullet resistant film in key entryways. Fencing is also being installed around all elementary school playgrounds to aid in access control and prevent student elopement. The District developed formal practices to address student elopement, and these practices will be reviewed at least annually with administrators and revised as necessary. An agreement has been made with the Papillion Police Department to provide a permanent security presence at all Board of Education meetings. The District has engaged with the Papillion Police Department to explore the possibility of an additional School Resource Officer (SRO). This position would supervise the current SROs, provide coverage when they are out, assist the District with safety planning, and provide support to buildings that do not have a full time SRO. The third year of the contract with transportation partner First Student continues to go well, and improvements to bus routing and communication will continue to be made in future years. Several new mental health supports have been put in place to support students and staff in support of Strategic Plan Goal 2. The District has also continued its regular meetings with local law enforcement agencies to assure collaboration and lines of communication remain open.

4. Expand District Staff Recruitment and Retention strategies

Possible Indicators

- Develop new strategies in difficult to fill positions such as paraeducators, food service, and specialized teaching positions
- Evaluate effectiveness of the new compensation model for Student Teachers and the staff retention/recruitment stipends
- Discuss possible teacher recruitment and retention strategies with BOE as part of the negotiations process
- Expand programs such as Teacher Ladder and the Education Academy to grow our own teachers and paraeducators
- Review employee recruitment and retention strategies to enhance greater staff diversity

June 2024 Update: The District has made significant strides filling both certified teaching and classified positions thanks to the efforts of the HR Team. We started the year with no unfilled teaching positions. The number of unfilled para positions is down significantly from previous years though there are still several positions to fill prior to the start of the 2024-25 school year. The District has successfully implemented a stipend for student teachers. It is still too early to draw meaningful conclusions, but the District will monitor if the stipend has an impact on the quality and quantity of student teaching candidates. The District also provided significant recruitment/retention stipends of \$3,000 to all staff which have been warmly received. The District has successfully completed the negotiations process with the clerical and paraeducator groups. This process included surveying members about the importance of different incentives such as pay, flexibility, and benefits. The District also continues to pursue innovative programs such as the Teacher Ladder program to increase the pipeline of quality teachers. The early returns on the Teacher Ladder program are promising with two PLCS paras being hired on as special education teachers. The HR Team has also implemented some promising new “grow your own” initiatives through the Education Academy and the National Signing Day event for high school students who will major in Education in college.

5. Implement plan for bond facility projects

Possible Indicators

- Complete all work on 2018 bond projects and alternate projects including elementary playground updates and irrigation installation
- Establish protocols for new Construction Manager at Risk (CMR) process including selection of committee and bidding process for possible partners
- Finalize the prioritization of projects and construction timeline with the Board of Education
- Review RSP student growth and enrollment study and make updates as needed for building capacity and school boundaries
- Develop long-term facility needs plan for all District facilities in the next 5-10 years

June 2024 Update:

Significant progress has been made closing out the 2018 bond project list and the new 2023 bond project list. All projects from the 2018 bond list have been completed, but several alternate projects including the installation of irrigation systems and upgraded rubber surfaces at several elementary schools are ongoing. The District has formally adopted policy language that will allow the Construction Manager at Risk (CMR) model to be used on construction projects in lieu of the traditional Design, Bid, Build (DBB) model. The CMR model and DBB model will both be used for the 2023 bond projects. Several new elementary expansion and renovation projects have already started at Trumble Park, Parkview Heights, Hickory Hill, and Tara Heights. These projects will be completed in the next 18 months. The District has also made progress with the completion of the two high school baseball fields (at PLSHS and Fricke Field) and the substantial completion of the two high school softball fields. Construction work will begin soon on Papillion Middle School and La Vista Middle School as the designs become finalized. Construction on the 17th elementary school will likely be pushed back slightly to prepare for a fall of 2026 opening as the District monitors the growth at Prairie Queen Elementary and the surrounding neighborhoods. The District has decided to move its Young Adult Transition Program (YATP) from a leased space to Liberty Middle School, a move that will save the District over \$40,000/year in rental costs. Construction on the new YATP building is scheduled to begin in the summer of 2024. Finally, the District will continue to closely monitor its student growth rates to better prepare for possible new buildings and expansion projects and may re-engage with RSP in the future to update its enrollment projections.

Subject: Policy 4000 Series – Personnel

Meeting Date: June 10, 2024

Prior Meeting Discussion Date: April 9, 2024, Board Meeting
June 3, 2024, Sub Committee Meeting

Department: Human Resources

Action Desired: Approval _____ Discussion X Information Only _____

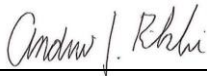
Background:

Board members and the HR team has reviewed *Series 4000 – Personnel* board policies and the following policy changes are recommended:

