

Board of Education Regular Meeting  
Monday, January 15, 2024 7:00 PM  
Shelby-Rising City School Conf. Room 402  
650 N. Walnut  
Shelby, NE 68662-0218

1. Call to Order
2. Pledge of Allegiance
3. Announce Open Meeting Act Posting and Location
4. Recognition of Visitors  
During this time visitors may request to the board the opportunity to speak at the appropriate time. The Board then allow for Public Comments. Each speaker will be limited to 5 minutes and all of the Public Comment time will be limited to 30 minutes. An exception will be made for those speakers appearing on the Agenda as presenters.
5. BoE Reorganization: Election of Officers
6. New Student Board Member Oath
7. Consent Agenda
  - 7.1. Minutes
  - 7.2. Treasurers Report
8. Administrative Reports
  - 8.1. Student Board Member's Report
  - 8.2. Athletic Director/Activities Director Report
  - 8.3. Elementary Principals Report
  - 8.4. Secondary Principals Report
  - 8.5. Superintendents Report:  
<https://www.smores.com/yen9u>
9. District Reports

- 9.1. Technology Report
- 9.2. Maintenance/Facilities/Transportation Report
- 9.3. Board/Committee Report
- 10. Discussion Items
  - 10.1. Discussion Item #1: Review of Annual Board Calendar
  - 10.2. Discussion Item #2: Review of Board Committees
- 11. Action Items
  - 11.1. Item #1: Vote for Twin River Public Schools to be accepted into the Cross Roads Conference
  - 11.2. Item #2: Review, Adopt, and Approve the Board Code of Conduct Policy (Policy #202.01)
  - 11.3. Action #3: Approve and Adopt NASB Annual Board Calendar and Board Meeting Schedule
  - 11.4. Action Item #4: Approval of the Superintendent to be the Non-discrimination Compliance Coordinator to meet federal Equal Employment Opportunity requirements (Policy 718.00)
  - 11.5. Action Item #5: Approval in regard to Appointment of Legal Counsel of KSB law firm for the 24-25 School Year
  - 11.6. Action Item #6: Approval in regard of Appointment of School Financial Affiliates: Pinnacle Bank
  - 11.7. Action Item #7: Approval in regard of appointment of School Media Affiliates: Polk County News, Banner-Press, Columbus Telegram
  - 11.8. Action Item #8: Approval of Surplus items that are from our kitchen (mixer and slushy mixer)
- 12. Set Dates
- 13. Executive Session

The Board may enter into closed session at any time to discuss any matter for which a closed session is lawful and appropriate.

We have legal matters that need to be handled in closed session.

Before the Board can enter closed session, a motion must be made in agreement with Statute 84-1410 by the Board to discuss topics such as personnel, negotiations, and legal matters.

14. Adjournment

I, AUBREE SIFFRING, do solemnly swear that I will support the Constitution of the United States and the Constitution of the state of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of being the student member of Shelby-Rising City School Districts' school board member; according to policy 207.01, and to the best of my ability.

My duties are to help provide the School Board with a greater insight into student activities, programs, and needs. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United

States or of this state by force or violence. So help me God. Do you solemnly swear to represent Shelby-Rising City Public Schools as more than just a student but as an advisor for all you peers? If so, say, "I will."

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

I, AUBREE SIFFRING, do solemnly swear that I will support the Constitution of the United States and the Constitution of the state of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of being the student member of Shelby-Rising City School Districts' school board member; according to policy 207.01, and to the best of my ability.

My duties are to help provide the School Board with a greater insight into student activities, programs, and needs. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United

States or of this state by force or violence. So help me God. Do you solemnly swear to represent Shelby-Rising City Public Schools as more than just a student but as an advisor for all you peers? If so, say, "I will."

Signed: Andrew J. Young Date: 1/15/24

Witness: [Signature] Date: 1/15/25

# Board of Education Regular Meeting

Monday, December 18, 2023 7:00 PM

Shelby-Rising City School Conf. Room 402, 650 N. Walnut, Shelby, NE 68662-0218

Kasey Hopwood: Present  
Joe Noyd: Present  
Geoffrey Ruth: Present  
Heath Vrbka: Present  
Chris Whitmore: Present  
Crystal Zimmerman: Present

1. **Call to Order** **Speaker(s):** Board President

2. **Pledge of Allegiance**

3. **Announce Open Meeting Act Posting and Location** **Speaker(s):** Board President

4. **Recognition of Visitors**

4.1. Visitor #1: Local Patron

4.2. Visitor #2: Mr. Gaughenbaugh

5. **Consent Agenda**

**Action(s):**

Motion to approve Consent Agenda Passed with a motion by Heath Vrbka and a second by Crystal Zimmerman.

**Voting Detail:**

Kasey Hopwood: Yea  
Joe Noyd: Yea  
Geoffrey Ruth: Yea  
Heath Vrbka: Yea  
Chris Whitmore: Yea  
Crystal Zimmerman: Yea

**Voting Summary:** Yea: 6, Nay: 0

5.1. Minutes

5.2. Treasurers Report

6. **Administrative Reports**

6.1. Student Board Member Report

6.2. Athletic Director/Activities Director Report

6.3. Elementary Principals Report

6.4. Secondary Principals Report

6.5. Superintendents Report:

<https://www.smores.com/03k2q>

7. **District Reports**

7.1. Technology Report

7.2. Maintenance/Facilities/Transportation Report

7.3. Board/Committee Report

8. **Discussion Items**

8.1. Item #1: Review School Improvement Plan

8.2. Item #2: Review Policy 205.03 "Policy Review and Revision". No updates are needed at this time.

8.3. Item #3: Review the Tentative Legislative Session Calendar

8.4. Item #4: Review the Superintendent Evaluation Summary

8.5. Item #5: Notify the County Clerk/Election Commissioner: On or before February 1st, the board must notify the County Clerk of Election Commissioner of the member seats open for the upcoming election.

8.6. Item #6: NDE AQuESTT data

8.7. Item #7: Safety Review & Audit (which took place on December 7th)

9. **Action Items**

9.1. Item #1: Take all necessary action to approve the agreement on the Interlocal and Resolution for ESU7 which all us to be a voice in the expansion project as decisions are made moving forward.

- No upfront dollars to participate
- Charged a fee of \$40 per day when/if sending a student
- Has not been confirmed to be reimbursable yet.

**Action(s):**

Motion to approve the agreement on the Interlocal and Resolution for ESU7 which all us to be a voice in the expansion project as decisions are made moving forward. - No upfront dollars to participate - Charged a fee of \$40 per day when/if sending a student - Has not been confirmed to be reimbursable yet. Passed with a motion by Chris Whitmore and a second by Joe Noyd.

**Voting Detail:**

Kasey Hopwood: Yea

Joe Noyd: Yea

Geoffrey Ruth: Yea  
Heath Vrbka: Yea  
Chris Whitmore: Yea  
Crystal  
Zimmerman: Yea

**Voting Summary:** Yea: 6, Nay: 0

9.2. Item #2: Approval of the 2024-2025 Negotiated Agreement

**Action(s):**

Motion for the approval of the 2024-2025 Negotiated Agreement. Passed with a motion by Kasey Hopwood and a second by Crystal Zimmerman.

**Voting Detail:**

Kasey Hopwood: Yea  
Joe Noyd: Yea  
Geoffrey Ruth: Yea  
Heath Vrbka: Yea  
Chris Whitmore: Yea  
Crystal  
Zimmerman: Yea

**Voting Summary:** Yea: 6, Nay: 0

9.3. Item #3: Three (3) I MOP Lite, Floor Scrubber (walk behind). These will be utilized for the weight room and our three gyms. (Reimbursable through ESSER III {\$10,395})

**Action(s):**

Motion to approve the purchase of three (3) I MOP Lite, Floor Scrubbers (walk behind). These will be utilized for the weight room and our three gyms. (Reimbursable through ESSER III {\$10,395}). Passed with a motion by Heath Vrbka and a second by Joe Noyd.

**Voting Detail:**

Kasey Hopwood: Yea  
Joe Noyd: Yea  
Geoffrey Ruth: Yea  
Heath Vrbka: Yea  
Chris Whitmore: Yea  
Crystal  
Zimmerman: Yea

**Voting Summary:** Yea: 6, Nay: 0

9.4. Item #4: Approval of Mechanical Sales, Inc. Preventative Maintenance Agreement (\$9,491)

**Action(s):**

Motion for approval of Mechanical Sales, Inc. Preventative Maintenance Agreement (\$9,491). Passed with a motion by Chris Whitmore and a second by Kasey Hopwood.

**Voting Detail:**

Kasey Hopwood: Yea  
Joe Noyd: Yea

Geoffrey Ruth: Yea  
Heath Vrbka: Yea  
Chris Whitmore: Yea  
Crystal  
Zimmerman: Yea

**Voting Summary:** Yea: 6, Nay: 0

#### 10. Set Dates

#### 11. Executive Session

#### 12. Adjournment

**Speaker(s):** Board  
President

**Action(s):**

Motion to adjourn at 8:11pm. Passed with a motion  
by Geoffrey Ruth and a second by Heath Vrbka.

**Voting Detail:**

Kasey Hopwood: Yea  
Joe Noyd: Yea  
Geoffrey Ruth: Yea  
Heath Vrbka: Yea  
Chris Whitmore: Yea  
Crystal  
Zimmerman: Yea

**Voting Summary:** Yea: 6, Nay: 0

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Board Secretary

**BOARD OF EDUCATION**  
**SHELBY-RISING CITY PUBLIC SCHOOLS**  
**JANUARY 15, 2024**  
**7:00 PM**

DECEMBER 2023 GENERAL FUND

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF EOM
01	GENERAL FUND				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$3,363,637.00	\$268,596.61	\$1,117,092.32	\$2,246,544.68
1150	ENGLISH LANGUAGE LEARNERS	\$86,965.00	\$7,548.98	\$28,647.12	\$58,317.88
1160	POVERTY - After School Program	\$34,000.00	\$9,534.17	\$38,324.96	(\$4,324.96)
1190	FRESCHOOL	\$131,294.00	\$11,714.16	\$45,662.55	\$85,631.45
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$3,615,896.00	\$297,393.92	\$1,229,726.95	\$2,386,169.05
1200	SPECIAL EDUCATION PROGRAMS	\$594,843.50	\$61,453.75	\$225,251.13	\$369,592.37
1291	SPED AGES 3-5	\$4,000.00	\$17,434.24	\$22,474.24	(\$18,474.24)
1292	SPED AGES 0-2	\$9,100.00	\$2,405.25	\$11,788.05	(\$2,688.05)
1295	UNIFIED SPORTS	\$1,652.00	\$0.00	\$1,648.46	\$3.54
1200	SPECIAL EDUCATION PROGRAMS	\$609,595.50	\$81,293.24	\$261,161.88	\$348,433.62
2120	GUIDANCE SERVICES	\$139,848.00	\$11,406.28	\$47,325.42	\$92,522.58
2130	HEALTH SERVICES	\$69,716.00	\$5,382.04	\$24,597.30	\$45,118.70
2140	PSYCHOLOGICAL SERVICES	\$35,000.00	\$7,658.32	\$14,237.26	\$20,762.74
2141	SPED Psychological services - Age S.A.	\$30,000.00	\$10,307.01	\$16,899.99	\$13,100.01
2151	SPEECH PATHOLOGY - SPED SCHOOL AGE	\$106,925.00	\$8,504.13	\$40,622.04	\$66,302.96
2152	SPEECH PATH SPED 3-5	\$7,500.00	\$0.00	\$0.00	\$7,500.00
2161	SPED Occupational Therapy - Age S.A.	\$40,000.00	\$4,840.11	\$11,839.30	\$28,160.70
2162	OCCUPATIONAL THERAPY - SPED 3-5	\$6,100.00	\$338.18	\$1,145.11	\$4,954.89
2163	SPED Occupational Therapy - Age 0-2	\$1,500.00	\$0.00	\$0.00	\$1,500.00
2171	SPED Physical Therapy - Age S.A.	\$7,000.00	\$1,247.73	\$2,998.83	\$4,001.17
2172	PHYSICAL THERAPY - SPED 3-5	\$1,000.00	\$0.00	\$252.46	\$747.54
2173	SPED Physical Therapy - Age 0-2	\$1,000.00	\$75.96	\$272.17	\$727.83
2182	VISUALLY IMPAIRED SPED 3-5	\$0.00	\$195.00	\$195.00	(\$195.00)
2100	SUPPORTIVE SERVICES PUPILS	\$445,589.00	\$49,954.76	\$160,384.88	\$285,204.12
2211	SCHOOL IMPROVEMENT	\$1,870.00	\$189.40	\$757.34	\$1,112.66
2213	INSTRUCTIONAL STAFF TRAINING	\$9,000.00	\$0.00	\$1,846.30	\$7,153.70
2220	LIBRARY/MEDIA SERVICE	\$116,825.00	\$10,756.06	\$40,944.20	\$75,880.80
2230	INSTRUCTION RELATED TECHNOLOGY	\$178,859.00	\$27,580.65	\$64,542.89	\$114,316.11
2240	ACADEMIC STUDENT ASSESSMENT	\$3,200.00	\$0.00	\$0.00	\$3,200.00
2200	SUPPORT SERVICES STAFF	\$309,754.00	\$38,526.11	\$108,090.73	\$201,663.27
2310	BOARD OF EDUCATION	\$47,900.00	\$1,176.13	\$5,129.59	\$42,770.41
2320	EXECUTIVE ADMINISTRATION	\$182,700.00	\$15,375.47	\$60,254.43	\$122,445.57
2330	DISTRICT LEGAL SERVICES	\$13,000.00	\$630.00	\$1,895.00	\$11,105.00
2300	SUPPORT SERVICES-GEN ADMIN	\$243,600.00	\$17,181.60	\$67,279.02	\$176,320.98
2410	OFFICE OF THE PRINCIPAL	\$268,641.00	\$22,524.84	\$88,379.28	\$180,261.72
2490	SCHOOL ADMIN - OTHER	\$2,000.00	\$0.00	\$0.00	\$2,000.00
2400	OFFICE OF PRINCIPAL	\$270,641.00	\$22,524.84	\$88,379.28	\$182,261.72
2510	GENERAL ADMIN-BUSINESS SERVICE	\$10,000.00	\$9,881.00	\$13,046.00	(\$3,046.00)
2590	GENERAL ADMIN - BUSINESS SERVICE	\$276,514.00	\$27,156.12	\$92,197.40	\$184,316.60
2500	SUPPORT SERVICES-BUSINESS	\$286,514.00	\$37,037.12	\$105,243.40	\$181,270.60
2610	OPERATION OF PLANT	\$591,035.00	\$33,995.90	\$154,199.55	\$436,835.45
2620	MAINTENANCE OF PLANT	\$90,000.00	\$4,694.00	\$25,010.28	\$64,989.72
2650	GENERAL PURPOSE VEHICLES	\$3,700.00	\$0.00	\$0.00	\$3,700.00
2670	SCHOOL SAFETY	\$4,700.00	\$0.00	\$336.60	\$4,363.40
2600	SUPPORT SERVICES-BLDGS & SITES	\$689,435.00	\$38,689.90	\$179,546.43	\$509,888.57
2710	Pupil Transportation - Regular ED	\$280,835.00	\$20,575.91	\$75,374.20	\$205,460.80
2712	SCHOOL AGE SPEC ED TRANSPORT	\$14,150.00	\$1,642.48	\$5,739.30	\$8,410.70
2730	VEHICLE SERVICING & MAINTENANCE	\$36,000.00	\$1,038.94	\$6,813.27	\$29,186.73
2700	SUPPORT SERVICES-PUPIL TRANS	\$330,985.00	\$23,257.33	\$87,926.77	\$243,058.23

3400	CATEGORICAL GRANTS FROM CORP.	\$0.00	\$0.00	\$500.00	(\$500.00)
3400	CATEGORICAL GRANTS FROM CORP.	\$0.00	\$0.00	\$500.00	(\$500.00)
4600	SITE IMPROVEMENTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00
4600	SITE IMPROVEMENTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00
4700	BUILDING IMPROVEMENTS	\$35,000.00	\$1,876.26	\$39,277.52	(\$4,277.52)
4700	BUILDING IMPROVEMENTS	\$35,000.00	\$1,876.26	\$39,277.52	(\$4,277.52)
6200	TITLE I	\$114,273.00	\$4,976.54	\$23,910.84	\$90,362.16
6200	TITLE I	\$114,273.00	\$4,976.54	\$23,910.84	\$90,362.16
6406	IDEA 3-5 SPED	\$3,600.00	\$0.00	\$0.00	\$3,600.00
6408	IDEA PART B 0-21	\$89,300.00	\$0.00	\$0.00	\$89,300.00
6421	IDEA ARP PART B - 611	\$16,000.00	\$0.00	\$0.00	\$16,000.00
6422	IDEA ARP PART B - 619	\$0.00	\$0.00	\$0.00	\$0.00
6400	6400	\$108,900.00	\$0.00	\$0.00	\$108,900.00
6990	OTHER FEDERAL CATEGORICAL PROGRAMS	\$0.00	\$0.00	\$581.39	(\$581.39)
6992	REAP - FEDERAL SERVICES	\$43,676.00	\$0.00	\$0.00	\$43,676.00
6997	COVID - ESSER II	\$48,000.00	\$0.00	\$0.00	\$48,000.00
6998	ESSERS III	\$243,735.00	\$454.79	\$7,983.25	\$235,751.75
6900	6900	\$335,411.00	\$454.79	\$8,564.64	\$326,846.36
8000	TRANSFERS	\$170,000.00	\$0.00	\$0.00	\$170,000.00
8000	TRANSFERS	\$170,000.00	\$0.00	\$0.00	\$170,000.00
01	GENERAL FUND	\$7,566,593.50	\$613,166.41	\$2,359,992.34	\$5,206,601.16

Revenue Summary Report

DECEMBER 2023 GENERAL FUND

Fund: 01 GENERAL FUND			
<u>Account Number</u>	<u>Description</u>	<u>During Month</u>	<u>To Date</u>
01 1100	LEVIED TAXES	35,704.32	1,290,668.14
01 1115	CARLINE TAX	0.00	392.95
01 1120	PUBLIC POWER DIST. TAX	2,762.35	4,869.54
01 1125	MOTOR VEHICLES TAX	16,512.26	78,978.82
01 1140	INTEREST	1,804.63	4,977.54
01 1370	PRESCHOOL TUITION	725.00	1,977.00
01 1510	INTEREST ON INVESTMENT	3,068.80	14,258.70
01 1990	OTHER LOCAL RECEIPTS	337.50	1,330.00
	Subtotal: LOCAL RECIEPTS	60,914.86	1,397,452.69
01 2110	FINES & LICENSE FEES	865.87	3,997.19
	Subtotal: COUNTY AND ESU RECEIPTS	865.87	3,997.19
01 3110	STATE AID	116,151.00	464,604.00
01 3120	SPECIAL ED. PROGRAMS	92,367.00	92,367.00
01 3180	PRO-RATA MOTOR VEHICLE	0.00	1,425.68
01 3535	HIGH ABILITY LEARNERS	0.00	2,342.00
	Subtotal: STATE RECEIPTS	208,518.00	560,738.68
01 4708	MEDICAID	0.00	3,059.01
01 4997	ESSER II	47,156.00	47,156.00
	Subtotal: FEDERAL RECEIPTS	47,156.00	50,215.01
01 5300	INSURANCE ADJUSTMENTS	30.00	30.00
01 5690	OTHER NON-REVENUE RECEIPTS	37.51	1,888.01
	Subtotal: NON-REVENUE RECEIPTS	67.51	1,918.01
	Fund Total:	317,522.24	2,014,321.58



**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
BUILDING FUND**

**Balance 12/01/23            \$        63,183.25**

**RECEIPTS:**

Polk Co	\$	185.33
Butler Co	\$	124.48
Interest	\$	75.54

**Total Receipts:                            \$        385.35**

**DISBURSEMENTS:**

**Total Disbursements:                    \$            -**

**Balance: 12/31/23                        \$        63,568.60**

**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
GENERAL FUND - BOND**

**Balance 12/01/23                      \$    1,017,729.07**

**RECEIPTS:**

Polk Co. Treas.	\$    4,256.82
Butler Co. Treas.	\$    2,859.76
Interest	\$    1,305.63

**Total Receipts:                      \$        8,422.21**

**DISBURSEMENTS:**

BOKF, NA (ACH)	\$ 821,426.25
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**Total Disbursements:              \$    821,426.25**

**Balance: 12/31/23                      \$    204,725.03**

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
EMPLOYEE BENEFIT ACCOUNT**

Beginning Balance 12/01/23:       \$       28,293.16

**Receipts:**

General Fund                               \$    4,470.65

**Total Received:**                               \$       **4,470.65**

**Expended Out:**

Monthly Claims                           \$    1,642.58

Monthly Claims                           \$    1,280.81

Monthly Claims                           \$       411.60

Monthly Claims                           \$        91.15

Monthly Claims

**Total Expended Out:**                               \$       **3,426.14**

Ending Balance 12/31/23:               \$       **29,337.67**

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<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
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<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
41334	AG PARTS WORLDWIDE, INC	19.90
41335	ALL STAR AUTO GLASS	491.90
41336	AMAZON	574.96
41337	BLACK HILLS ENERGY	2,004.45
41338	BUTLER COUNTY CLINIC	185.00
41339	CAPITAL ONE	242.03
41340	CDW-GOVERNMENT	673.71
41341	CENTRAL NEBRASKA REHABILITATION SERVICES	5,194.50
41342	COLUMBUS MUSIC	11.69
41343	COPYLEAKS INC.	2,700.00
41344	CUBBYS CORPORATE OFFICE	3,546.02
41345	CULLIGAN OF YORK	148.00
41346	DIETZE MUSIC HOUSE	8.51
41347	EAKES OFFICE SOLUTIONS	12,503.40
41348	EDUCATIONAL SERVICE UNIT #7	18.75
41349	EDUCATIONAL SERVICE UNIT #7	17,933.30
41350	EGAN SUPPLY CO.	1,500.39
41351	ELECTRONIC ENGINEERING	135.00
41352	GAUGHENBAUGH, COLE	309.98
41353	GENERAL FUND-PETTY CASH	2,322.03
41354	HOMETOWN LEASING	932.27
41355	INGRAM LIBRARY SERVICES INC	682.02
41356	J.W. PEPPER & SON, INC.	13.04
41357	JACKSON SERVICES, INC	455.46
41358	JOHN DEERE FINANCIAL	1,300.70
41359	KSB SCHOOL LAW, PC, LLO	4,386.00
41360	LEE'S REFRIGERATION	37,384.00
41361	MATHESON TRI-GAS INC.	862.06
41362	MCILNAY & COMPANY	362.50
41363	MECHANICAL SALES, INC	12,471.00

41364 MENARDS	355.46
41365 NEBRASKA ASSOCIATION OF SCHOOL BOARDS	260.00
41366 ORKIN PEST CONTROL	126.25
41367 PAY FLEX	100.00
41368 PINNACLE BANK	277.00
41369 POLK CO. RURAL PUBLIC POWER DISTRICT	8,756.85
41370 QHS, LLC	400.00
41371 SCHMOKER, MICHELLE	90.00
41372 SFM	1,332.00
41373 SHELBY AUTO CLINIC	1,233.78
41374 SHELBY LUMBER CO.	143.56
41375 SMITH ELECTRIC	1,260.00
41376 SPARQ DATA SOLUTIONS	4,316.00
41377 SPARROW PUBLICATIONS	150.13
41378 TRUCK CENTER COMPANIES	2,342.00
41379 VERIZON WIRELESS	368.94
41380 VILLAGE OF SHELBY	1,113.63
41381 WINDSTREAM NEBRASKA INC.	925.92

INVOICES:	\$ 132,924.09
PAYROLL:	\$ 460,573.05
TOTAL:	\$ 593,497.14

Batch Description: JANUARY 2024 GENERAL FUND INVOICES  
Vendor ID: AGPARTSWOR AG PARTS WORLDWIDE, INC

Processing Month: 01/2024  
Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:  
Amount: 19.90

Description:  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2230 432 000 0000 0 000

Checking Account ID:  
Invoice Date: 01/14/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
19.90 N

Invoice Number: 078285

Vendor ID: ALLSTAR ALL STAR AUTO GLASS  
Description:  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2730 431 000 0000 0 000

Checking Account ID:  
Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
491.90 N

Invoice Number: IAS1041921

Vendor ID: AMAZON AMAZON  
Description:  
Sequence: 1 Check Type:  
Chart of Account Number  
01 1100 610 001 0145 0 000  
01 2590 610 000 0000 0 000  
01 2610 610 000 0000 0 000  
01 2710 610 000 0000 0 000

Checking Account ID:  
Invoice Date: 01/15/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
65.17 N  
212.65 N  
57.18 N  
239.96 N

Invoice Number: 11524

Vendor ID: BLACKHILLS BLACK HILLS ENERGY  
Description:  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2610 621 000 0000 0 000

Checking Account ID:  
Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
2,004.45 N

Invoice Number: 11224

Vendor ID: BUTLERCO BUTLER COUNTY CLINIC  
Description:  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2710 290 000 0000 0 000

Checking Account ID:  
Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
185.00 N

Invoice Number: 280636

Vendor ID: CAPITAL CAPITAL ONE  
Description:  
Sequence: 1 Check Type:  
Chart of Account Number  
01 1100 610 001 0135 0 000  
01 2410 610 002 0000 0 000

Checking Account ID:  
Invoice Date: 01/14/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
144.17 N  
97.86 N

Invoice Number: 11324

Vendor ID: CDW CDW-GOVERNMENT  
Description:  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2710 290 000 0000 0 000

Checking Account ID:  
Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag

Invoice Number: NRG0179

Amount: 673.71

01 2230 650 000 0000 0 000 TONER CARTRIDGES

673.71 N

Vendor ID: CENTRAL CENTRAL NEBRASKA REHABILITATION SERVICES

PO Number:

Invoice Number: 14576

Amount: 5,194.50

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 5,194.50

Chart Of Account Number

Check Number:

Detail Description 1099 Detail Amount Asset/Asset Tag In Full

01 2162 340 000 0000 0 000 SPED OT 3-5 656.93 N

01 2172 340 000 0000 0 000 SPED PT 3-5 150.90 N

01 2173 340 000 0000 0 000 SPED PT 0-2 79.53 N

01 2161 340 000 0000 0 000 SPED OT S.A. 3,940.22 N

01 2171 340 000 0000 0 000 SPED PT S.A. 366.92 N

Vendor ID: COLUMBUSMU COLUMBUS MUSIC

PO Number:

Invoice Number: 3578

Amount: 11.69

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Chart Of Account Number

Check Number:

Detail Description 1099 Detail Amount Asset/Asset Tag In Full

01 1100 610 000 0170 0 000 MUSIC BOOK 11.69 N

Vendor ID: COPYLEAKS COPYLEAKS INC.

PO Number:

Invoice Number: 6AA5C144-0001

Amount: 2,700.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Chart Of Account Number

Check Number:

Detail Description 1099 Detail Amount Asset/Asset Tag In Full

01 1100 643 000 0000 0 000 PLAGIARISM DETECTION 2,700.00 N

Vendor ID: CUBBYSCORP CUBBYSCORP OFFICE

PO Number:

Invoice Number: 8126544

Amount: 3,546.02

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Chart Of Account Number

Check Number:

Detail Description 1099 Detail Amount Asset/Asset Tag In Full

01 1100 610 001 0135 0 000 FOOD SCIENCE SUPPLIES 150.12 N

01 2410 610 002 0000 0 000 PIZZA WITH THE PRINCIPAL 27.98 N

01 2610 626 000 0000 0 000 MAINTENANCE GAS 57.43 N

01 2710 626 000 0000 0 000 BUS & VAN GAS 3,002.63 N

01 2712 626 000 0000 0 000 SPED BUS & VAN GAS 307.86 N

Vendor ID: CULLIGANYO CULLIGAN OF YORK

PO Number:

Invoice Number: 11224

Amount: 148.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Chart Of Account Number

Check Number:

Detail Description 1099 Detail Amount Asset/Asset Tag In Full

01 2610 610 000 0000 0 000 WATER & RENTAL 148.00 N

Vendor ID: DIETZE DIETZE MUSIC HOUSE

PO Number:

Invoice Number: FD9278

Amount: 8.51

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Chart Of Account Number

Check Number:

Detail Description 1099 Detail Amount Asset/Asset Tag In Full

01 2610 610 000 0000 0 000 WATER & RENTAL 148.00 N

01 1100 610 000 0170 0 000 OIL & MIST 8.51 N

**Vendor ID: EAKESO** EAKES OFFICE SOLUTIONS **PO Number:** Invoice Number: 512996,8862660 **Amount:** 12,503.40

Description: Invoice Date: 01/14/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 6998 610 000 0000 0 000 IMOPS 11,475.00 N

01 2590 443 000 0000 0 000 COPIER PRINTING CONTRACTS 373.70 N

01 2590 610 000 0000 0 000 OFFICE SUPPLY 14.20 N

01 2610 610 000 0000 0 000 SOAP FOR BATHROOMS 640.50 N

**Vendor ID: ESU7NETWORK** EDUCATIONAL SERVICE UNIT #7 **PO Number:** Invoice Number: 116/2024 **Amount:** 18.75

Description: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2230 352 000 0000 0 000 VPN SERVICE ON FIREWALL 18.75 N

**Vendor ID: ESUTSP** EDUCATIONAL SERVICE UNIT #7 **PO Number:** Invoice Number: DEC2023 **Amount:** 17,933.30

Description: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 17,933.30

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2140 591 000 0000 0 000 REG ED LMHP 2,740.50 N

01 2141 591 000 0000 0 000 LMHP S.A. 3,561.54 N

01 1292 591 000 0000 0 000 0-2 HOME BOUND EARLY CHILDHOOD 414.21 N

01 1291 591 000 0000 0 000 3-5 HOME BOUND EARLY CHILDHOOD 6,845.59 N

01 1200 591 000 0000 0 000 SPED CONTRACTED SERVICES 4,371.46 N

**Vendor ID: EGAN** EGAN SUPPLY CO. **PO Number:** Invoice Number: 378851 **Amount:** 1,500.39

Description: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2610 610 000 0000 0 000 PAPER PRODUCTS 1,500.39 N

**Vendor ID: ELECTENGIN** ELECTRONIC ENGINEERING **PO Number:** Invoice Number: 136001638-1 **Amount:** 135.00

Description: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2230 432 000 0000 0 000 UPGRADED ALL SERVERS TO GENETEC VERSION 135.00 N

**Vendor ID: GAUGHENBAU** GAUGHENBAUGH, COLE **PO Number:** Invoice Number: 11224 **Amount:** 309.98

Description: Invoice Date: 01/12/2024 Due Date: 01/15/2024 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 1100 610 001 0180 0 000 REIMBURSE FOR TOOL BOX FOR SHOP 309.98 N









Invoice Listing - Detail  
JANUARY 2024 GENERAL FUND INVOICES

Batch 1099 Total: 28,353.80

Batch Total: 132,924.09

Report 1099 Total: 28,353.80

Report Total: 132,924.09

## Activity Director Report: January 2024

1. **CRC Basketball tournament begins Jan. 20.**
  - a. **Boys will play Dorchester at 3:00 pm on Saturday, Jan. 20**
  - b. **Girls will play High Plains at 4:30 on Monday, Jan. 22**
  - c. **Jr. High girls will play Meridian for the championship at 9:00 am on Saturday, Jan. 20**
  - d. **We will host consolation games on Jan. 23 and Jan. 25 (3 games per day starting at 4:30 pm)**
2. **CRC Wrestling Invite is Feb. 1 @ East Butler**
3. **Trying to replace Wrestling Invite cancelled at Schuyler with another.**

# Elementary Administrator Report

→ HAL and STEAM 2nd Semester

- ◆ HAL 38 (up from 32 first semester)
- ◆ STEAM 28 (up from 24 first semester)
  - Kindergarten:
    - HAL - 7                      STEAM - 11
  - 1st Grade
    - HAL - 4                      STEAM - 5
  - 2nd Grade
    - HAL - 4                      STEAM - 8
  - 3rd Grade
    - HAL - 4                      STEAM - 2
  - 4th Grade
    - HAL - 4                      STEAM - 2
  - 5th Grade
    - HAL - 5                      STEAM - 10 (split into a science group and a math group)

→ Math Interventions Continue

- ◆ MeLinda is working with 45 students 20 minute sessions throughout the week (up from 29 first semester)
- ◆ All students are working on number sense
  - **Kindergarten** - Interventions - 1
  - **1st Grade** - Interventions - 5
  - **2nd Grade** - Interventions - 6
  - **3rd Grade** - Interventions - 9
  - **4th Grade** - Interventions - 14
  - **5th Grade** - Interventions - 8

→ First Semester Honor Roll

- ◆ All A's: 11 students
- ◆ A/B: 45 students
- ◆ Honor Roll is 2nd-5th grades

## Presidential Honor Roll

Students earned A's all semester!



Adeigh Warner	Logan Schueth
Alexa Stewart	Londyn Dutton-Mofford
Angela Gomez-Valdez	Peyton Donner
Emery Gabel	Piper Glatte
Jose Gomez- Solis	Tenley Osantowski
Lana Kooyman	

## Shelby-Rising City



## A/B Honor Roll

Students earned A's & B's all semester!