- Policy #4003 - Reporting of Suspected Abuse/Neglect of Students: Move from 5606 - Students; updated language; legal counsel updated language recommendation
- Policy #4008 - Notification of Arrest, Criminal Charges, or Child Abuse Complaints: Changed word 'working' to 'business'
- Policy #4010 - Drug and Substance Use and Abuse: Adopts legal counsel recommendation
- Policy #4014 - Blood Borne Pathogen Compliance Plan: Updates language and grammatical changes, takes out reference to DHHS chart
- Policy #4024 - Change activity pass to employee badge
- Policy #4032 - Deletes form requirement
- Policy #4043 - Duty Hours of Employees: Strikes 30 minutes
- Policy #4051 - Personnel Records: Aligns with legal counsel recommendations
- Policy #4108 - Substitute teachers: Clarifies that Substitutes are at will employees
- Policy #4110 - Assignment of duties: Removes reference to specific hours
- Policy #4201 - At will employment: Delete and add to #4203
- Policy #4203 - Contracts for non-certified employees: Combines with #4201
- Policy #4205 - Classified Personnel Transfers & Promotions: Removes language redundant in 4201

Recommendation:

Responsible Person: Ms. SuAnn Witt/Dr. Kati Settles

Superintendent’s Approval _____

Signature

RETURN TO AGENDA

Series Name: ~~5000 – Students~~ 4000 - Personnel

Topic: ~~5600 – Student Health and Well-being~~ 4000 - All Employees

Policy: ~~5606~~ 4003 **Reporting of Suspected Abuse/Neglect of Students**

~~The District and its employees will follow applicable state laws in the reporting of suspected cases of abuse or neglect.~~

~~The Superintendent is responsible for formulating a procedure to be followed by district employees in suspected cases of child abuse or neglect.~~

Procedure 5606

~~All Papillion La Vista Community Schools staff members will adhere to the following procedures as directed by the School Board Policy #5606 and applicable laws of the State of Nebraska.~~

~~A. When an employee has reasonable cause to believe that a child has been subjected to abuse or neglect.~~

~~Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:~~

- ~~1. Placed in a situation that endangers his or her life or physical or mental health;~~
- ~~2. Cruelly confined or cruelly punished;~~
- ~~3. Deprived of necessary food, clothing, shelter or care;~~
- ~~4. Left unattended in a motor vehicle if such a minor is six years or younger;~~
- ~~5. Sexually abused; or~~
- ~~6. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.~~

~~That employee will immediately call either 911 or the Nebraska Child Abuse/Neglect Hotline (1-800-652-1999). The decision of whether to contact the Hotline or local law enforcement is dependent upon the severity and emergency nature of the suspected abuse/neglect. This information may be firsthand or hearsay. The 911 Communication Center will contact the appropriate agency to complete the investigation.~~

~~B. A written report, using district forms provided for this purpose, must be then sent immediately to the investigating law enforcement agency with the original copy given to the building administrator. The building administrator shall store the original report in a secure location. A copy of the report shall be given to the school social worker for followup and monitoring purposes.~~

~~C. It is not the responsibility of the staff member or school district to investigate the incident. If the incident should result in court action, the employee should be prepared to testify as to his/her firsthand information regarding the suspected abuse or neglect. Anecdotal records can be very helpful in this situation. "First hand" information usually is what he/she observed or what the child said to him/her without any interpretation of what was said or seen. According to NE REV STAT 28-716 the reporting person shall be immune from any civil or criminal liability, except maliciously false statements.~~

~~D. When appropriate and needed, the school social worker may facilitate communication and services for students in the District.~~

~~E. All board policies and state laws concerning confidentiality and privacy will be rigidly followed by all staff members.~~

~~F. If an employee willfully neglects to report in the prescribed manner a suspected case of child abuse or neglect it may be considered just cause for immediate termination.~~

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall personally report to local law enforcement or to the Department of Health and Human Services.
2. When a staff member makes a report of suspected child abuse or neglect, they shall inform building administration.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4008 Notification of Arrest, Criminal Charges or Child Abuse Complaints

Employees must notify the Assistant Superintendent of Human Resources by the next [working-business](#) day of their arrest for felony or misdemeanor criminal charges, and the employee shall provide updates to the Assistant Superintendent of Human Resources of the filing and disposition of criminal charges pending against them if the charges are:

- A. Related to drugs or alcohol
- B. Related to child or domestic abuse, neglect or welfare or;
- C. The maximum penalty for the crime charged could equal or exceed six months incarceration or;
- D. Job responsibilities are impacted or;
- E. An employee's commercial driver's license is impacted or;
- F. A penalty of incarceration is imposed or;
- G. Arrest or criminal activity occurs while an employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function, or in a school owned or utilized vehicle.

Legal documents relating to criminal charges, arrests, and child abuse complaints shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify the Assistant Superintendent of Human Resources as required under this policy may subject the employee to disciplinary action, up to and including termination.

Procedure 4008

Employees must notify the Assistant Superintendent of Human Resources the next business day after:

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - 1. The maximum penalty for the crime equals or exceeds six months incarceration;
 - 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - 3. Conviction would impact performance of the employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for student;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students, including on extracurricular activities; or
 - c. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - 4. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity

or school-sponsored function.