Addilyn Sorensen	Cale Topil	Harlie Nickolite	Nolan Noyd
Adilyn Gabel	Cale Osantowski	Hope Hiatt	Oakley Cattau
Amarra Kravig	Camren Zimmerman	Isaac Karpisek	Oliver Gomez Valdez
Amber Hinrichs	Cohen Tejkl	Jackson Hopwood	Owen Rabourn
Annabella Giddings	Colton Sorensen	Jaxson Martinez	Preston Crook
Anthony Ruvalcaba	Cooper Lawrence	Jessa Wagner	Ridley Cromer
Arika Hopwood	Damaris Cabrera Encarnacion	Jett Smith	Ruby Sanley
Ashlyn Donner	Dean Griffin	Kenzee Paddock	Ryley Augustin
Brailiegh Zavodsky	Declan Gabel	Logan Gomez Valdez	Weston Tejkl
Brooklyn Donner	Easton Cattau	Logan Nebuda	
Brooklyn Rasmussen	Emersyn Ott	Madison Maher	
Cade Maher	Grayson Hoadley	Nicole Sanchez	

## January 11, 2024

Shelby-Rising City Schools

6-12 Board Report for BOE Meeting

January 15, 2024 @ 7:00 pm

- 1) Enrollment as of January 12, 2024
  - a) 12th - 33 students
  - b) 11th - 17 students (may be gaining one more)
  - c) 10th - 34 students
  - d) 9th - 35 students (may be gaining one more)
    - i) Total High School - 119 (possibly increasing to 121)
  - e) 8th - 25 students
  - f) 7th - 28 students
  - g) 6th - 30 students
    - i) Total Middle School - 83
- 2) December Activities Recap
  - a) Students of the Month Recognized on Jan 11
    - i) MS - Axl Schaefer, Hayden Hopwood, McKenzie Doles
    - ii) HS - Tanner Micek, Elva Velasco, Collin Vrbka, Aidan Zimmerman
  - b) Thank you for all that helped during the holiday tournament and home wrestling invite! Great to see many out supporting our student/athletes!
- 3) Upcoming Dates
  - a) PD Day January 15, 2024
    - i) Agenda
  - b) Staff Development January 31, 2024
    - i) Staff Member of the Month Recognition
  - c) Wrestling Districts at SRC February 9-10, 2024
  - d) P/T Conferences (No School) February 12, 2024
  - e) Winter Break (No School) February 16, 2024
  - f) Staff Development February 28, 2024
  - g) Spring Break (No School) March 7-8, 2024
  - h) ACT Day March 26, 2024
  - i) Staff Development March 27, 2024
  - j) Easter Break (No School) March 29 - April 1, 2024
  - k) NSCAS Testing Window April 1 - May 10, 2024
    - i) Dates to be decided during PD Day 1/15
  - l) MAP Testing Window (default) March 1 - June 15, 2024
    - i) Dates to be decided during PD DAY 1/15
  - m) No School April 23, 2024
  - n) Staff Development April 24, 2024

- o) MS/HS Concert May 7, 2024
  - p) Seniors Last Day May 8, 2024
  - q) Graduation May 11, 2024 (2:00 pm)
  - r) Staff Development May 15, 2024
  - s) Last Day of School May 21, 2024 (1:25 dismissal)
  - t) Teacher Workday/Checkout May 22, 2024
- 4) Questions?

## **December 15, 2023**

Shelby-Rising City Schools

6-12 Board Report for BOE Meeting

December 13, 2023 @ 7:00 pm

- 1) Enrollment as of December 15, 2023
  - a) 12th - 33 students
  - b) 11th - 17 students
  - c) 10th - 34 students
  - d) 9th - 35 students
    - i) Total High School - 119 (down 3 from Nov)
  - e) 8th - 25 students
  - f) 7th - 27 students
  - g) 6th - 31 students
    - i) Total Middle School - 83 (down 3 from Nov)
  
- 2) November Activities Recap
  - a) Student of the Month Recognition Rally held on Dec 4th
    - i) MS - Kierslyn Cattau, Kaylynn Haase, Madison Augustin
    - ii) HS - Miranda Frandsen, Kasey Fishbach, Dalton Pokorney, Ellie Fredrick
  - b) Staff Member Recognition
    - i) Ms Blackburn recognized Mrs Bauers (Integrity)
    - ii) Mrs Kravig recognized Ms Spitz (Innovation)
    - iii) Mr Kubik recognized Mr Waite (Accountability)
    - iv) Missing Service?
  - c) MS/HS Winter Concert held December 11. Congrats to students and Ms Lomenario on a wonderful performance.
  - d) State One Act held on Thursday December 7. Congrats to all cast and crew members as well as coaches on a spectacular performance and season!

- 3) MAPs testing completed for all students
  - a) We had a few that could not take our fall assessments, or moved into the district, so they all completed their assessments for winter to give us a baseline before spring semester testing.
- 4) PRE Act Review
  - a) 32 valid tests administered
    - i) Mean Composite = 16.8
    - ii) Best mean score was in reading = 18.2
    - iii) Lowest mean score was in English = 15.6
    - iv) Highest overall score was a 25 with a total of seven students above composite score of 20.
  - b) Recommendation to have all 23/24 10th graders take CCR class for ACT Prep next year.
  - c) Comparing MAPs fall testing to see correlation between students on track per MAPs and on track per PRE ACT
- 5) End of Semester/Quarter
  - a) Last day of the 1st Semester and 2nd Quarter will be Thursday December 21st. Grades will be due at the end of the day on the 21st.
- 6) Evaluations
  - a) A couple of evaluations remain and a couple of post observation follow-ups will be concluded before the end of the semester. Classroom walkthroughs with feedback will begin again starting the second week of January (preferably following [schedule](#))

## **November 13, 2023**

Shelby-Rising City Schools  
6-12 Board Report for BOE Meeting  
November 13, 2023 @ 7:00 pm

- 1) Enrollment as of November 10, 2023
  - a) 12th - 33 students
  - b) 11th - 19 students
  - c) 10th - 34 students
  - d) 9th - 36 students
    - i) Total high school students - 122
  - e) 8th - 26 students
  - f) 7th - 28 students
  - g) 6th - 32 students
    - i) Total middle school students - 86
- 2) October Activities Recap

- a) Student of the Month Recognition Rally (Nov 7)
    - i) MS - Dylan De La Rosa Armas, Clay Schueth, Aleigha Escobar Schaefer
    - ii) HS - Mayte Hernandez Solis, Adan Del Angel Cruz, Allison Albracht, Alexandra Larmon
  - b) Staff Member recognition will be done at the November staff meeting
  - c) Veteran's Day Program recently held (Nov 11)
    - i) Very well run program, and I want to personally thank all the students for their attentive and respectful behavior as well as a special thank you to the ms/hs band and choir for their playing/singing! Many compliments from those leaving the program that day!
  - d) Conclusion of fall sports activities
    - i) Congrats to all coaches and players on successful seasons
    - ii) One Act season just getting underway
    - iii) Congrats to National FFA attendees
  - e) Winter sports season is underway with JH girls basketball practice and JH wrestling. Varsity sports season will be starting November 13.
- 3) Tardies and absences continue to be tracked and monitored. If we look at a totality of periods for the months of (Aug, Sep, Oct) here is the following breakdown:
- a)  $52 \text{ days} \times 9 \text{ periods} \times 208 \text{ students} = 97,344 \text{ periods}$
  - b) 284 tardies
  - c)  $284/97,344 = 0.3\%$  times our students are tardy
    - i) We are looking to identify which students are regularly tardy and find ways to help encourage them to do a better job at getting to school on time and to classes on time
  - d) Absences we have had to send out letters and I have had barriers meetings with students
- 4) PRE ACT will be held Tuesday November 14th beginning around 8:30 am
- 5) Classroom Walkthroughs and Evaluations
- a) Currently have nine evaluations complete, and eight more scheduled for the month of November

## **October 11, 2023**

Shelby-Rising City Schools

6-12 Board Report for BOE Meeting

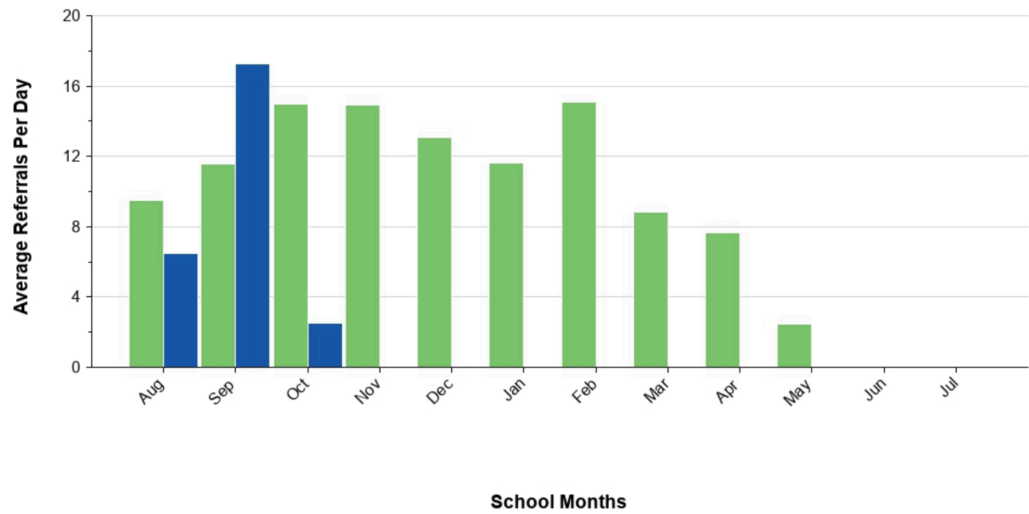
October 11, 2023 @ 7:00 pm

- 6) Enrollment as of October 9, 2023

- a) 12th - 33 students (minus 1 from September report)
  - b) 11th - 20 students (minus 1 from September report))
  - c) 10th - 33 students (plus 1 from September report)
  - d) 9th - 36 students (minus 1 from September report)
    - i) Total high school students - 122 (minus 2 from September report)
  - e) 8th - 24 students
  - f) 7th - 28 students
  - g) 6th - 32 students
    - i) Total middle school students - 84
- 7) September activities recap
- a) Homecoming [report](#) from Mrs Schueth
  - b) September Student of the Month Assembly
    - i) HS
      - (1) Ethan Fjell, Jordyn Donner, Landon Nebuda, Layne Donner
    - ii) MS
      - (1) Garrett Ruth, Maggie Carlson, Alice Griffin
- 8) Staff meetings
- a) Conducted staff meeting Wednesday September 27
    - i) Brief reminders on Homecoming events ([slides](#))
    - ii) Reminder to include Marzano Reminders on weekly newsletter to staff (need to make sure and get them on future emails)
- 9) Classroom walkthroughs and evaluations
- a) Classroom walkthroughs have waned a bit with the bustling of the schedule, but want to continue to make attempts to visit classrooms each week
  - b) Three more observations completed last week (Oct 2) and two more observations to complete this week (Oct 9)
- 10)ICU Database
- a) Currently 30 students have approximately 47 missing assignments
- 11)PBIS Info
- a) 231 Positive PAWS handed out for September. Looking to increase this number for October.

### Average Referrals Per Day Per Month - Multi-Year

All, 2022-23 - 2023-24



- b)
- c) Priority areas to focus on seem to be tardies and freshman class. These numbers may tend to be higher as it seems that teachers are regularly turning in yellow sheets. Thank you to Mr Recker for helping input the “minor” yellow sheets. I have been entering the “majors”
- d) More letters sent out for 4, 6, and 8 days of unexcused absences

### 12) Upcoming Events

- a) Oct 11 - PBiS Meeting - 3:35 pm
- b) Oct 17 - Ernie Valentine Meeting - 8:30 am
- c) Oct 18 - CIP Meeting Oct - 3:35 pm
- d) Oct 20 - Otis Pierce ESU 7 send “Flipped PD” Oct 20
- e) Oct 20 - End of Flrst Quarter (Grades due!)
- f) Oct 25 - MS/HS Staff Meeting - 7:30 am
- g) Oct 27 - HS Quiz Bowl at Central City - 8:30 am
- h) Oct 28 - Trunk or Treat - 3:00 pm
- i) Nov 1 - Guiding Coalition Meeting - 3:40 pm
- j) Nov 3 - One Act at York University - 8:00 am
- k) Nov 8 - PBiS Meeting - 3:35 pm
- l) Nov 10 - Veteran’s Day Program - 9:00 am
- m) Nov 10 - One Act at York High Invite - 11:00 am
- n) Nov 11 - One Act at Fairbury - 8:00 am
- o) Nov 13 - Winter Activities Photos - 7:30 am
- p) Nov 13 - One Act at Humphrey St Francis - 8:00 am
- q) Nov 14 - Pre ACT for Sophomores
- r) Nov 15 - One Act at CRC 8:00 am

## September 6, 2023

Shelby-Rising City Schools

6-12 Board Report for BOE Meeting

September 13, 2023 @ 7:00 pm

### 13) Enrollment as of September 6, 2023

- a) 12th - 34 students
- b) 11th - 21 students (plus 1 from August report)
- c) 10th - 32 students
- d) 9th - 37 students (minus 1 from August report)
  - i) Total high school students - 124
- e) 8th - 24 students (minus 2 from August report)
- f) 7th - 28 students
- g) 6th - 32 students (plus 2 from August report)
  - i) Total middle school students - 84

### 14) August activities recap

- a) A great deal of activities have already taken place
  - i) One Act auditions taking place
- b) Exceptional job to our students and coaches for battling through some tough conditions/temperatures with early morning practices and being out of "routine"
- c) NHS induction ceremony will be held Sep 6 at 7pm to induct six new members (Taya Pinneo, Clare Willis, Katelyn Nekl, Jordyn Donner, Dalton Pokorny and Collin Vrbka)
- d) Otis Pierce Presentation held Wednesday Aug 23
- e) Picture Day held Thursday Aug 24

### 15) Staff meetings

- a) Conducted staff meeting Monday Aug 14 and Wednesday Aug 29
  - i) Will continue to hold staff meetings on the Wednesday morning we have late starts
  - ii) Feedback from meetings seemed positive with many great affirmations from the staff about how the school year has started and the positives they have noted about students and their colleagues.
  - iii) I will continue to work on communication earlier with weekly memos to staff. I am currently working to complete a monthly newsletter "recap" to publish to public as well.

- iv) Reminder to include Marzano Reminders on weekly newsletter to staff

#### 16) Classroom walkthroughs and evaluations

- a) I was able to visit five classrooms the week of Aug 21-25, with MAPs testing the following weeks and some interruptions to the days, I was not able to visit the classroom as planned the week of Aug 28-Sep 1. I am back on track and visited two class periods this week and will continue to try and follow the schedule I had outlined prior to the year, one period every day.
- b) Formal evaluations will begin next week Sep 11.

#### 17) MAPs Results

- a) Students were given MAPs assessments on Tuesday Aug 29 and Friday Sep 1
  - i) Preliminary results/findings. Year over year comparing same class (7th - 8th, 8th - 9th, etc.) some interesting findings:
  - ii) 2029 class science went from 33% proficient to 52% proficient (green/blue)
  - iii) 2025 class language arts went from 42% proficient to 69% proficient (green/blue)
  - iv) 2026 class language arts flipped their 21st-40th percentile and 41st-60th percentile scores.
  - v) 2026 class increased their 41st-60th percentile group by 18%
  - vi) 2029 class improved their 61st-80th percentile group by 12%
  - vii) 2028 class improved their 41st-60th percentile by 12%
  - viii) 2027 class improved their 41st-60th percentile by 13%

#### 18) Upcoming Events

- a) Sep 7 CTE visit from Brandy Thompson ESU 7
- b) Sep 11 One Act rehearsals begin
- c) Sep 12 Husker Harvest Days
- d) Sep 25 Homecoming Week
- e) Sep 26 Principal Cluster ESU7
- f) Sep 27 Late Start/Staff Development
- g) Oct 4 FFA District Land Judging
- h) Oct 4 Principal Zoom Meeting ESU7
- i) Oct 4 HS Quiz Bowl at Seward

## August 9, 2023

Shelby-Rising City Schools  
6-12 Board Report for BOE Meeting  
August 14, 2023 @ 8:00 pm  
Marcus Donner

- 1) Enrollment - MS/HS = 208
  - a) 12th - 34 students (17 F, 17 M)
  - b) 11th - 20 students (11 F, 9 M)
  - c) 10th - 32 students (13 F, 19 M)
  - d) 9th - 38 students (17 F, 21 M)
    - i) Total high school students - 124
  - e) 8th - 26 students (12 F, 14 M)
  - f) 7th - 28 students (18 F, 10 M)
  - g) 6th - 30 students (12 F, 18 M)
    - i) Total middle school students - 84
  
- 2) Administrator Days were held in Kearney July 26-28. Although I could not attend due to a prior commitment, I have been looking over the online schedule and will be reaching out to speakers that I feel would have provided valuable information.
  
- 3) New staff
  - a) Orientation for new staff will be held on Thursday August 10, 2023
    - i) Mr Recker has been working to get schedules finalized. Mr Gabel will serve as Mr Reckers mentor
    - ii) Mr Gaughenbaugh attended ESU 7 on August 4th for Marzano Training. Mrs Blackburn will serve as Mr Gaughenbaughs mentor
  
- 4) Certified staff in-service
  - a) Certified staff will be reporting on Friday August 11, 2023 for in-service training.
  