5. Employees must also promptly report to the Human Resources Administrator when the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
 - C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act. Further, an employee must give full disclosure of a Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. A current employee must give such disclosure within ten calendar days. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to immediate termination in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Assistant Superintendent of Human Resources of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4010 Drug Free Workplace and ~~Substance Use and Abuse~~

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

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

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

An employee must **notify the Assistant Superintendent of Human Resources** of any citation for a drug or alcohol-related violation by the next business day. The failure to report may be grounds for dismissal.

~~The Papillion La Vista Community Schools will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1989 and its implementing regulations.~~

~~The manufacture, distribution, dispensing, possession, use, or evidencing the use of a controlled substance or alcohol by a district employee on district property, while sponsoring a student activity, or while otherwise on duty is prohibited. . The District shall establish a drug-free awareness program and shall notify employees that they are requested to abide by the drug-free workplace policy of the District, and that any violation of this policy will result in action against such employee up to and including termination.~~

~~The use of tobacco, tobacco product look-alikes, electronic cigarettes/vaporizing devices are prohibited in all school buildings, all school vehicles and all school activities.~~

~~The District will review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as deemed necessary.~~

Procedure 4010

- A. For purposes of this policy and procedures:
1. Alcohol is considered a drug.
 2. An employee shall be "on duty" for purposes of this policy (both drugs and alcohol provisions)
 - a. When the employee is performing or should be performing work for the District at the time.
 - b. When an employee is sponsoring students on an activity trip, the entirety of the activity trip, including time in the evening, is considered on duty for purposes of this policy, even though the time may not be compensable.

- c. When attending workshops, seminars, or other trainings, an employee is considered on duty during travel to or from the training, during the time of the training, or when otherwise performing work duties. If there are no students on the trip, the time in the evening when the employee is relieved of work duties is not duty time, unless the employee is driving a District vehicle. Driving a school vehicle while under the influence of alcohol or drugs is prohibited.
 - 3. Use or possession of medically prescribed drugs or medications, pursuant to and in accordance with a prescription by a licensed physician, is not a violation of this policy.
- B. All employees will receive a copy of or be provided online access to this policy and procedure. Each employee will sign to acknowledge: receipt of this policy, serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with this policy.

Prohibited Conduct and Penalties

A. Drug

Employees of the Papillion La Vista Community Schools shall not:

1. Report to work evidencing the use of any illegal drug or use or possess any illegal drug, look-alike drugs or drug paraphernalia, or misuse of prescribed drugs while on district property, or while sponsoring a student activity, or while otherwise on duty.

A district employee shall be deemed in possession of drugs if he/she has illegal drugs, has an odor of illegal drugs on the employee's person, (e.g. breath or clothes) has prescription drugs that are not prescribed to him/her, look-alike drugs, or drug paraphernalia on or in his/her person, or under his or her control.

2. Engage in unauthorized manufacturing, distribution or dispensing of a controlled substance or alcohol on district property, while sponsoring a student activity, or while otherwise on duty.
3. Distribute illegal drugs to a student or any minor, or allow a student or any minor to use or possess illegal drugs without intervening at any time.

B. Alcohol

Employees of the Papillion La Vista Community Schools shall not:

1. Be in a condition evidencing the use of alcohol or beverages containing alcohol, or be in possession of alcohol or beverages containing alcohol while on district property sponsoring a student activity, or otherwise on duty. An employee shall be deemed in possession of alcohol if he/she has alcohol that is under his/her control, or has an odor of alcohol on the employee's person (e.g. breath or clothes).
2. Knowingly distribute alcohol or beverages containing alcohol to a student, or allow a student to consume or possess alcohol or beverages containing alcohol without intervening, or while on district property, while sponsoring a student activity or while otherwise on duty; or to provide alcohol to a minor at any time.
3. Be convicted of distributing alcohol or beverages containing alcohol to a minor or contributing to the delinquency of a minor.

C. Tobacco, Tobacco Look-Alike Products, Electronic Cigarettes/Vaporizing Devices

Employees of the Papillion La Vista Community Schools shall not:

1. Use or be in the possession of tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices while on district property, while sponsoring a student activity, or while otherwise on duty. An employee shall be deemed in possession of tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices if he/she has tobacco, tobacco look-alike products, electronic cigarette/vaporizing devices that are

under his/her control.

2. Knowingly distribute tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices to a student, or allowing a student to consume of tobacco, tobacco look-alike products electronic cigarettes/vaporizing devices without intervening, or while on district property, sponsoring a student activity or otherwise on duty; or to provide tobacco to a minor at any time.
3. Be convicted of distributing tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices to a minor or contributing to the delinquency of a minor.

D. Management Referral to the Employee Assistant Program

An employee who is disciplined for drug and/or alcohol abuse and is not terminated shall be referred to an appropriate drug/alcohol abuse program for assessment, counseling, treatment and rehabilitation. This shall be a management referral and, as such, the employee shall be required to execute the necessary releases so that the agency may inform the District whether or not such employee is in compliance with directed treatment.