- 5) 6-12 Orientation/Roll-Out Night/Activities Meeting is planned for Monday August 14, beginning at 6:00 pm. Brief introductions will be made along with pertinent information for the upcoming school year. Families will then complete and submit necessary paperwork at designated tables and then pick up their Chromebook. For those families who are not able to attend, they will need to complete all forms before they can pick up their Chromebook. Excited to welcome everyone back into the building!

6) Upcoming Events

- a) Paraprofessional training Monday August 14, 2023 from 1-4 pm
- b) NHS Interviews will be held on Tuesday August 15, 2023 from 3-4pm in Room 402
- c) Meeting with new LMHP services Thursday August 17, 2023 at 9 am
- d) CTE visit with Brandy Thompson on September 7, 2023 from 1-2 pm

7) Marzano Top 7 Element Reminders

- a) 2 - Tracking Student Progress
- b) 4 - Using Informal Assessment
- c) 6 - Chunking Content
- d) 17 - Reviewing Content
- e) 19 - Reflecting on Learning
- f) 32 - Motivating and Inspiring Students
- g) 33 - Establishing Rules

8) First Day Activities

- a) 8:10 Welcome Back! (west gym)
  - i) Walk up music (name and college)
  - ii) Welcome address, expectations
  - iii) Dad joke submission

Board meeting notes:

- Hopwood absent
- 1.1 - 1.2 from state aid
- September Board Mtg Date
  - Sept 13, 7:30 pm



# Superintendent Report

January 15th, 2024

## Financial Update:

- **31.12%** of the budget spent; **33%** of the fiscal year completed. **66%** of year remaining and **68.88%** of budget unspent.
- Through January 2024, we have spent **(\$2,359,992.34)**. At this point in 2023 **(\$2,347,763.39)**, in 2022 **(\$2,236,615.04)** and in 2021 **(\$2,045,352.89)** we had been spent
- The current cash balance in the General Fund is **(\$)**. In 2023 at this time, the balance was **(\$1,220,747.74)**, in 2022, the balance was **(\$1,630,708.87)** and in 2021, the balance was **(\$1,643,517.08)**



## School Items

- Personnel Update:
  - Current Openings:
    - Custodian for afternoon/night shift (12pm to 8pm)
    - Paraprofessionals
    - Advertising for ELA for MS/HS
      - **Still have one applicant; looking at possible science position to offer**



## Facilities / Grants

- Facilities
  - Motors for Handicapped Doors
- Grants
  - Applied and submitted grant for \$24,000 toward new bus (no word)



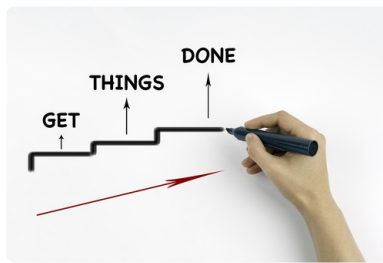
## Superintendent's Calendar

- 1/18 - ESU 7 Superintendent Meeting
- 1/21-28 = School Board Member Week
- 1/22 - Principal Meeting (bi-weekly)
- 1/29 - Cooks Meeting, Admin Meeting & Transportation Meeting
- 1/31 - Late Start; Administrative Assistant Meeting
- 2/1 - Principal Evaluation Meeting at ESU 7
- 2/5 - Principal Meeting (bi-weekly)
- 2/9 - NO SCHOOL (district wrestling)
- 2/7 - Guiding Coalition Meeting (monthly)
- 2/12 - NO SCHOOL (parent/teacher conferences)
- 2/13 - Village Board Meeting
- 2/16 - NO SCHOOL (Winter Break)
- 2/19 - Principal Meeting (bi-weekly)
- 2/21 - CIP/MTSS Meeting (monthly)
- 2/22 - ESU 7 Annual Consultation
- 2/26 - Cooks Meeting (monthly), Administration Meeting (bi-weekly), Transportation/Custodial (monthly)
- 2/28 - Late Start (Staff Development); Administrative Assistant Meeting (monthly)



## Latest on the Legislation Floor, NASB, or ESU 7

- [Introduction of Bills](#)
- Will keep you posted with updates as they come through



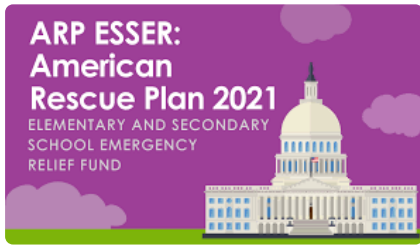
## Due Dates and Items to Complete or of Completion

- All up-to-date



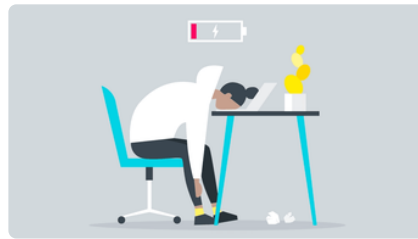
### Commissioner's Update & CRC:

- **NDE**
  - 2024 Teacher of the Year Presentation
  - Content Area Standards Process
  - Adopt revisions to Policies
  - EOP plan reviews
  - CTE Landscape Analysis
  - Computer Science and Technology standards
  -
- **CRC (meeting was on Friday the 12th through zoom)**
  - Twin River will be a part of the CRC conference next year
  - i. HS Basketball Tournament starts Saturday January 20th at York Auditorium only
  - ii. JH Basketball Tournament Saturday January 20th, girls at 9:00 am, boys at 10:15 am. (East Butler)
  - iii. JH Vocal Clinic Monday January 29th at Meridian
  - iv. HS Honor Band Selection Saturday February 3rd
  - v. JH/HS Quiz Bowl at Meridian Wednesday February 14th.
  - vi. HS Speech at Hampton Wednesday February 21st
  - vii. All Conference Basketball Selection (Dorchester) Monday March 11th
  - viii. Honor Band and Vocal at Nebraska Lutheran Monday March 18th
  - a. Choir Auditions are due Monday January 15th
  - b. Band Auditions are due Monday January 29th
  - c. Director's meeting at Chances R Saturday February 3rd
  - d. Concert on the 18th at 6:30 pm
  - ix. Academic All Conference due to Dade by March 8th
    - a. Bronze = ACT 24-26
    - b. Silver = ACT 27-29
    - c. Gold = ACT 30+



## ESSER I

Officially closed.



## ESSER II Update

- Officially closed



## ESSER III

Following items that have been purchased with funds:

- Budget of \$451,305
    - Monies spent = \$159,335.07
  - Items of Future Purchase
    - Curriculum (ELA, Business/Tech, Spanish) **[estimate spending of 80-100k]**
    - Furniture needs **[estimate spending of 10-20k]**
    - Supplies for cleaning **[estimate of 30-50k]**
    - Renewals **[estimate of 4-5k]**
-

## SHELBY - RISING CITY PUBLIC SCHOOLS

District Classification ⓘ

EXCELLENT

GREAT

GOOD

NEEDS SUPPORT TO  
IMPROVE

# SRC CLASSIFIED EXCELLENT!

NEP.EDUCATION.NE.GOV

## SHELBY - RISING CITY ELEMENTARY SCHOOL

Elementary School Classification ⓘ

EXCELLENT

GREAT

GOOD

NEEDS SUPPORT TO  
IMPROVE

## SHELBY - RISING CITY MIDDLE SCHOOL

Middle School Classification ⓘ

EXCELLENT

GREAT

GOOD

NEEDS SUPPORT TO  
IMPROVE

## SHELBY - RISING CITY HIGH SCHOOL

High School Classification ⓘ

EXCELLENT

GREAT

GOOD

NEEDS SUPPORT TO  
IMPROVE

## SHELBY - RISING CITY PUBLIC SCHOOLS

District Classification ⓘ

EXCELLENT

GREAT

GOOD

NEEDS SUPPORT TO  
IMPROVE

[nep.education.ne.gov](http://nep.education.ne.gov)



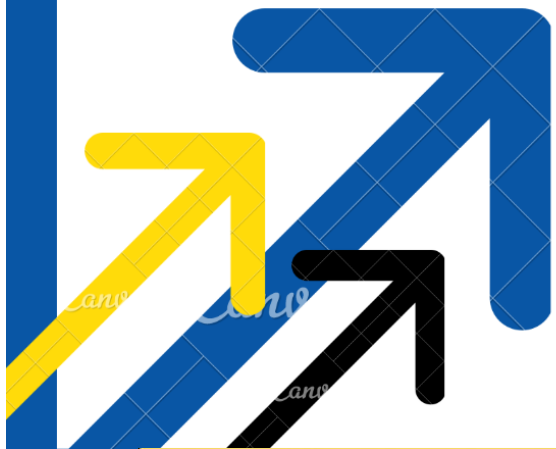
Huskies  
shine!

Central


Congratulations to our students!

Over the last 3 school years, their performance on the NSCAS jumped

200%



Source :  
[nep.education.ne.gov](http://nep.education.ne.gov)

Shelby-Rising City Public Schools   
Innovation, Integrity, Accountability, & Service



**JUST OVER 400 STUDENTS!!!**

Average Class Size 15.8

Public Weight Room and Community Library

Starring our Extracurricular Activities:  
Speech, One Act, Band, Choir, Dance Team,  
Cheerleading, Softball, Wrestling, Golf,  
Student Council, Volleyball, Basketball,  
Football, SRC-Club, FBLA, FFA,  
National Honor Society

*Days Worked: 141 (January 15th)*



**Tucker Tejkl**

Tucker is using Smore to create beautiful newsletters



I am currently working on getting out rfp's for category 2 erate. Just looking to get some equipment to either replace some older equipment or have on hand for when some of it fails. I will be using the reap money to get the computers for next years freshman along with replacing the para's chromebooks with new chromebooks. We got the new box by the west gym in a enclosure so that it is harder to mess with as it has security camera's into it right now.

**Shelby-Rising City Public Schools**  
**Board of Education Annual Board Calendar**

**Date Last Reviewed: January 15th, 2024**

- Monthly: Excuse Absent Members**
- Monthly: Approve Agenda**
- Monthly: Minutes**
- Monthly: Bills**
- Monthly: Treasurer's Report**
- Monthly: Board/Administrator Reports**
- Monthly: Correspondence**
- Monthly: Accept Resignations**
- Monthly: Approve New Contracts**
- Monthly: Review Policies**
- Quarterly: Review Board Calendar: Jan, Apr, July, Oct**
- Quarterly: Review Board/Superintendent Goals: Feb, May, Aug, Nov**
  
- January: Election of Officers: President, Vice-President, Secretary, Treasurer**  
**Appointment of Committees: *Activities, Americanism & Curriculum, Buildings & Grounds, Finance, Negotiations, Policy, Safety, School Foundation, Transportation, and Government Relations***
- January: Financial Affiliates: Bands & Approval of Signatures for Officers, Superintendent & Business Manager**
- January: Appointment of Superintendent as District Rep for Federal Programs**
- January: Approve Superintendent Contract**
- January: Annual Review of Code of Conduct/Code of Ethics**
- January: Annual Conflicts of Interest Signed by Board Members**
- January: NASB: Legislative Issues Conference**
- January: Board Work Session for Goal Planning with NASB (Late in month)**
- January: Building & Grounds Committee Meeting to Review & Set Priorities for Capital Projects Plan (Late in month)**

**February: Approve Board Goals/Superintendent Goals**  
**February: Approve Capital Projects Plan**  
**February: NASA/NASB Education Forum**  
**February: Presidents Retreat (NASB)**  
**February: Cabinet Member Report: Director of Transportation & Maintenance**

**March: Approve Annual School Calendar**  
**March: Review Interlocal/Local Options**  
**March: NASB: Back to Basics/Spring Legal Workshop**  
**March: Cabinet Member Report: Information Technology Director**  
**March: Board Committee on American Civics: Semi-Annual Meeting**

**March/April: Approve Classified Salaries/Administrative Salaries/Substitute Pay/Bus Pay**  
**March/April: Administrative Employment Contracts: Teacher Contracts after March 15th**

**April: Scholarship Committee Selection of Recipients**  
**April: NASB: Open Meetings Law Workshop**

**May: Approve Summer Activities**  
**May: Cabinet Member Report: Activities Director**

**June: NASB: School Law Seminar**  
**June: Distribute Handbooks: Parent-Student, Faculty & Staff Handbook**  
**June: Approve Student Fee Structure/Lunch Fund Fee Structure/Activity Fees & Admission Prices**  
**June: Policy 1005.03 Parental Involvement (Hearing)**  
**June: Policy 0504.19 Student Fees**  
**June: Policy 504.20 Bullying Prevention**  
**June: Policy 604.04 Multi-Cultural Education**  
**June: Policy 612.07 Participation in Assessment**

**July: Acceptance of Handbooks: Parent-Student, Faculty & Staff Handbook**

**August: Budget Work Session**  
**August: NASB: Area Membership Meetings**

**September: Budget Hearing/Adoption**  
**September: Special Hearing to Set Final Tax Request/Adoption of Final Tax Request**  
**September: Resolution for County on Property Tax Request**  
**September: Approval of Capital Projects Plan**  
**September: NASA/NASB Labor Relations Conference**

**October: Closed Session: Negotiation Strategies**  
**October: Cabinet Member Report: Food Services Director**  
**October: Board Committee on American Civics: Semi-Annual Meeting**

**November: Cabinet Member Report: Curriculum & Assessment Director**  
**November: Schedule NASB for January Board Workshop**  
**November: Distribute Board Self-Assessment**  
**November: Distribute Superintendent Evaluations**  
**November: Annual Review of Safety & Security Plan**  
**November: NASB: Annual State Education Conference**

**Nov/Dec/Jan/Feb: Ratify Negotiated Agreement with SRCEA**  
**December: Accept Annual Audit Report**  
**December: Review of Superintendent Evaluation & Negotiation of Proposed Contract**  
**December: Review Board Self-Assessment**

# BOARD COMMITTEES

## 2024

### Activities Committee (July, November, February)

Joe Noyd, Heath Vrbka, Kasey Hopwood

Responsible for advising the board on school activities that are offered and policies. Represents the board in areas concerning sports or activity cooperatives.

### \*Americanism and Curriculum Committee (June)

Crystal Zimmerman, Geoff Ruth, Chris Whitmore

Americanism committee is responsible for ensuring that required instruction, patriotic exercises, and examine, inspect, and approve all textbooks used in the teaching of American History and Civil Government. The Curriculum/Instruction members are responsible for the review of the school improvement plan, additional curriculum needs, and review of current curriculum. This committee will monitor and review the academic performance standards of the District. \*By Statute the Americanism/Curriculum Committee is selected in August and carries a one-year term.

### Building and Grounds Committee (April, August)

Heath Vrbka, Chris Whitmore, Geoff Ruth

The committee is responsible for maintenance and repairs of facilities/grounds, provide board input regarding building projects, and monitor general operations of facilities/grounds.

### Finance Committee (September)

Heath Vrbka, Chris Whitmore, Kasey Hopwood

Responsible for review of all district claims, financial statements, bonded indebtedness, and the Districts foundation.

### Negotiations Committee (November)

Kasey Hopwood, Chris Whitmore, Geoff Ruth

Responsible for all negotiations with recognized bargaining units and Administrator salaries.

### Policy Committee (throughout the year)

Joe Noyd, Chris Whitmore, Crystal Zimmerman

Responsible for the review and update of current policy, participate in the design of new policies as needed, and district handbooks.

### Safety Committee (October)

Chris Whitmore, Geoff Ruth

Ensure safety codes and the district safety plan are in compliance with state and federal rules and regulations.

### School Foundation Representative (March)

Kasey Hopwood

Serve as the District Representative with the Polk County Foundation on behalf of Shelby-Rising City Schools.

Transportation Committee (December, July)

Joe Noyd, Heath Vrbka, Kasey Hopwood

Advise on the replacement, purchase, and maintenance of school transportation equipment.

Review the District bussing fleet and regular passenger vehicles to ensure they meet federal and state rules and regulations. Determine the role transportation will have for regular education, special education, and activities/athletics.

Government Relations Network Representative

Geoff Ruth

Voting member of the NASB Delegate Assembly and provide the board with Legislative insight.



# BOARD MEMBER CODE OF CONDUCT

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

MARCIA R. HERRING  
DIRECTOR OF BOARD LEADERSHIP

## BOARD MEMBER CODE OF CONDUCT

---

**T**he Association advocates that each board adopt and adhere to a Code of Conduct policy. This aids in the board's responsibility to carry out the important education decision-making role while maintaining effective relationships with school administrators, staff, and community members. Given the complexity of the education governance structure, nothing is more important than clarifying appropriate roles and responsibilities for the school board, superintendent, and principal(s).

A school board member has no legal powers unless participating at a meeting that complies with the Nebraska Open Meetings Law, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Code.

*Note: Board members can demonstrate personal commitment to the Code by signing this document signifying agreement to uphold the principles of the Code, both, in letter and spirit.*

Many school boards post a copy of the signed Code in the front entrance of the school(s). This public display of school leadership team commitment sends a powerful message and sets the tone for how the business of education will be conducted in the schools and community.