Failure of the employee to execute the necessary release of information, upon request, and/or failure of the employee to comply with directed treatment shall be considered insubordination and new and separate grounds for immediate recommendation for termination. The employee will fully comply with and successfully complete the treatment directed by the District's Employee Assistance Program when the employee is disciplined for drug/alcohol infractions.

Procedures for Implementation

If the immediate supervisor determines there is a reasonable belief that the employee is in violation of this policy, that employee shall be interviewed by the immediate supervisor or by an administrator as soon as possible to determine whether the employee is in violation of this Policy or any provisions of this Policy. The employee may be permitted to have another person present on his/her behalf during the interview. The immediate supervisor or administrator will summon the Assistant Superintendent for Human Resources to be present at the interview and to assist in the determination.

If the Assistant Superintendent for Human Resources determines that the employee is in violation of any provision of this Policy, he/she shall immediately suspend the employee from his/her duties. A Human Resources Administrator shall undertake such additional investigation as may be necessary.

Policy Revision History: (Revised 02-11-91)(Revised 03-14-94)(Revised 07-08-13) (Revised 04-28-14)(Revised 05-08-23)

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4014 Blood-Borne Pathogen Compliance Plan

Control of Communicable Diseases-

The School District shall cooperate with county and state health departments in developing procedures for the control of communicable disease in School District programs and activities. Procedures shall conform to the regulations for communicable disease control set up by the state health department. The Superintendent or Assistant Superintendent of Human Resources shall establish an exposure control plan in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard.

- A. Contagious and Infectious Diseases. When an employee has a contagious or infectious disease ~~which is~~ in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence reporting procedures. ~~An e~~Employees should, in general, follow the same guidelines for absence from work as a student ~~is to follow under the guidelines of the Contagious and Infectious Disease Chart of and follow the regulations pertaining to school health and communicable disease control from the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control.~~ Prior to returning to work, ~~an e~~employees shall, upon request, submit a physician's written statement that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.

- B. Blood-borne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via blood borne pathogens, including Human Immunodeficiency Virus (HIV) including AIDS, and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, ~~to~~ make a confidential request for such accommodation.

Procedure 4014

NO DISCRIMINATION OR HARASSMENT

No employee shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease.

PRIVACY. Every employee has a duty to treat any knowledge or speculation concerning the bloodborne pathogen status of an employee as highly confidential. Violation of medical privacy may be cause for disciplinary action against the employee, including possible termination. No information regarding the person's bloodborne pathogen status will be divulged to any individual or organization other than District employees or agents who have a need to know the circumstance, appropriate officials of the school in which the employee works, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

RECORDS

All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure shall be maintained for at least the duration of employment plus 30

years in accordance with OSHA standards.

INFECTION CONTROL.

All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of the ~~School~~-District established in accordance with OSHA's Occupational Exposure to Blood-borne Pathogens Standard. The use of universal precautions is mandated, and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.

STAFF DEVELOPMENT.

The Assistant Superintendent of Human Resources will make communicable disease and blood-borne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about ~~School~~ District policies.

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4024 Activity Admittance for Employees and Board of Education Passes

All employees and Board of Education members of Papillion La Vista Community Schools may be given an activity pass which will admit utilize their employee ID badge to receive free admittance to school activities for the employee/board member on the badge, plus one additional guest to school activities. The activity pass This means of free admittance may be used only by the person whose name appears on the badge pass. Employee ID badges will not be accepted for free admittance to athletic/activities conference tournaments, NSAA district and/or state tournaments, or Hall of Fame events.

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4032 Military Leave

The District recognizes the civic responsibility of military service and permits time off work for employees to fulfill military obligations. Military leave and family military leave will be granted in accordance with state and federal law.

Employees must notify the Superintendent or the Assistant Superintendent of Human Resources as soon as they receive notification of activation.

The employee who is requesting a military leave of absence is responsible for documenting their request to the District as soon as military orders are received. The employee must submit a copy of the military orders to the District.

Employees requesting to take family military leave must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Leave for military family members will be provided under the Family and Medical Leave Act (FMLA) in accordance with that law and subject to Board Policy No. 4010 pertaining to FMLA Leave.

Form 4032

APPLICATION FOR LEAVE UNDER THE FAMILY MILITARY LEAVE ACT

Employee: _____ **Position:** _____

Leave Requested:

~~I request to take a family military leave.~~

~~Start Date:~~ _____ ~~End Date:~~ _____

Employee, Spouse or Child Deployed:

~~(Insert Full Name) _____ is:~~

~~_____ Self~~

~~_____ My Spouse,~~

~~_____ My Child (Check One)~~

~~has been called to active duty status with the State or United States pursuant to the orders of the _____ Governor or the _____ President of the United States.~~

~~The dates the deployment orders are in effect are:~~

~~Start Date:~~ _____ ~~End Date:~~ _____

Certification:

~~I certify that the above information is correct. I understand that the family military leave is unpaid. I understand that my benefits will be continued. I will be responsible for my share of health or other insurance premiums. I will, on request, submit certification from the proper military authority to verify eligibility for the family medical leave.~~

~~Dated this _____ day of _____, 200_____~~

Signed by: _____
_____ *Employee*

ACTION ON FAMILY MILITARY LEAVE REQUEST

Your leave request is:

_____ *Granted*

_____ *Pending* — Will be acted on after you submit certification from the
_____ proper military authority to verify the deployment orders.

_____ *Denied for the reason(s) that:*

_____ *You failed to give the required advance notice.*

_____ *The requested leave schedule would unduly disrupt operations of
_____ the school. Please contact me to consult about alternative scheduling.*

_____ *You are not eligible for family military leave.*

-

Comments: _____

-

Dated this _____ day of _____, 200_____

By: _____
_____ *Superintendent*

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4043 Duty Hours of Employees

Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.

Non-administrative certificated staff shall make arrangements to be available to students and colleagues before and after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty ~~30 minutes before the start of school and 30 minutes after the end of the day to plan and~~ to carry out their individual professional responsibilities as determined by the Superintendent and the Building Principals.

All other staff shall be on duty as determined by the Superintendent.

Deviations from the employee's assigned work schedule require expressed approval from the employee's supervising administrator.

No school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

The Superintendent can authorize extra pay for extra work performed by an employee, provided the compensation is not in violation of any district employee agreement.

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4051 Personnel Records

~~Personnel files will be maintained at the direction of the Superintendent. Information kept in the personnel file may include items such as records of salary, hours worked, sick leave used, vacation time, positions held within the District, job performance, and other pertinent information regarding an individual's employment.~~

~~An employee may see all information in his/her personnel record except confidential credentials that are in certified staff files sent to the District from the employee's college(s) or from the school districts where he/she was previously employed.~~

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

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

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

Series Name: 4000 - Personnel

Topic: 4100 - Certificated Employees

Policy: 4108 Substitute Teachers

Persons employed as substitute teachers are at-will employees and shall meet such qualifications as are established by law and the Nebraska Department of Education and may be employed for periods of time in the absence of the regular teacher.

All substitute teachers will be employed from a list kept current by the Superintendent or the Assistant Superintendent of Human Resources. All substitute teachers must have a valid state substitute or teaching certificate.

Substitute teachers shall be paid at the daily rate currently approved by the Board. The Superintendent and the Assistant Superintendent of Human Resources shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers.

Procedure 4108

Substitute teachers are appointed on a temporary basis and continue as needs require. They do not come under the provisions of the Nebraska teacher tenure law. In accordance with state law and Nebraska Department of Education regulations, substitute teachers shall hold a valid Nebraska Teaching Certificate prior to being assigned duties requiring such certification. Rates of compensation for substitute teachers will be set by the Board.

There are two classifications of substitute teachers:

- A. Daily substitute teachers are appointed to serve on a per diem basis for short, indefinite periods in meeting unforeseen and emergency situations. Service for 15 or fewer consecutive days in any one substitute position is classified as a daily substitute.
- B. A substitute teacher who is appointed to serve for more than 15 consecutive days in a given position for a definite, but limited, period is classified as a long-term substitute teacher.

Substitute teachers employed less than 90 consecutive days in a given position do not qualify for fringe benefits provided by the District including, but not limited to: paid sick leave, health, life, dental and long-term disability insurance.

Substitute teachers are entitled access to the staff professional library. Substitute teachers may participate in classes Papillion La Vista Community Schools offers for professional growth and graduate credit if there is room in these classes.

All substitute teachers are required to assume duties as the principal may direct, and are subject to the same rules and regulations which govern other teachers. All arrangements for substitute teachers must be made through the Human Resource Office. Teachers and principals should follow the procedures developed by the administration in arranging for substitute teachers.

Series Name: 4000 - Personnel

Topic: 4000 - All Employees

Policy: 4010 Drug Free Workplace and ~~Substance Use and Abuse~~

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

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

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

An employee must **notify the Assistant Superintendent of Human Resources** of any citation for a drug or alcohol-related violation by the next business day. The failure to report may be grounds for dismissal.

~~The Papillion La Vista Community Schools will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1989 and its implementing regulations.~~

~~The manufacture, distribution, dispensing, possession, use, or evidencing the use of a controlled substance or alcohol by a district employee on district property, while sponsoring a student activity, or while otherwise on duty is prohibited. . The District shall establish a drug-free awareness program and shall notify employees that they are requested to abide by the drug-free workplace policy of the District, and that any violation of this policy will result in action against such employee up to and including termination.~~

~~The use of tobacco, tobacco product look-alikes, electronic cigarettes/vaporizing devices are prohibited in all school buildings, all school vehicles and all school activities.~~

~~The District will review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as deemed necessary.~~

Procedure 4010

- A. For purposes of this policy and procedures:
1. Alcohol is considered a drug.
 2. An employee shall be "on duty" for purposes of this policy (both drugs and alcohol provisions)
 - a. When the employee is performing or should be performing work for the District at the time.
 - b. When an employee is sponsoring students on an activity trip, the entirety of the activity trip, including time in the evening, is considered on duty for purposes of this policy, even though the time may not be compensable.