As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of this Code that require legal compliance are the "*conflict of interest*" and "*act only as a member of the board.*" All other sections represent best practice.

*Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to the responsibility of duty.*

Each board member shall follow the code of conduct:

### **As a Board Member**

- I will listen.
- I will respect the opinion of others.
- I will recognize the integrity of my predecessors and the merit of their work.
- I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
- I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.

- I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- I will express my honest and most thoughtful opinions in board meetings in an effort to have decisions made for the best interest of the students and the education program.
- I will abide by majority decisions of the board.
- I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
- I will not discuss the confidential business of the board.
- I will endeavor to keep informed on local, state, and national educational developments of significance.

## **Board Governance**

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska

Department of Education, and other education organizations.

- Recognize that a board member's responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska Department of Education, and other education organizations.
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school problems and collaborate on school improvement initiatives.

## **Board – Superintendent Relations**

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
- Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

## **Personnel Relations**

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

## **Community Relations**

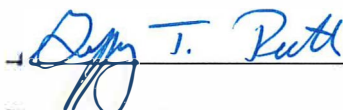
- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.


**Conflict of Interest**

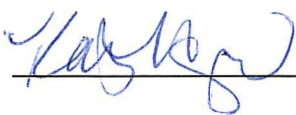
- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
  - as a result of a contract accepted after a public bid.
  - in public recognition of service or achievement.
  - as expenses allowed by law for official duties performed as a member of such board.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.


*(Optional Signature)*

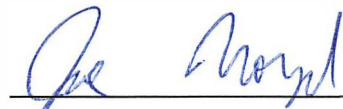
I agree to abide by the principles outlined in the Board of Education Code of Conduct and will do everything in my power to work as a productive member of the leadership team.

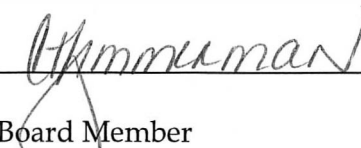
  
Board Member

  
Board Member

  
Board Member

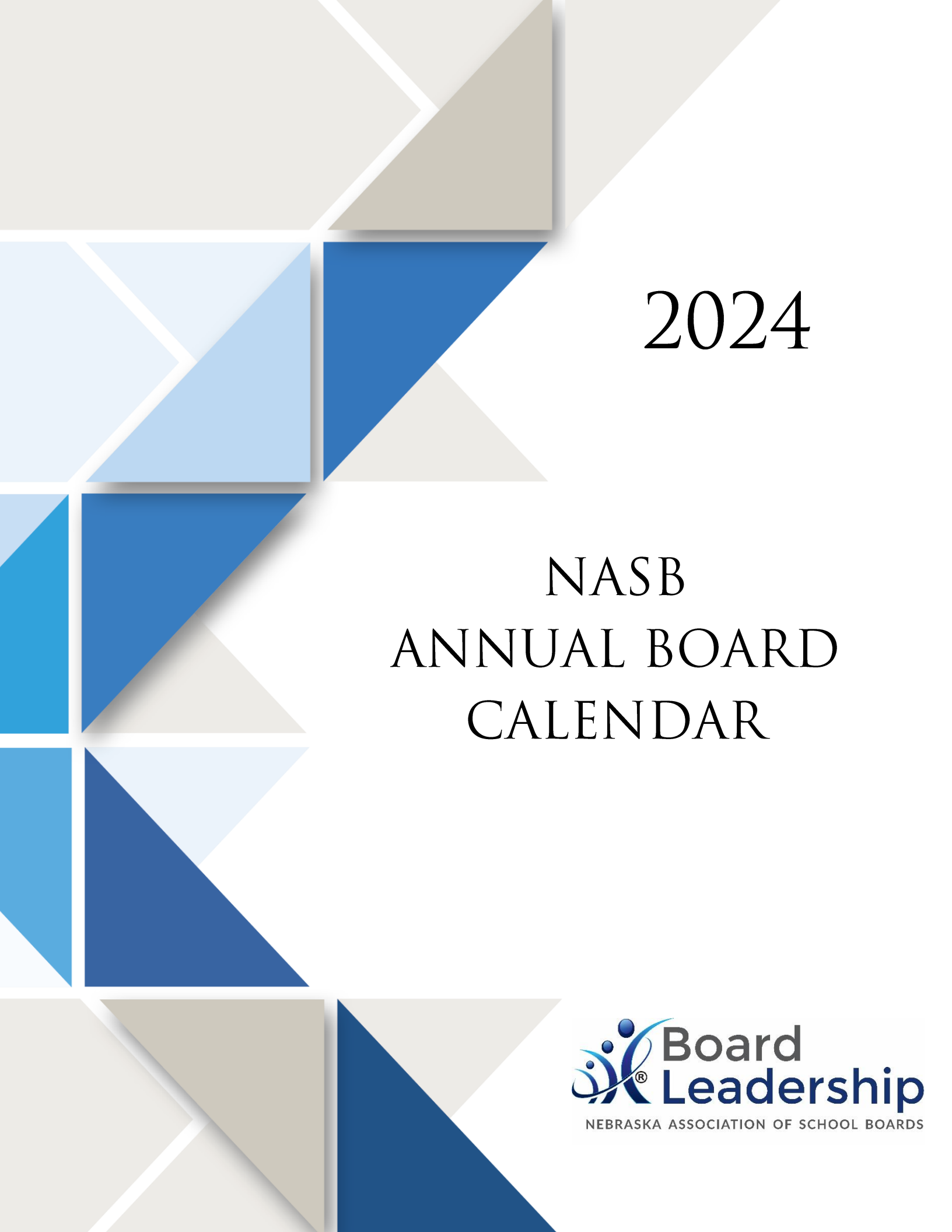
  
Board Member

  
Board Member

  
Board Member

January 15th, 2024

Date



2024

NASB  
ANNUAL BOARD  
CALENDAR





## THE NASB MISSION STATEMENT

THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS  
PROVIDES PROGRAMS, SERVICES, AND ADVOCACY TO  
STRENGTHEN PUBLIC EDUCATION FOR ALL NEBRASKANS.



### NASB BOARD LEADERSHIP TEAM MISSION

TO PROMOTE AND ADVANCE EFFECTIVE BOARD  
GOVERNANCE AND LEADERSHIP TO SUPPORT  
LEARNING FOR ALL STUDENTS.

Marcia R. Herring  
NASB Director of Board Leadership  
[mherring@NASBonline.org](mailto:mherring@NASBonline.org)  
1.800.422.4572



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Since 1918, NASB has been committed to serving school boards across the state. Our mission is to ***“to provide programs, services, and advocacy to strengthen public education for all Nebraskans.”*** We are here to support the work of the school board to meet the charge of ensuring that all students within our public schools receive a quality education in a safe learning environment. The effective school board is committed to the improvement and growth of student achievement.

While at its core NASB is a resource for board training and an advocate on behalf of public education, the value of your district’s membership in NASB is far reaching. As a board member you have access to staff with experience in school law, policy, governance leadership, insurance, advocacy, communications, superintendent evaluation, board self-assessment, community engagement, strategic planning, superintendent search services, negotiations data, etc.

Support services are only part of the story. NASB works collaboratively with many educational and governmental partners representing the interests of school boards and the development of policy. We continually aspire to grow and improve our programs and services to ensure cost-savings to our members and to support your goal to provide a quality education for all students.

The NASB Board Leadership Team designed this publication to support you in your role as a school board member at the board meeting table. The first section is devoted to providing a quick reference guide that includes the board Code of Conduct, board meeting protocols, outlined responsibilities defined in law, rights of the public during a board meeting, a sample board meeting agenda, suggested content for meeting minutes and more.

The ***2024 NASB Annual Board Calendar*** highlights monthly board meeting agenda items. The material referenced in the annual calendar is not an exhaustive list, but rather provides guidance for the board president and superintendent each month when designing the draft board meeting agenda.

Thank you for your service to public education, the students, staff members, and the communities of Nebraska. NASB staff members are here to support you in your role and service as a board member.

If you wish to upload an electronic copy of this publication, you will find a copy posted on the NASB website at [www.NASBonline.org](http://www.NASBonline.org), open Board Leadership link and within the pull-down menu select Resources ***2024 NASB Board Meeting Guide and Annual Calendar***.

Please direct your questions regarding this publication to Marcia Herring, NASB Director of Board Leadership at [mherring@NASBonline.org](mailto:mherring@NASBonline.org) or [402]817-0296.

The Board of Education is committed to ensuring the public, staff, and students that school board members will govern through policy. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Conduct.

We will listen to each opinion, and act as a board. We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to focus our discussion on the issue not an individual. Once the board has collectively arrived at a decision, we will each support the will of the board.

The board president (or designee) will speak as the official voice of the board. A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state these statements are their opinion and not the position of the board.

We will be mindful of the different roles and responsibilities throughout the school district and maintain a focus on policy and governance.

We will be aware of the different roles that we play as individuals (board member, patron, parent, etc.).

#### As a Board Member

- I will listen.
- I will be honest.
- I will respect the majority decision of the board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will consistently uphold all applicable laws, rules, policies.
- I will keep confidential information that is privileged by law or that will needlessly harm the district if disclosed.
- I will focus my attention on fulfilling the board's responsibility of goal setting, policy, and evaluation.
- I will diligently prepare for and attend board meetings.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students in the district.
- I will respect the opinion of others.
- I will recognize the integrity of my predecessors and the merit of their work.
- I will encourage expressions of different opinions and listen with an open mind to other's ideas.
- I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
- I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.
- I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- I will express my honest and most thoughtful opinions in a professional manner during board meetings in an effort to have decisions made for the best interest of the students and the education program.

- I will abide by majority decisions of the board.
- I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
- I will not discuss the confidential business of the board.
- I will endeavor to keep informed on local, state, and national educational developments of significance.
- I will be accountable to the public by representing district policies, programs, priorities, and progress accurately.
  
- I will make no personal promise to take private action that may compromise my performance of my responsibilities.

### **Board Governance**

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state, and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the NASB, the Nebraska Department of Education, etc.
- Recognize that a board member’s responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others’ ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and the board may seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school challenges and collaborate on school improvement initiatives.

## Board – Superintendent Relations

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
- Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member’s responsibility is to see that schools are well run, but not to run them.

## Personnel Relations

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

## Community Relations

- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

## Conflict of Interest

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
  - as a result of a contract accepted after a public bid.
  - in public recognition of service or achievement.
  - as expenses allowed by law for official duties performed as a member of such board.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.
- Avoid being placed in a position of conflict of interest, and refrain from using the board member position on the board for personal or political gain.



### The purpose of the NASB Board Governance Standards:

- Defines effective best practice and governance of the board
- Outlines the proper role and responsibilities of the governance team

- Provides a mechanism for evaluating the leadership governance of the board
- Informs district and community stakeholders of the role of the board and the importance of working with district leadership to grow and improve education for all students

To promote student growth and achievement, an effective school board will adopt and adhere to board leadership and governance standards.

**Standard I: MISSION, VISION, and GOALS**

The board annually reviews the district’s vision and mission statements, annually adopting board and district goals to support the mission.

**Standard II: POLICY GOVERNANCE**

The board continuously reviews, revises, and develops policies and procedures to ensure accountability focused on growth and student achievement.

**Standard III: COMMUNITY ENGAGEMENT**

The board establishes effective communications with stakeholders through actively engaging parents, students, staff, and community members with the intent to promote the district’s image, build positive working relationships and sustain long-term partnerships that will serve education.

**Standard IV: ACCOUNTABILITY and STUDENT ACHIEVEMENT**

The board continuously monitors the progress of district goals utilizing data to support growth and promote shared accountability for maximizing student achievement.

**Standard V: ADVOCACY**

The board advocates for children, public education, learning, and equity to support improved student achievement for all students.

**Standard VI: DISTRICT RESOURCES**

The board aligns and manages district resources in a responsible manner to meet goals and to promote growth of student achievement.

**Standard VII: BOARD OPERATIONS**

The board ensures meetings are effective, efficient, and orderly focused on policy and proper board governance and conduct.

**Standard VIII: BOARD – SUPERINTENDENT RELATIONS**

The board and superintendent establish and sustain a professional and collaborative working relationship to support and advocate for growth and student achievement.

**Standard IX: PROFESSIONAL DEVELOPMENT**

The board and superintendent participate in continuous and appropriate training and professional development to build shared knowledge and values.



# BOARD MEETING PROTOCOLS

Disclaimer: Board Meeting Procedures are not law based; the list is a recommended method of effectively conducting board meetings.

MOTION	DEBATABLE	AMENDABLE	VOTE
<b>Main Motion</b>	Yes	Yes	Majority
<b>Amend Main Motion</b>	Yes	Yes	Majority
<b>Amend Amendment</b>	Yes	No	Majority
<b>Object Consideration</b>	No	No	Majority
<b>Refer to Committee</b>	Yes	Yes	Majority
<b>Postpone Indefinitely</b>	Yes	Yes	Majority
<b>Call for Question</b>	Yes	No	Majority
<b>Lay on the Table</b>	No	No	Majority
<b>Close Debate</b>	No	No	2/3 Majority
<b>Recess</b>	No	Yes	Majority
<b>Adjourn</b>	No	No	Majority
<b>Abstention</b>	<i>To abstain means to refrain from voting. An abstention does not count as a vote.</i>		
<b>Change of Vote</b>	<i>A member may change their vote if it is before the chair announces the results of the vote.</i>		
<b>Point of Order</b>	<i>A member may raise a point of order to question a ruling or parliamentary procedure; this does not require a second, is not debatable or amendable. Chair rules on the point of order and a vote is not required.</i>		
<b>Lay on the Table</b>	<i>A temporary delay of action that does not kill the motion. The motion to delay must be seconded, is not debatable or amendable, and requires a majority vote. If action is not taken by the next regular meeting, the motion dies.</i>		
<b>Reconsider</b>	<i>Allows the board to correct a decision. The reconsideration must be made by a person on the prevailing side, carried or lost, at the same meeting; the reconsideration is debatable, cannot be amended, requires a majority vote, and cannot be reconsidered.</i>		
<b>Rescind</b>	<i>A motion to rescind cancels a previous motion, must be seconded, and is debatable. A board cannot rescind a motion that has been carried out. Example, to accept a resignation, or for actions electing or expelling a person from membership or office.</i>		
<b>Statement of Record</b>	<i>A statement for the record may be included in the minutes if a board member makes the request to the secretary before adjournment.</i>		
<b>Withdraw a Motion</b>	<i>A motion may be withdrawn if requested by the member who made the motion. The motion is not debatable, cannot be amended, and requires a majority vote to be granted.</i>		

MOTION	DEBATABLE	AMENDABLE	VOTE
<b>Amend Main Motion</b>	Yes	Yes	Majority

Purpose: Proposed change to the main motion.

- Amendment must be germane to the main motion
- Amendment requires a second
- Motion to amend is debatable and discussion must pertain to the amendment
- Amendment requires a majority vote to pass
- If amendment is adopted, the proposed amendment then becomes a part of the main motion
- Board returns to the original motion adding the modification, discuss, and vote

### DID YOU KNOW?

#### Board Meeting Agenda

- Board meeting agenda is official 24-hours before the advertised time of the board meeting
- Agenda items shall not be changed later than 24-hours before the meeting
- Board should consider a special meeting if the item cannot wait until the next regular board meeting
- As of July 1, 2022, the board is required by law to post six months of current board meeting agendas on the school district website. The board meeting agendas must be easy to locate on the district website.

#### Closed/Executive Session

- Majority of the board must vote to move into closed session and the motion must include the subject matter and the reason necessitating the closed session in the motion to close.  
*Example: "I move to go into closed session to discuss negotiations (subject matter) for the protection of the public's interest (reason necessitating the closed session)."*
- Board meeting minutes must include the entire motion, the vote of each member, time in which the closed session started and ended.
- If the motion to close passes, the presiding officer shall restate on the record the limitation of the subject matter of the closed session immediately and prior to moving into closed session.
- During the closed session, the board cannot discuss issues not directly related to the reason for going into closed session and the board may not take formal action or reach a collective decision, i.e. vote.

### BOARD MEETING ASSESSMENT: *Questions to consider at conclusion of the meeting.*

1.	Did I/we arrive prepared to participate in the discussion and debate of items on the board meeting agenda?
2.	Did the board spend their time on what matters most?
3.	Did all board members have an opportunity to be heard?
4.	Did we consider the expertise of staff and the data and needs of the school district?
5.	Did we treat each other with respect?
6.	Did we follow appropriate rules of meeting procedure and decorum?
7.	Did we welcome community or staff observers as valued guests?
8.	Did we offer recognition to celebrate the accomplishments of students, staff, or volunteers?
9.	Did we commit time to our own learning to support informed decision making?
10.	Did we impact student achievement through the discussion and action of the meeting?

The board must follow the law which distinctively outlines the board's responsibility to transact business through the official meeting of the board.