- c. When attending workshops, seminars, or other trainings, an employee is considered on duty during travel to or from the training, during the time of the training, or when otherwise performing work duties. If there are no students on the trip, the time in the evening when the employee is relieved of work duties is not duty time, unless the employee is driving a District vehicle. Driving a school vehicle while under the influence of alcohol or drugs is prohibited.
 - 3. Use or possession of medically prescribed drugs or medications, pursuant to and in accordance with a prescription by a licensed physician, is not a violation of this policy.
- B. All employees will receive a copy of or be provided online access to this policy and procedure. Each employee will sign to acknowledge: receipt of this policy, serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with this policy.

Prohibited Conduct and Penalties

A. Drug

Employees of the Papillion La Vista Community Schools shall not:

- 1. Report to work evidencing the use of any illegal drug or use or possess any illegal drug, look-alike drugs or drug paraphernalia, or misuse of prescribed drugs while on district property, or while sponsoring a student activity, or while otherwise on duty.

A district employee shall be deemed in possession of drugs if he/she has illegal drugs, has an odor of illegal drugs on the employee's person, (e.g. breath or clothes) has prescription drugs that are not prescribed to him/her, look-alike drugs, or drug paraphernalia on or in his/her person, or under his or her control.

- 2. Engage in unauthorized manufacturing, distribution or dispensing of a controlled substance or alcohol on district property, while sponsoring a student activity, or while otherwise on duty.
- 3. Distribute illegal drugs to a student or any minor, or allow a student or any minor to use or possess illegal drugs without intervening at any time.

B. Alcohol

Employees of the Papillion La Vista Community Schools shall not:

- 1. Be in a condition evidencing the use of alcohol or beverages containing alcohol, or be in possession of alcohol or beverages containing alcohol while on district property sponsoring a student activity, or otherwise on duty. An employee shall be deemed in possession of alcohol if he/she has alcohol that is under his/her control, or has an odor of alcohol on the employee's person (e.g. breath or clothes).
- 2. Knowingly distribute alcohol or beverages containing alcohol to a student, or allow a student to consume or possess alcohol or beverages containing alcohol without intervening, or while on district property, while sponsoring a student activity or while otherwise on duty; or to provide alcohol to a minor at any time.
- 3. Be convicted of distributing alcohol or beverages containing alcohol to a minor or contributing to the delinquency of a minor.

C. Tobacco, Tobacco Look-Alike Products, Electronic Cigarettes/Vaporizing Devices

Employees of the Papillion La Vista Community Schools shall not:

- 1. Use or be in the possession of tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices while on district property, while sponsoring a student activity, or while otherwise on duty. An employee shall be deemed in possession of tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices if he/she has tobacco, tobacco look-alike products, electronic cigarette/vaporizing devices that are

under his/her control.

2. Knowingly distribute tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices to a student, or allowing a student to consume of tobacco, tobacco look-alike products electronic cigarettes/vaporizing devices without intervening, or while on district property, sponsoring a student activity or otherwise on duty; or to provide tobacco to a minor at any time.
3. Be convicted of distributing tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices to a minor or contributing to the delinquency of a minor.

D. Management Referral to the Employee Assistant Program

An employee who is disciplined for drug and/or alcohol abuse and is not terminated shall be referred to an appropriate drug/alcohol abuse program for assessment, counseling, treatment and rehabilitation. This shall be a management referral and, as such, the employee shall be required to execute the necessary releases so that the agency may inform the District whether or not such employee is in compliance with directed treatment.

Failure of the employee to execute the necessary release of information, upon request, and/or failure of the employee to comply with directed treatment shall be considered insubordination and new and separate grounds for immediate recommendation for termination. The employee will fully comply with and successfully complete the treatment directed by the District's Employee Assistance Program when the employee is disciplined for drug/alcohol infractions.

Procedures for Implementation

If the immediate supervisor determines there is a reasonable belief that the employee is in violation of this policy, that employee shall be interviewed by the immediate supervisor or by an administrator as soon as possible to determine whether the employee is in violation of this Policy or any provisions of this Policy. The employee may be permitted to have another person present on his/her behalf during the interview. The immediate supervisor or administrator will summon the Assistant Superintendent for Human Resources to be present at the interview and to assist in the determination.

If the Assistant Superintendent for Human Resources determines that the employee is in violation of any provision of this Policy, he/she shall immediately suspend the employee from his/her duties. A Human Resources Administrator shall undertake such additional investigation as may be necessary.

Policy Revision History: (Revised 02-11-91)(Revised 03-14-94)(Revised 07-08-13) (Revised 04-28-14)(Revised 05-08-23)

Series Name: 4000 - Personnel

Topic: 4200 - Non-Certificated Employees

Policy: 4201 At-Will Employment

-

~~All non-certificated employees and non-certificated assignments shall be on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing before the Board, or any other procedural or substantive due process prior to termination of their employment.~~

~~Nothing in Board Policy, administrative regulations or practices, employee handbooks, nor in any evaluation instrument, in the appraisal process or program for non-certificated employees is intended or shall create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificate employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an "at will" employment relationship.~~

~~Non-certificated employees who possess certificates or professional licenses but are not employed by the District in a certificated position are subject to the above "at will" conditions. Examples include individuals who may be employed to serve only as an athletic coaching or activity sponsor with no corresponding continuing teaching or administrative assignment in the District. Substitute teaching is an "at will" position.~~

Series Name: 4000 - Personnel

Topic: 4200 - Non-certificated Employees

Policy: 4203 Contracts for Non-certified Employees**

All non-certificated employees and non-certificated assignments shall be on an “at will” basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing before the Board, or any other procedural or substantive due process prior to termination of their employment.

Nothing in Board Policy, administrative regulations or practices, employee handbooks, nor in any evaluation instrument, in the appraisal process or program for non-certificated employees is intended or shall create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the “at will” employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an “at will” employment relationship.

Non-certificated employees who possess certificates or professional licenses but are not employed by the District in a certificated position are subject to the above “at will” conditions. Examples include individuals who may be employed to serve only as an athletic coaching or activity sponsor with no corresponding continuing teaching or administrative assignment in the District. Substitute teaching is an “at will” position.

All non-certified employees shall be required to sign an “at will” employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated “at will” administrator contract shall be in a form as proposed by the Superintendent and approved by the Board of Education.

Form 4203

Classified Employment Agreement

This Employment Agreement is entered into between Papillion La Vista Community Schools, hereinafter referred to as the “District,” and _____, hereinafter referred to as the Employee.

Witnessed: The District hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment on the following terms and conditions:

Section 1. Term of Contract

The term of this contract shall commence effective on the ___ day of _____, 20___. The contract and employment is on an “at will” basis and may be earlier terminated pursuant to Section 4. The contract may be extended for like periods by written agreement.

Section 2. Compensation and Benefits

- a. Salary Worksheet. Employees shall be paid a salary and benefits in accordance with the Salary Worksheet attached hereto and incorporated by this reference. Salary shall be payable in twelve equal installments on the 15th of each month.
- b. Leaves. Vacation days are earned on a proportionate basis throughout the year (Example: if the District provides 12 days of leave per year, one day is accrued or available for use each month.) A maximum accrual of 1.5 times the annual allocation of vacation leave. Once the maximum days are accrued, no additional days will be earned until the Employee uses his/her vacation leave. Accumulated leave, also referred to as personal leave and sick leave, are

proportionately earned throughout the year and are allowed to accrue to a maximum of 120 days of leave, or as is negotiated with the applicable employee group.

Upon departure from the District, unused vacation will be paid to the Employee at their current per diem rate; and accumulated leave will be paid at a rate of one-half the current rate of pay for a substitute teacher for administrators, or for non-administrators at their current hourly rate of pay for one-half of the number of hours accumulated.

- c. Deductions. The Employee authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or the value of property or money entrusted to the Employee or owed by the Employee to the District during the course of the Employee's employment.
- d. State Retirement. This employment is subject to provisions of the School Employees State Retirement Act.
- e. FLSA Exemption. The Employee is Exempt____; Not Exempt____ (check as applicable) under the FLSA guidelines. The Employee agrees that this overtime-exempt determination is accurate.

Section 3. Duties of Employee

- a. Position. The Employee is employed in the position of _____.
- b. Duties. The duties of the Employee shall include such duties as may be set forth in the applicable job description for the position, the policies of the Board of Education, and as are assigned by the Superintendent, the Assistant Superintendent of Human Resources or the Employee's supervisor. The Employee agrees to perform the duties faithfully and to the best of the Employee's ability.
- c. Board Policies. The employee shall comply with the policies of the Board of Education, the rules and regulations of the District and the directive of supervisors. The Employee agrees that the policies of the Board of Education and rules and regulation of the District may be changed at any time, with or without notice to the Employee.
- d. Duty Hours. The days and hours of employment shall be as assigned by the Superintendent, Assistant Superintendent of Human Resource or the Employee's Supervisor. Regular, dependable attendance is an essential function of the Employee's position.
- e. Assignment. The Employee may be assigned to different positions and duties and in such even the Board shall retain the discretion to adjust the salary and benefits commensurate with such changed position or duties.

Section 4. Termination of Employment

- a. Termination by District. This agreement creates no property right in continued employment. It may be terminated by the District, with or without cause or hearing, upon giving two (2) calendar weeks' notice or pay in lieu of notice, provided that in the event of just cause for termination, no notice or pay in lieu of notice shall be required.
- b. Termination by Employee. If the Employee submits a resignation or otherwise terminates the agreement prior to the conclusion of the contract term stated in Section 1, the resignation shall not become effective until approval by the Assistant Superintendent of Human Resources.
- c. Compensation upon Termination. Upon termination, the compensation to be paid shall be an amount which bears the same ratio to the annual salary specified as the fraction of worked days per stated contract period. Any portion of compensation, whether in the form of salary or benefits, paid or provided but not earned prior to termination shall be refunded to the District by

the Employee. The Employee authorizes a set-off from compensation for any damages due the District from the Employee for reason of liquidated damages or otherwise.