**§ 79-554. Class III school district; school board; quorum; meetings; open to public.**

In all meetings of a school board of a Class III school district, a majority of the members shall constitute a quorum for the transaction of business. Regular meetings shall be held on or before the third Monday of every month. All meetings of the board shall be subject to the Open Meetings Act. Special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting. If a school district is participating in an approved unified system as provided in section [79-4,108](#), regular meetings of such district's school board shall be held at least twice during the school year.

**§ 79-560. Class IV school district; board of education; meetings; open to public.**

The board of education of a Class IV school district shall hold one or more regular meetings each month, the time of which shall be fixed by the bylaws adopted by such board. Special meetings may be held as circumstances may demand. All meetings of the board shall be subject to the Open Meetings Act.

**§ 79-561. Class V school district; board of education; meetings; open to public.**

The regular meetings of the board of education of a Class V school district shall be held one or more times each month. Special meetings may be held as circumstances may demand at the call of the president of the board or on petition of a majority of the members of the board. All meetings of the board shall be subject to the Open Meetings Act.

## MEETING NOTICE

**§ 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section [84-1409](#) or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting ...

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference; ...

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. ...

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

## RIGHTS OF THE PUBLIC

### § 84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state . . . .

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

### § 84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, .... the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

## REGULAR MEETING

The regular monthly board meeting is one of the primary duties of the Board of Education. The board meeting is the primary setting for the board to transact regular monthly board business, instruction, and student learning. Through the work of the board and administration, the district's mission, vision, and goals define direction for education, define policy which delegates authority and governs decision-making, continually monitors instruction and learning and how resources are managed to ensure the students, staff, and facilities receive appropriate and necessary funding to meet district needs. In short, the board meeting provides the platform for the board to conduct board duties and responsibilities.



# NASB (SAMPLE) BOARD MEETING AGENDA

**Nebraskaland School District - Board of Education**

**Day/Date/Time**

**1234 Platte River Drive, Nebraskaland, Nebraska**

The subjects to be discussed or considered, or upon which any formal action may be taken, are as follows: (Items do not have to be taken in the same order as listed.)

I. Opening the Meeting

- A. Call to Order: The regular June meeting of the Nebraskaland School District Board of Education is called to order on (day/date) at \_\_ P.M., in the Central Office Board Room, 1234 Platte River Drive, Nebraskaland, Nebraska.
- B. District Mission Statement: *The mission of the Nebraskaland Public School District, in cooperation with our community, is to strive to provide a quality education for all children to ensure that they are prepared to succeed as global citizens and life-long learners.*
- C. Nebraska Open Meetings Law- *posted in the room.*
- D. Publication of Meeting - *notice was provided according to policy.*
- E. Board Member Roll Call: *(per policy, excused/unexcused)*

Arbor, Goldenrod, Agate, Reuben, Kolache, and Cotton

Excused Absence:

Unexcused Absence:

Moved by and seconded by to excuse Board Member

Voting Aye

Voting Nay

Motion Carried / Failed

F. Pledge of Allegiance

II. Approval of Agenda (*motion to approve*)

*\*This enables the board to validate if an item was added prior to the 24-hour threshold and/or that if an item was added, the board may verify when the modifications were made and posted to the district website.*

- III. Celebration of Excellence (Staff and Student Presentations, etc.)
- IV. Public Comment –(topics related to agenda items) Nebraskaland Policy No. XXXX  
(*President Opening Statement – Included in Agenda Footnotes.*)
- V. Information Items: Reports
  - A. Building/District Administrators
  - B. Superintendent
  - C. Board Member Reports
  - D. Board Committee Reports
  - E. Strategic Plan Update/District Goals Update
  - F. Nebraskaland Foundation Report – Speaker:
- VI. Consent Agenda

Unless removed from the consent agenda, items identified will be considered under one motion.

- A. Minutes of the (date) meeting of the board
- B. Financial report
- C. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
- D. Adopt Board Policy No. 1099
- VII. Discussion/Information Items
  - A. Math Curriculum
  - B. Foundation Form 990
  - C. District Professional Development Plan
  - D. Enrollment Update
  - E. First Reading Board Policies [1100 through 1120]
- VIII. Action Items
  - A. ALICAP Insurance (All Lines Interlocal Cooperative Aggregate Pool)
  - B. Repair Piedmont Middle School Roof
  - C. Elementary Attendance Zone Boundaries
- VIII. Closed Session
  - A. Real Estate Purchase
  - B. Pending Litigation
- IX. Public Comment (*topics related to non-agenda items*)
- X. Future Agenda Items

Adjourn

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

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

**\*Action Item:** The board reserves the right to take action on an item that is on the adopted board agenda.



# PUBLIC COMMENT OPENING STATEMENTS

This is the only time during this meeting when the public may speak. Any person wishing to make public comment must abide by and adhere to applicable board policies, including, but not limited to the following:

- Each person wishing to speak must sign in on the sign-in sheet (location of the document). Sign-in must include name, address, and name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.
- Each person who comes forward to speak should state your name, and the topic you are addressing before you begin.
- A time limit (per board policy No. XXXX) of X minutes is allotted for each speaker.
- Consider public comment at the beginning of the meeting for agenda items and an additional public comment at the conclusion of the meeting for non-agenda items.
- There is a total time limit of XX minutes allotted for all speakers.
- The board will not respond to comments or questions.
- The board will not take action on any comments but will direct the comments to appropriate staff members.
- Offensive language and hostile or disorderly conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language or hostile or disorderly conduct, then the Board President will declare the person out of the order and the person will be prohibited from speaking further.
- Patrons who wish to address a personnel related matter are asked to follow the district Chain of Command Policy No. XXXX.
- If any person is unruly, abusive, or otherwise disrupts the meeting or the board's conduct of business, such person may be removed from the meeting by law enforcement.

## SPECIAL MEETING

If a special meeting is necessary to address a district matter, the statute states that a "...special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting." (§ 79-554) Once a special meeting is called, the district shall provide "reasonable advanced publicized notice" of the special meeting, which is the same legal standard as for a regular meeting of the board. However, be certain to review policy to ensure specific guidelines are followed.

## EMERGENCY BOARD MEETING

If conditions warrant, an emergency meeting of a public body is allowed without providing reasonable advanced public notice. State law provides that the board shall make reasonable efforts to provide advance notification to the news media of the time and place of each meeting and the subjects to be discussed at the meeting. The district is to maintain a list of the news media that request such notification. To determine if it is acceptable to hold an emergency meeting, you must assess the circumstance and need. There are two criteria you must consider when assessing whether you have a need for an emergency meeting:

1. Was the "emergency" that created the need for a meeting unforeseen or unanticipated?  
State law provides that public bodies can hold a meeting where it is not possible to provide reasonable advanced public notice. However, the meeting must be conducted due to an "emergency." The most important area of inquiry is whether the event qualifies as an "emergency" for the purposes of the law. According to case law discussing these issues, an emergency is defined as: *any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency;*

*a sudden or unexpected happening; an unforeseen occurrence or condition.*

2. Can the board wait to address the issue at the next regularly scheduled meeting or schedule a special meeting in order to allow reasonable advanced publicized notice to the public and interested parties?  
If the emergency was not anticipated and the board cannot wait to address the emergency until a special meeting can be called, the board may legitimately call an “emergency” meeting. These same two criteria should be applied when trying to determine whether or not to alter the agenda less than 24 hours before a meeting.

If such emergency exists, then the board must state the reason for the emergency in the public minutes; *be careful* to limit discussion and any actions to issues associated with the actual emergency during the meeting; make sure minutes and the reason for the emergency meeting will be made available to the public by no later than the end of the next regular business day; and make certain a reasonable effort is made to notify news media members, include in your notification the time, place, and the subject matter to be discussed at the meeting. Note: In addition, according to § 84-1411(5) “**emergency meetings may be held by virtual conferencing.**”

It is rare for a board to call an emergency meeting; however, it does happen. If an issue **can** wait, it is recommended that the best approach would be to call a special meeting.

If during the course of the Emergency Meeting, discussion of any item on the agenda should be held in a closed session, the board will conduct a closed session in accordance with the Nebraska Open Meeting Laws. Before any closed session is convened, the presiding officer will publicly identify the subject matter immediately prior to going into the session. All final votes, actions or decisions will be taken in open meeting.

## BOARD WORK SESSION

A Board Work Session provides a setting for the board, superintendent, administrators, and appropriate staff to discuss board and district related business. A work session must be advertised in the same fashion as a board meeting if a quorum of the board is present. The board does not take formal action at a work session; however, an agenda is required to state the matters to be discussed at the time of the publicized notice which shall be kept continually current and readily available for public inspection. The board does not need to receive public comment during a work session but should provide seating to accommodate patrons who wish to observe the board and administration at work.

## SUBCOMMITTEE MEETINGS

A subcommittee meeting of the board does not require advanced publicized notice unless a quorum of the board attends and the committee is holding hearings, making policy, or taking formal action on behalf of the board.

## BOARD MEETING MINUTES

**§ 79-580. Class III school district; board of education; claims against; record of proceedings; secretary; duty to publish.**

The secretary of the school board or board of education of each Class III school district shall, within ten days after any regular or special meetings of the board, publish one time in a legal newspaper published in or of general circulation in such district a list of the claims, arising on contract or tort, allowed at the meeting. The list shall set forth the name of the claimant and the amount and nature of the claim allowed, to consist of not more than ten words in stating the nature of each such claim. The secretary shall likewise cause to be published a concise summary of all other proceedings of such meetings. Publication of such claims or proceedings in a legal newspaper shall not be required unless the publication can be done at an expense not exceeding the rates provided by law for the publication of proceedings of county boards.



# CONTENT OF MEETING MINUTES

Each public body *shall* keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes shall also include:

- The identity of the school board by district name, number, and county
- School board members recorded as either present or absent and how each member votes
- A statement by the president declaring a quorum present following the list of members identified as present or absent
- A statement that the meeting was called to order by whom, the hour and whether the meeting was a regular, reconvened, special, or emergency meeting  
(Note: If it is a reconvened meeting, the original meeting date should be noted. If it is a special or emergency meeting, a copy of the official notice and agenda should be included or referenced. This provides record to the public should the meeting be challenged as a violation of the Nebraska Open Meetings Law.)
- A statement that the meeting was advertised according to the Nebraska Open Meetings Law, the agenda was kept current and available to the public, and the location or room is referenced where the agenda will be made available to the public for review  
Note: The district should be certain the copy of the Open Meetings Law posted in the boardroom is kept current at all times.
- Notation of any board members who arrive late or leave early, including a record of the time
- Record of reports from committees and members of the board
- Record of reports requested from administrative staff, such as the business manager, the architect, the athletic director, principals, etc. If written, the reports may be filed as documents and reference made to them in the minutes by file and document number
- Record of reports from the superintendent
- A summary of discussion on all agenda items proposed, deliberated, or decided, and a record of any vote taken
- The “yeas” and the “nays” of each board member should be recorded on all agenda items requiring a roll call vote
- The motions should include the names of the board member making the motion and the second (if needed)
- The time and vote of each board member present when a vote is taken to hold a closed session and the reason for the closed session
- Record of any motion to close the meeting to the public and the votes of individual members of the board on the motion; record of the times at which the meeting was closed, purpose for the closed session, and restated motion prior to entering closed session by the president, and time the board resumed to open session
- Record of action taken in open session immediately following closed session
- Record of the motion to adjourn and time of adjournment

\*\*As of July 1, 2022, the board is required by law to post six months of current board meeting minutes on the school district website. The board meeting minutes must be easy to locate on the district website.

## CLOSED SESSION

The closed session is a private meeting of the board and to protect the reputation of an individual or to protect the interest of the public. The board cannot take formal action in closed session and must move into open session to do so. According to:

**§ 84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an

individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct; or

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; ...

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes. (...)

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

The principal reason for open meetings is the public's right to know the business of the governing board. The provisions for a closed session enable the board to receive information on certain matters which are not suited for public discussion. The board must adhere to the very narrow purpose of the law to gain public trust. Once a board convenes a closed session, no action can be taken, minutes are not taken, and discussion must be limited to the specific matter and information related to the matter for which the session was convened. A closed session must be conducted within an open meeting due to the language of state statute.

**Note: The minutes must reflect the motion stating the purpose including the legal limitations for the closed session, the time the board entered closed session, and the time the board exited closed session.**



# SUPERINTENDENT PAY TRANSPARENCY ACT

## STATUTORY REQUIREMENTS

Superintendent/ESU Administrator approved contracts and amendments are to be filed with the Nebraska Department of Education by August 1 each school year. Updated contracts/amendments may be uploaded at any time. Note: If the school district and/or ESU has a change during the school year, NDE requires that the old contract and amendments be removed and updated with the new contract and supporting documentation.

Supporting Documentation - For each school district and Educational Service Unit, a separate identification and description of all current and future costs of the contract that are reasonably anticipated as a result of any contract, and any adopted amendments, for services rendered by the superintendent or ESU Administrator, must be included in the budget statement and reported to the Auditor of Public Accounts (APA) per statute.

SUPERINTENDENT PAY TRANSPARENCY ACT STATUTORY REQUIREMENTS [§79-2402 through §79-2405]	
<b>Step I. Board Notice to Public</b>	<b>REQUIRED TIMELINE AND ACTION OF THE BOARD</b>
<p><i>(Prior to Board Action.)</i></p> <p style="text-align: center;"><b>CURRENT</b></p> <p>Superintendent or ESU Administrator</p>	<p>At least <b>three days</b> before the Board Meeting:</p> <ul style="list-style-type: none"> <li>▪ Publish/Post Meeting Notice to approve proposed contract or amendment to the contract that provides detailed contract costs, date, time, and location of the Board Meeting.</li> <li>▪ Publish/Post a (PDF) of the proposed contract or amendment.</li> <li>▪ Publish in a newspaper <b>or</b> post the proposed contract or amendment and proposed costs on the school district website in a prominent location that is accessible to the public.</li> </ul>
<b>Step II. Board Notice to Public</b>	<b>REQUIRED TIMELINE AND ACTION OF THE BOARD</b>
<p><i>(Following Board Action.)</i></p> <p style="text-align: center;"><b>NEW HIRE</b> of the Superintendent or ESU Administrator</p>	<p>At least <b>two days</b> following board action to approve the contract or amendment:</p> <ul style="list-style-type: none"> <li>▪ Publish/Post a (PDF) of the approved contract or amendment.</li> <li>▪ Publish/Post the contract/amendment costs for current year and estimate of costs for future years of the contract.</li> <li>▪ Publish in a newspaper <b>or</b> post the contract or amendment and complete proposed cost information on the school district website in a prominent location that is accessible to the public.</li> </ul>
<b>Step III. Administrator</b>	<b>DISTRICT/ESU ADMINISTRATOR RESPONSIBILITIES FOLLOWING BOARD ACTION</b>
<p>Annually, on or before <b>August 1st</b></p>	<p>The school district Superintendent or ESU Administrator will submit a (PDF) copy of the approved contract or contract with amendment through the Consolidated Data Collection (CDC) in the NDE Portal.</p> <p><i>Instructions for filing may be found at:</i>  <a href="https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf">https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf</a></p>

Annually, on or before <b>September 20th</b>	The school district Superintendent or ESU Administrator will submit Budget Schedule D with the budget documents.
Annually, on <b>October 1</b>	NDE will withhold state and local funds for those districts/ESUs that have not submitted their approved contract/contract with amendment for the current year.

Note: If the school district and/or ESU has a change in the superintendent or ESU Administrator during the school year, the respective district or ESU must update the information with NDE and post according to the guidelines outlined above. Remove the old information including contracts and/or amendments and update with the new contract.

**§ 79-2402. School board; board of educational service unit; contract or amendment; publication; contents; contract approval; publication.**

(1) Before the school board of any school district or the board of any educational service unit approves a proposed contract, or any proposed amendment to an existing contract, for future superintendent services to be rendered to such school district by the current superintendent or future administrator services to be rendered to such educational service unit by the current administrator, the board shall publish a copy of such proposed contract or amendment, and a reasonable estimate and description of all current and future costs to the school district or educational service unit if the proposed contract or amendment were to be approved, at least three days before the meeting of the board at which such proposed contract or amendment will be considered. Such publication shall also specify the date, time, and place of the public meeting at which the proposed contract or amendment will be considered. Electronic publication on the web site of the school district or educational service unit shall satisfy the requirement of this subsection if such electronic publication is prominently displayed and allows public access to the entire proposed contract or amendment.

(2) After the school board of any school district or the board of any educational service unit approves a contract for future superintendent services to be rendered to such school district by a new superintendent or future administrator services to be rendered to such educational service unit by a new administrator, the board shall publish a copy of such contract, and a reasonable estimate and description of all current and future costs to the school district or educational service unit that will be incurred as a result of such contract, within two days after the meeting of the board at which such contract was approved. Electronic publication on the web site of the school district or educational service unit shall satisfy the requirement of this subsection if such electronic publication is prominently displayed and allows public access to the entire contract.

**§ 79-2403. Contract or amendment; filing with State Department of Education; public posting.**

After approval of a contract, or any amendments thereto, for superintendent services or educational service unit administrator services, the approving board shall file a copy of such contract or amendment with the State Department of Education on or before the next succeeding August 1. The department shall have no duty to review such contracts or amendments but shall publicly post all such contracts or amendments received on the web site of the department.

**§ 79-2404. Failure to file approved contract or contract amendment; Commissioner of Education; withhold funds; duties; county treasurer; duty.**

If the school board of any school district or the board of any educational service unit fails to timely file a copy of an approved contract, or contract amendment, for superintendent services or educational service unit administrator services with the State Department of Education as required in section [79-2403](#), the Commissioner of Education, after notice to the board president and either the superintendent or educational service unit administrator and an opportunity to be heard, shall direct that any state aid granted pursuant to the Tax Equity and Educational Opportunities Support Act to the school district or core services and technology infrastructure funds granted pursuant to section [79-1241.03](#) to the educational service unit be withheld until such time as the contract or amendment is received by the department. In addition, the commissioner shall direct each county treasurer of a county with territory in the school district or educational service unit to withhold all money belonging to the school district or educational service unit until such time as the commissioner notifies such county treasurer of receipt of such contract or amendment. Each such county treasurer shall withhold such money. For school

districts that are members of learning communities, a determination of school money belonging to the school district shall be based on the proportionate share of property tax receipts allocated to the school district pursuant to section [79-1073](#) in addition to the other property tax receipts belonging to the school district. If the board does not comply with this section prior to October 1 following the school fiscal year for which the state aid or core services and technology infrastructure funding was calculated, the funds shall revert to the General Fund. The amount of any reverted funds shall be included in data provided to the Governor, the Appropriations Committee of the Legislature, and the Education Committee of the Legislature in accordance with section [79-1031](#).

**§ 79-2405. Amendments to contracts; subject to act.**

All amendments to a contract for superintendent services or educational service unit administrator services shall be subject to the Superintendent Pay Transparency Act, including, but not limited to, amendments involving salary increases or benefit changes.

# 2024

## ANNUAL BOARD CALENDAR

The NASB Annual Board Calendar is a dynamic document to assist school boards regarding important conference dates, reporting deadlines, recommended work sessions, and planning reminders. The calendar is constantly evolving as issues and interests unfold. The board president and superintendent collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar does not include all items a board needs to be aware of but should serve as a starting point which includes some primary planning and policy functions. NASB is not responsible for any missing information or dates. The user is responsible for reading and understanding the requirements of each statute and deadline. Neither this document nor any of the information in this document is to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user's school attorney. NASB recommends the user contact the board school attorney for formal legal advice.

Superintendent Reports: note there are various reports superintendents must file that are not all included in the calendar. The Association suggests that the board work collaboratively with the superintendent to add any required superintendent reporting to this calendar, as needed. Many of these reports can be found in [§ 79-528](#). There are various federal laws and regulations, which require school districts to adopt certain policies, written procedures, and/or notices. To access a more extensive list of federal policies, please visit: [U.S. Department of Education](https://www2.ed.gov/policy/landing.jhtml?src=ft) at <https://www2.ed.gov/policy/landing.jhtml?src=ft> \*NASB does not verify the accuracy or update the federal policies on the above link, and users should check for updates, or consult the board's school attorney.

Download the 2024 NASB Annual Board Calendar at [www.NASBOnline.org](http://www.NASBOnline.org) which is posted under the Board Leadership Department tile.

If you have suggestions for improving the calendar or identify a task that will add value to the calendar, please contact Marcia Herring at [mherring@NASBOnline.org](mailto:mherring@NASBOnline.org).

**Note: Agenda items flagged with an (\*) may indicate the item is a statutory requirement resulting in documentation in board minutes signifying board review and/or action.**



# JANUARY BOARD AGENDA ITEMS

<b>Annual Board Reorganization Meeting</b>	<p><b>*Reorganization Meeting: Election of Officers</b></p> <p><i>The superintendent shall assume chairmanship of the meeting for the purpose of electing a board president. Ballots for officers may be cast in secret ballot but the total vote for each candidate shall be recorded by the secretary. *Officers include: President, Vice President, Secretary and Treasurer</i></p> <p><i>*Note: <b>Class III or IV School District</b>; Treasurer shall within 10 days after his/her election, secure appropriate insurance bond per <a href="#">§ 79-586</a>.</i></p> <p><i>*Note: <b>ESU Boards 79-1218</b>: Board; meetings; organization; duties. The board of each ESU shall meet and organize by naming one of its members as president, one as vice president, and one as secretary. The board shall employ a treasurer who shall be paid a salary to be fixed by the board. <a href="#">§79-1218</a>.</i></p>
	Review and Adopt Board Code of Conduct Policy
	Sign and file NADC form. [Conflict of Interest form] with School District Board Secretary
	Adopt 2024 NASB Annual Board Calendar and Board Meeting Schedule.
	Review District Strategic Plan and Progress Update
	<b>*Annually designate and approve.</b> Legal Counsel, Depository bank(s), District Newspaper(s) of record
	<b>*Appoint annually. Non-discrimination Compliance Coordinator</b> to meet federal Equal Employment Opportunity requirements and a <b>Title IX Coordinator</b> for Title IX enforcement.
	<b>*Readopt Existing Policies, Regulations, and Handbooks</b> for the governance of the school district, pending any further actions of the board.
<b>Mission, Vision, and Goals</b>	Annual Leadership Team Planning Meeting (Set Date); Strategic Plan Update; District Goals Update
	Annually review the District Mission, Vision, and Belief or Value Statements.
<b>Policy Governance</b>	Adopt Board Committee Assignments (per board policy).
	Establish and adopt a Board Policy Review Process to ensure the review, update, and adoption of board policy during monthly board meetings.
<b>Accountability &amp; Student Achievement</b>	Review the School District Report Card.
	<b>*District Assurance Statement Corrections.</b> On or before <b>February 1</b> corrections of violations must be submitted in writing to the NDE Office of Accountability, Accreditation, and Program Approval. <i>*Cross reference October.</i>
<b>Advocacy</b>	Review <a href="#">2024 Legislative Calendar</a> ; Review the NASB Advocacy Handbook; Legislative representative and contact information; Appoint a local board Legislative Committee to monitor and support district response and action;
<b>District/ESU Resources [Budget]</b>	Budget - Review Monthly Financial Reports and Finance Committee Monthly Report.
	Collective Bargaining on or <b>before February 8</b> . If an agreement is not reached, the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact finding. NOTE: The negotiations process begins in August. <a href="#">§ 48-818.01</a>
<b>Reports</b>	Negotiations Committee; Superintendent; Administrators;
<b>Board Operations</b>	*Reference Annual Board Reorganization Meeting Agenda Items
<b>Board – Superintendent Relations</b>	Collaborate with superintendent/ESU Administrator to develop new and/or updated goals to align to the individual’s recent evaluation summary.
<b>Board Leadership</b>	Administer the NASB Board Self-Assessment Survey via NASB Online Survey System.
	Register for NASB Board Leadership President Retreat – <i>See NASB Event Calendar for details.</i>
	Register for NASB Legislative Issues Conference – <i>See NASB Event Calendar for details.</i>

# JANUARY BOARD AGENDA ITEMS (CONTINUED)

Learning Community

**Diversity plan; contents; approval; report.** On or before **February 1** of each odd-numbered year the Learning Community Coordinating Council shall report electronically to the Education Committee of the Legislature the diversity and changes in diversity at each grade level in each school building within the learning community and on the academic achievement for different demographic groups in each school building within the learning community. [§ 79-2118](#)

## BOARD GOVERNANCE

### NASB CODE OF CONDUCT

(Opening statements from the NASB Code of Conduct)

The Board of Education is committed to ensuring the public, staff, and students that school board members will govern through policy. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Conduct.

We will listen to each opinion, and act as a board. We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to focus our discussion on the issue not an individual. Once the board has collectively arrived at a decision, we will each support the will of the board.

The board president (or designee) will speak as the official voice of the board. A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state these statements are their opinion and not the position of the board.

We will be mindful of the different roles and responsibilities throughout the school district and maintain a focus on policy and governance.

We will be aware of the different roles that we play as individuals (board member, patron, parent, etc.).





# FEBRUARY BOARD AGENDA ITEMS

Mission, Vision, & Goals	Review update from administration regarding the Strategic Plan Update; District Goals Update.
Policy Governance	Review, update, and adopt policy per board adopted Policy Review Process.
Accountability & Student Achievement	<p><b>Accountability of school and district performance.</b> Review each school performance score and district performance score measured by graduation rates, student growth and student improvement on the assessment instruments provided in section § <a href="#">79-760.03</a> , student discipline, and other performance indicators.</p>
	<p>Review the district adopted Mentor Teacher Program. Per NDE developed guidelines. § <a href="#">79-761</a> Review district adopted Staff On-Boarding Process.</p>
Advocacy	Review <a href="#">2024 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Committee Report.
District/ESU Resources [Budget]	<p><b>*Collective Bargaining.</b> On or before <b>March 25</b> (or within 25 days after certification of amounts, whichever occurs last in time). Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission. <a href="#">§ 48-818.01</a></p>
	Budget - Review Monthly Financial Reports and Board Finance Committee Report
Reports	Board Committees; Superintendent; Administrators
Board Leadership Development	Review NASB Board Self-Assessment Summary
	NASB Legislation Committee Meeting
	NASB President Retreats
	NASB Budget & Finance Workshops
Learning Community	<p><b>Diversity plan; limitations; school building maximum capacity; attendance areas; school board; duties.</b> The board shall provide notice to parent whose student is currently attending a school outside of the attendance area state what school the student shall be allowed to attend as a continuing student. <a href="#">§ 79-2110</a></p>
<b>NASB BOARD RETREATS</b>	
	<p style="text-align: center;">SCHEDULE A BOARD RETREAT TO BUILD, SUPPORT, AND SUSTAIN A COHESIVE BOARD-SUPERINTENDENT WORKING RELATIONSHIP.</p> <p style="text-align: center;"><b>Option I – Board Retreat</b></p> <p style="text-align: center;">Review and discuss board- superintendent roles and responsibilities.</p> <p style="text-align: center;"><b>Option II – Goal Planning</b></p> <p style="text-align: center;">Facilitate the discussion of district needs and priorities, develop goals, and performance indicators to support success.</p> <p style="text-align: center;"><b>Option III – New Board Member Orientation</b></p> <p style="text-align: center;">A board retreat to engage <i>newly elected or appointed</i> board members.</p> <p style="text-align: center;">Contact Marcia Herring at <a href="mailto:mherring@NASBonline.org">mherring@NASBonline.org</a> Stacie Higgins at <a href="mailto:shiggins@NASBonline.org">shiggins@NASBonline.org</a> 1.800.422.4572</p>



# MARCH BOARD AGENDA ITEMS

<b>Mission, Vision, and Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.  <b>Review Student Attendance policies.</b> A child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. <a href="#">§ 79-201</a>
	* <b>Option Enrollment Application period.</b> On or before April 1, the option school district shall provide the resident school district with the name of the applicant. *Note: If the application submitted after March 15, within sixty days after submission. The option school shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1, or in the case of an application submitted after March 15, within sixty days after submission. <a href="#">§ 79-237</a>
<b>Accountability &amp; Student Achievement</b>	Review School Improvement Plan
	Review Alternative Education Program
<b>Advocacy</b>	Review <a href="#">2024 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Notes Report; Consider Senator outreach and/or visit Capital;
<b>District/ESU Resources [Budget]</b>	Board/Administrators Budget Work Session
	ESU staff - Tenure; certificated employee; contract amendment, termination, or nonrenewal; procedure; <b>on or before April 15</b> , of each year, any certificated employee whose contract of employment may be amended, terminated, or not renewed for the following school year shall be notified in writing of such possible action on the contract. Final action by the board shall be taken on or before May 15 of each year. <a href="#">§ 79-1236</a>
	School District staff - Certificated employee; contract amendment, termination, nonrenewal, or cancellation; On or before <b>April 15</b> , of each year, for any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee's contract for the next school year. Final action on this contract must be taken on or before May 15. <a href="#">§ 79-831</a>
	Board Finance Committee Report;
<b>Reports</b>	Board Committees; Superintendent; Administrators;
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard I. Mission, Vision, and Goals
	Renew NASB Membership
<b>Learning Community</b>	<b>Learning Community Attendance Application.</b> On or before <b>April 1</b> , a Learning Community Attendance Application is due. A school district must accept or reject any applications made by a parent or guardian requesting to attend a school that is not in an attendance area where the applicant resides. <a href="#">§ 79-232 through § 79-246</a>



# APRIL BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy</b>	* <b>Review Student Handbooks</b> and relative policies; review, update, and adopt policies. Include the following in the district student handbook.
	<b>Federal Family Educational Rights and Privacy Act (FERPA)</b> . Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education.
	<b>Federal Asbestos Hazard Emergency Response Act (AHERA)</b> . Requires school districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring.
	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	Review ELL Program
	* <b>Academic Content Standards; school district; duties</b> . Review district adopted measurable quality academic content standards in the subject areas of reading, writing, mathematics, science, and social studies. Note: The standards may be equal to or exceed in rigor, the measurable academic content standards adopted by the state board and shall cover at least the same grade levels.
<b>Advocacy</b>	Review <a href="#">2024 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Committee Report;
<b>District/ESU Resources [Budget]</b>	Board Finance Committee Report
	Review all Grants [Current grant status, term, purpose, value received, and proposed grant applications.]
<b>Reports</b>	Remind board members to review their NASB Awards of Achievement points report.
	Board Committees; Superintendent; Administrators
<b>Staff</b>	Certified Staff Non-Renewal, RIF, and Termination Notices; Due April 15 <a href="#">§ 79-831</a>
	Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 <a href="#">§ 79-1236</a>
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard II. Policy Governance
<b>Foundation Filing Deadline</b>	<p>School Board will <b>Review the Annual Foundation Board Filing Forms</b></p> <p>Original tax deadline for exempt organizations (Form 990): On or before <b>May 15, 2024</b></p> <ul style="list-style-type: none"> <li>○ Extension tax deadline for exempt organizations: <b>November 15, 2024</b> (must complete IRS Form 8868 Application for Automatic Extension of Time to File an Exempt Organization Return</li> </ul> <p>Foundation Boards – Schedule A (Form 990 or 990-EZ), Public Charity Status and Public Support</p> <ul style="list-style-type: none"> <li>○ Form 990 is <b>not complete</b> without fully completing Parts I through XI and a proper signature in Part II, Signature Block.</li> <li>○ An officer of the organization must sign the return. This signature must come from the Superintendent if the foundation does not have a designated tax officer.</li> <li>○ Schedule B Parts I and II must also be completed if contributions totaling \$5,000 or more (in money or property) were recognized from any one contributor.</li> </ul>



# MAY BOARD AGENDA ITEMS

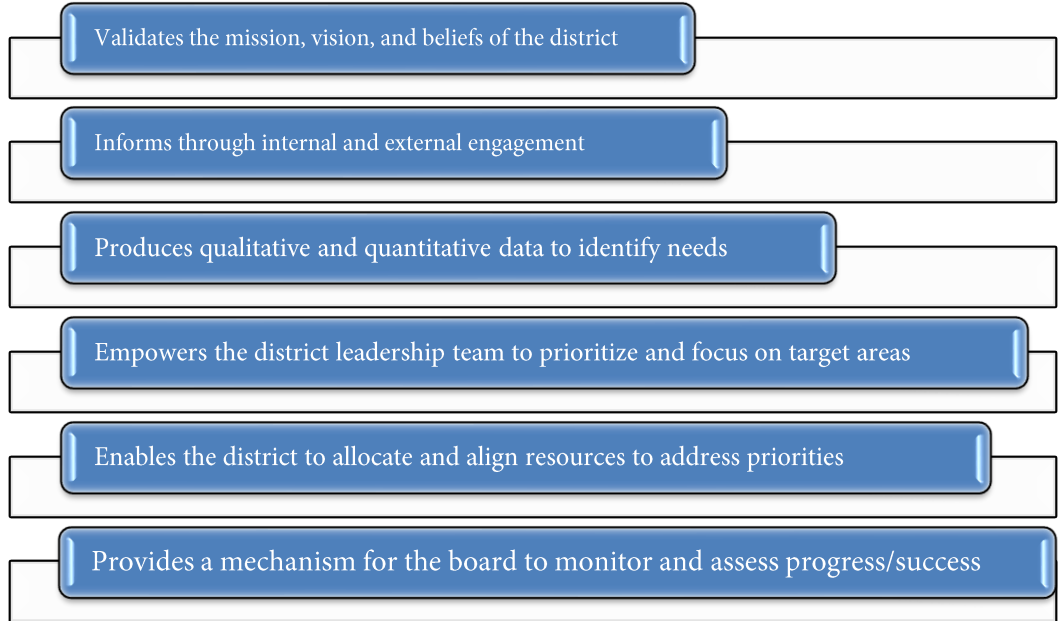
<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	<p>Review, update, and adopt policy per board adopted Policy Review Process.</p> <p><b>*Student Discipline/Law Enforcement Policies.</b> On or before <b>August 1</b> the board will annually review board adopted policies, rules, and standards pertaining to student conduct and review with county attorney.</p> <p><a href="#">§ 79-262</a></p>
	<p><b>*Student Attendance; Nonattendance; Referral to County Attorney.</b> Annual review of policy on attendance, excessive absences due to illness, services to address barriers to attendance, and collaboration with county attorney. <a href="#">§ 79-209</a></p>
<b>Accountability &amp; Student Achievement</b>	<b>*Review Statewide Assessment Results</b>
	<b>*Review current District Graduation Requirements</b> and proposed changes as appropriate.
	Review all expanded learning opportunities [Report: Career College Readiness courses, community partnerships, Advanced Placement courses, Distance Learning courses, Inter-local Agreements]
	Review <b>English Language Learners Program</b> [Report: enrollment, programming provided, staff support, curriculum]
	Review <b>Early Childhood Program</b> [Report: enrollment, programming, staff support, curriculum, etc.]
	Review <b>Special Education Program</b> [Report: supports provided, # of certified and classified staff, other]
	Review <b>HAL Program</b> [Content: current # of students identified, staff, curriculum, etc.]
	<p><b>*Reports; filing requirements; contents.</b> On or before <b>June 30</b>, the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a></p>
<b>Advocacy</b>	Review the 2024 Legislative Session, board's impact.
<b>District/ESU Resources [Budget]</b>	State Aid Certification and Distribution <a href="#">§ 79-1022</a>
	Board and Administrator Budget Work Session
	<b>NSAA Cooperative Sponsorship Agreement</b> submit request for new program or renewals to NSAA on or before July 1 for fall Activities, September 1 for winter and January 1 for spring.