Section 5. Applicable Law

This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Section 6. Entirety of Agreement and Amendment

This Employment Agreement constitutes the entire agreement and no representations, promises, agreements or undertakings made by or on behalf of the District no herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent or Assistant Superintendent of Human Resources.

Executed this date _____ Executed this date _____

Employee Assistant Superintendent of HR or Superintendent

Salary Worksheet

Employee Name: _____ **Assignment:** _____
Duty Days per Year: _____ **Annual Salary:** _____

FLSA-Exempt Status:

___ Executive Exemption: Employee’s duties include the primary duty of management of a recognized department or subdivision and customarily and regularly directing the work of other employees (2.0 FTE or more). Employee’s recommendations as to hiring, firing, promotion or other change of status of other employees are to be given particular weight.

___ Administrative Exemption: Employee’s duties include the primary duty of performing office or non-manual work directly related to the management policies or general business operations of the employer or the employer’s customers and Employee customarily and regularly exercises discretion and independent judgment; or Employee’s duties include the primary duty of performing administrative functions directly related to academic instruction or training.

Salary and Benefit Summary

Annual Salary/Stipend/Wage		Health and Dental Premium	
		Life Insurance	
Salary in Lieu of Health Insurance		Life Insurance	
Total Salary		Long-term Disability Insurance	
		Retirement (9.8778%)	
		FICA	
Annual Vacation Leave		Total Benefits	
Accumulated Leave (Sick and Personal)		Total District Paid Salary and Benefits	

Series Name: 4000 - Personnel

Topic: 4200 - Non-certificated Employees

Policy: 4205 Classified Personnel Transfers and Promotions

The assignment, transfer and termination of classified personnel shall be made by the supervisor on a basis of non-discrimination. Classified personnel seeking a promotion or transfer within the District shall make an application or submit a request/bid to the Assistant Superintendent of Human Resources. The request shall be considered under terms of the latest negotiated agreement.

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

~~Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.~~

~~The Assistant Superintendent of Human Resources is hereby assigned to be the Superintendent's designee with authority to recommend and process all retirements, resignations, suspensions, contract amendments and terminations of employment. The Assistant Superintendent of Human Resources shall have all duties and responsibilities related to classified employees as the Assistant Superintendent of Human Resources has related to certificated employees.~~

Procedure 4205

Classified Transfers, Promotions, and Records

A. Bidding for openings:

Filling of available positions is outlined in the employee group's negotiated agreements. When a classified position becomes vacant the opening will be posted in buildings or on the District website so that employees are aware of the vacant position. The posting will include the type of position, job classification, whether it is part-time or full-time, number of months associated with position (school year or 12-months) and if appropriate the shift hours. Any special qualifications or prerequisite skills will also be noted on the posting.

Absent any specialized training, qualifications, documented past performance, seniority within the employee group will be a determining factor for awarding positions. Where specific skills, training, or qualifications are required, management reserves the right to hire the most qualified individual to fill the vacant position.

All postings will include the posting period for receiving bids/applications from internal staff. Once the deadline for submitting bids has occurred, all applicants (employees and non-employees) may be considered without regard to seniority.

Food Service workers are a part of the Paraprofessional employee group. However, the initial employment qualifications for a food service worker and an instructional Para are not equivalent. Therefore, individuals working strictly as a food service worker do not earn seniority toward the bidding process to be considered when an instructional or special education para position comes open. Food Service workers must be screened specifically for instructional or special education para openings and must apply, not bid, when openings occur.

However, an individual working in a combination assignment of food service and instructional para has established themselves in the instructional para category and therefore is earning seniority and bidding rights should available positions come open.

B. Employees on Extended Leave:

Employees on extended leave due to disability, military assignment, or workers compensation are not eligible to post a bid for an available opening. While management has the right to assign or reassign staff members without the bid process, those currently on leave and not working their regular shifts are not eligible to bid for a vacant position.

Due to the importance of continuity in the workplace, positions open due to extended leaves by an individual will be filled with a floater or a substitute on a temporary basis. After three (3) consecutive months of absence, management has the right to declare the specific position open and available for bidding. The absent employee, if and when able to return to a full-time work schedule will be assigned available duties and job responsibilities similar to those they left. However, there is no guarantee that they will return to the same building, assignment, or shift from which they came when their leave began.

Subject: Review Policy 6000 Series - Instruction

Meeting Date: June 10, 2024

Prior Meeting Discussion Date:

Department: Curriculum

Action Desired: Approval _____ Discussion _____ Information Only X

Background:

Board Policy 6000 - Instruction is due for the annual review. Based upon the review of this policy, if there would be recommended revisions, discussion would be held at the June 24, 2024, board meeting. Any changes would be acted at the July 8, 2024, meeting of the Board.

Recommendation: Direct suggested changes to 6000 Board Policies to Shureen Seery.

Responsible Person: Shureen Seery

Superintendent's Approval _____
Andrew J. Rhee
Signature

RETURN TO AGENDA