## MAY BOARD AGENDA ITEMS (CONTINUED)

	Board Committees; Superintendent; Administrators;
<b>Reports</b>	<p><b>Rule 10 Compliance Checklist</b> (<a href="#">Rule10-Checklist.pdf (ne.gov)</a>): Accreditation is granted for one school year from each July 1 through the following June 30. Renewal is based upon the school system’s compliance with Rule 10 during the prior school year. Failure to comply with mandatory requirements for legal operation in Section 003 of Rule 10 may cause a school system to lose its accreditation during the school year.</p> <p><b>Reports; filing requirements; contents.</b> On or before <b>June 30</b>, the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a></p> <p><b>Option Enrollment Report:</b> On or before July 1, schools will provide option enrollment information to NDE and identify capacity for upcoming year: <a href="#">§79-238</a></p>
	<p><b>Review annually the compliance with Federal Requirements for Asbestos Management including the Asbestos Management Plan (AMP).</b> Every three years the district must retain the services of a licensed asbestos inspector to reinspect each area of every building that is leased, owned, or otherwise used as a school building. The AMP/Records retained by the district must include a copy of prior inspections, documentation related to training provided to district staff, periodic surveillance forms, dated statements regarding operations and maintenance activities, a copy of the annual notice of the plan availability, copy of all reports on response/actions taken, and a copy of the updated management plan in each school.</p>
	<p><b>Board Leadership Development</b></p> <p>Review and discuss Board Governance Standard III. Community Engagement</p>
<p><b>Board Elections</b></p> <p>ESU Board - On or before <b>June 15</b>, the ESU must notify County Clerk or Election Commissioners of member seats to be filled at general election. <a href="#">§ 32-404</a> and <a href="#">§ 32-601</a></p>	



## NASB STRATEGIC PLANNING PROCESS



The NASB process is designed to meet two, central goals: the collection of high-quality data necessary for the creation of prioritized strategies and to engage stakeholders’ perspective, ideas, and suggestions for growing education.

To learn more about the NASB Strategic Planning contact:

**Marcia Herring, NASB Director of Board Leadership**

[mherring@NASBonline.org](mailto:mherring@NASBonline.org)

**Kari Stephens, Board Leadership Development and Learning Specialist**

[kstephens@NASBonline.org](mailto:kstephens@NASBonline.org)

**Caden Frank, Board Leadership Community Engagement Specialist**

[cfrank@NASBonline.org](mailto:cfrank@NASBonline.org)



# JUNE BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process. <b>*Bully Prevention Policy Review.</b> On or before <b>July 1</b> , the board will annually review and update (as needed) the bullying prevention policy. <a href="#">§ 79-2,137</a>
	<b>*Policy regarding appropriate relationships with students; contents.</b> The board shall adopt/review policy regarding appropriate relationships between a student and a school employee, a student teacher, or intern. <a href="#">§ 79-879</a>
	<b>*Annual Review Parental and Family Engagement Policy; § 79-532; § 79-533;</b> On or before <b>July 1</b> , each public school district in the state shall develop and adopt a policy stating how the district will seek to involve parents in the schools and what parents' rights shall be relating to access to the schools, testing information, and curriculum matters. The policy required by section <a href="#">§ 79-531</a> shall be developed with parental input and shall be the subject of a public hearing before the school board or board of education of the school district before adoption by the board. The policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.
<b>Accountability &amp; Student Achievement</b>	<b>*Reports; filing requirements; contents.</b> On or before <b>July 20</b> in all school districts, the superintendent shall file with the State Department of Education a report showing the number of children from five through eighteen years of age belonging to the school district according to the census taken as provided in sections <a href="#">§ 79-524</a> and <a href="#">79-578</a> . Neglect to report may result in penalty.
	Year End Assessment and Curriculum Review
	<b>*Review School Improvement Plan</b>
<b>Advocacy</b>	Submit Legislative Resolution or Standing Position to NASB Legislation Committee
<b>District/ESU Resources [Budget]</b>	Board/Administrators Budget Work Session
	Review certificated staff [Report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc.]
	Review all <b>Maintenance and Upkeep Contracts</b> [Report: status, renewal, cost, ROI, etc.]
	Review the <b>Food Service Program</b> [Report: staff, finances, lunch prices, guidelines for collection of delinquent meal charges, equipment maintenance and upkeep, summer food services, backpack program, etc.]
	Review <b>TeamMates Program</b> [Report: # of Mentors, # of Mentees, etc.]
	Review <b>Backpack Program</b> [Report: partners, # students served, need, etc.]
	Review <b>Transportation Program</b> [Report: staff, bus and vehicle fleet age condition, replacement cycle for vehicles, drivers, mechanics, etc.]
	Review classified staff [Report: staff, positions by building and department, etc.]
<b>Reports</b>	Board Committees; Superintendent; Administrators
	Remind board members to review their NASB Awards of Achievement points report.
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard IV. Accountability and Student Achievement
	NASB Golf Outing
	NASB School Leaders and Law Conference



# JULY BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	<p>Review, update, and adopt policy per board adopted Policy Review Process.</p> <p><b>*Student Fees Policy.</b> On or before <b>August 1</b>, every school board is required to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook. The written Meal Charge Policy and guidelines shall be in place and ready to be communicated to staff and households. <a href="#">§ 79-2,134</a></p> <p><b>*Student Conduct.</b> On or before <b>August 1</b>, each year, all school boards shall annually review in collaboration with the county attorney of the county in which the principal office of the school district is located the rules and standards concerning student conduct adopted by the school board. <a href="#">§ 79-262</a></p>
<b>Accountability &amp; Student Achievement</b>	<p><b>*Review Summer School Program</b> [Content of report: staff, # students served, purpose and value, etc.]</p> <p><b>*Review the Alternative Education Program</b> [Content of report: staff, # students served, curriculum, etc.]</p> <p><b>*Review Multi-Cultural Education Program</b></p> <p><b>Apply for Distance Education Incentives.</b> On or before <b>August 1</b>, School districts and educational service units shall apply for Distance Education Incentives (through 2024) <a href="#">§ 79-1337</a></p> <p><b>Students receiving instruction in another district; contracts authorized.</b> On or before <b>August 15</b>, if the school district is contracting with a neighboring district(s) for instruction of all or any part of pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district. <a href="#">§ 79-598</a></p>
<b>Advocacy</b>	<b>Deadline for District Legislative Proposals to NASB July 1, 2024</b>
<b>District/ESU Resources [Budget]</b>	<p><b>*Conduct a Public Hearing on the Proposed Budget Statement.</b> <a href="#">§ 13-506</a> The hearing shall be held separately from any regularly scheduled meeting and shall not be limited by time. Notice of place and time of such hearing, together with a summary of the proposed budget statement, shall be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the governing body's jurisdiction. For purposes of such notice, the four calendar days shall include the day of publication but not the day of hearing. When the total operating budget, not including reserves, does not exceed ten thousand dollars per year or twenty thousand dollars per biennial period, the proposed budget summary may be posted at the governing body's principal headquarters. At such hearing, the governing body shall make at least three copies of the proposed budget statement available to the public and shall make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the governing body at the hearing and shall be given a reasonable amount of time to do so. After such hearing, the proposed budget statement shall be adopted, or amended and adopted as amended, and a written record shall be kept of such hearing. The amount to be received from personal and real property taxation shall be certified to the levying board after the proposed budget statement is adopted or is amended and adopted as amended. If the levying board represents more than one county, a member or a representative of the governing board shall, upon the written request of any represented county, appear and present its budget at the hearing of the requesting county. The certification of the amount to be received from personal and real property taxation shall specify separately (a) the amount to be applied to the payment of principal or interest on bonds issued by the governing body and (b) the amount to be received for all other purposes.</p>

# JULY BOARD AGENDA ITEMS (CONTINUED)

<b>District/ESU Resources [Budget]</b>	<p><b>*Conduct a Public Hearing on the Proposed Budget Statement. §13-506</b> (continued) If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of such changes shall be published within twenty calendar days after its adoption in the manner provided in this section, but without provision for hearing, setting forth the items changed and the reasons for such changes.</p> <p>(2) Upon approval by the governing body, the budget shall be filed with the auditor. The auditor may review the budget for errors in mathematics, improper accounting, and noncompliance with the Nebraska Budget Act or sections <a href="#">13-518</a> to <a href="#">13-522</a>. If the auditor detects such errors, he or she shall immediately notify the governing body of such errors. The governing body shall correct any such error as provided in section <a href="#">13-511</a>. Warrants for the payment of expenditures provided in the budget adopted under this section shall be valid notwithstanding any errors or noncompliance for which the auditor has notified the governing body.</p> <p>(3) Each school district shall include in the notice required pursuant to subsection (1) of this section the following statement: <b>For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <a href="https://nep.education.ne.gov">https://nep.education.ne.gov</a> In addition, each school district shall electronically publish such statement on the school district website. Such electronic publication shall be prominently displayed with an active link to the Internet address for the website established pursuant to section <a href="#">79-302.01</a> to allow the public access to the information.</b></p>
	<p><b>*Budget Authority and Allowable Reserve Percentage Certification §79-1023</b></p>
<b>Board – Superintendent Relations</b>	<p>Complete first year superintendents second evaluation and review goals.</p> <p><b>*Superintendent Pay Transparency Act.</b> On or before <b>August 1</b>, file with NDE a copy of approved contracts or any amendments, for superintendent/ESU administrator services. <a href="#">§ 79-2403</a> the board shall publish a copy of such contract, and a reasonable estimate and description of all current and future costs to the school district or educational service unit that will be incurred as a result of such contract, <b>within two days</b> after the meeting of the board at which such contract was approved.</p>
<b>Reports</b>	<p>Board Committees; Superintendent; Administrators</p>
<b>Board Leadership Development</b>	<p>Review and discuss Board Governance Standard V. Advocacy</p> <p>NASB Board Member Candidate Webinar/Workshops (*Election year.)</p> <p>NASB New Member Orientation (New Superintendents, Board President, District Administrative Assistant)</p> <p>NASB Legislation Committee Meeting</p> <p>Review NASB Board Awards of Achievement Points (<b>July 31<sup>st</sup></b> deadline for updating points earned.)</p>
	<p><b>BOARD SELF-ASSESSMENT AND TEAM BUILDING</b></p> <p>The board that expects to operate effectively will periodically engage in some form of reflection. Conducting a board self-assessment is an opportunity for the board to evaluate how well it is functioning as a body while also focusing on the board-superintendent working relationship as well. Assessment identifies strengths and areas of improvement the board must consider to ensure that board members are unilaterally engaged and serve to improve and grow learning for all students. <i>Interested or have questions?</i></p> <p><b>Contact Katie Corfield, Board Leadership Evaluation and Assessment Specialist</b> kcorfield@NASBonline.org</p>



# AUGUST BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy</b>	<p><b>*Option Enrollment Application period.</b> School districts will accept option enrollment applications between September 1 and March 15 for attendance during the following and subsequent school years. The option school district shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. The option school district shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.</p> <p>** An option school district that is a member of a learning community may not approve an application pursuant to this section for a student who resides in such learning community. <a href="#">§ 79-237</a></p>
	<p><b>Personnel Report.</b> On or before <b>September 15</b>, all schools shall file with the Department of Education a fall personnel report, which shall specify the names of all individuals employed by the school who are certificated. <a href="#">§ 79-804</a></p>
	<p><b>Federal Protection of Pupil Rights Amendment (PPRA).</b> Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.</p>
	<p><b>Federal Child Nutrition Programs.</b> If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form.</p>
	<p><b>Federal McKinney-Vento Homeless Assistance Act.</b> Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary, in their native language. Downloadable poster: <a href="http://center.serve.org/nche/pr/er_poster.php#youth">http://center.serve.org/nche/pr/er_poster.php#youth</a></p>
	<p><b>Federal Non-Discrimination.</b> Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.</p>
	<p><b>Federal Individuals with Disabilities Education Act (IDEA).</b> Annual notice to parents of a child with a disability of the district’s procedural safeguards. A notice must also be placed on the district’s website. The notice must be easily understandable and in the native language of the parents. Sample Notice: <a href="http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf">http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf</a></p>
<b>Advocacy</b>	Discuss the NASB Legislative Committee Report and outcome of proposals submitted for consideration

# AUGUST BOARD AGENDA ITEMS (CONTINUED)

<b>District/ESU Resources [Budget]</b>	<p><b>Collective Bargaining; Timelines.</b> On or before <b>September 15</b>, negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years. <a href="#">§ 48-811</a>, <a href="#">§ 48-816</a>, and <a href="#">§ 48-818</a></p>
	<p><b>Collective Bargaining Timeline.</b> On or before <b>September 1</b>, of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1 <a href="#">§ 48-818.01</a></p>
	<p>Board/Administrators Budget Work Session</p>
	<p><b>*Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget;</b> Due on or before <b>September 20</b> <a href="#">§ 13-508</a> <a href="#">§ 79-1084</a>, <a href="#">§ 79-1085</a>, <a href="#">§ 79-1086</a>, <a href="#">§ 13-506</a>, <a href="#">§13-518</a></p>
	<p><b>*Board Adopted Budget.</b> On or before <b>September 30</b>, General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget. <a href="#">§ 13-508</a></p>
	<p><b>Report to County Board.</b> On or before <b>September 30</b>, a [<i>Class III school district boards</i>] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year. <a href="#">§ 79-1084</a></p>
	<p><b>Class IV District Report to County Board.</b> On or before <b>September 30</b>, [<i>Class IV school district boards</i>] are required to report to the county board an estimate of the amount of funds required for the next school fiscal year. <a href="#">§ 79-1085</a></p>
	<p><b>Class V District Report to County Board.</b> On or before <b>September 20</b>, [<i>Class V school district boards</i>] that is a member of a learning community is required to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year. <a href="#">§ 79-1086</a></p>
	<p><b>*Provision is subject to revision in the 2024 Legislative Session. NASB will update.</b> <a href="#">§ 77-1632</a> <b>Property tax request; procedure; public hearing; resolution or ordinance; contents.</b> [LB 644] This does not apply to ESUs.</p>
<b>Reports</b>	<p>Board Committees; Superintendent; Administrators</p>
	<p><b>*American Civics Committee.</b> Beginning of every school year, the school board must appoint a committee of three to be known as the Committee on American Civics. The committee will hold no fewer than two public meetings annually, at least one when public testimony is accepted. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section <a href="#">§ 79-724</a>. *Reference: (January) Board Committee Appointments.</p>
<b>Board Leadership Development</b>	<p>Review and discuss Board Governance Standard VI. District Resources</p>
	<p>NASB Area Membership Meetings</p>
<b>Learning Community</b>	<p><b>Learning Community Attendance Reports.</b> On or before <b>September 1</b>, each district that is a member of a learning community needs to report to the learning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports. <a href="#">§ 79-201</a></p>
	<p><b>Learning Community Budget.</b> On or before <b>September 1</b>, the Learning Community shall file a copy of the adopted budget statement with member school districts. <a href="#">§ 13-508</a></p>



# SEPTEMBER BOARD AGENDA ITEMS

<b>Mission, Vision &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review Annual District Report
	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	Review Summer School Programs
	Review ACT Results
	*Review Certified Staff Professional Development Calendar and Budget
	*Review School Improvement Plan
	<p>*<b>District Membership Report.</b> On or before <b>October 15</b>, of each year, the superintendent of each school district shall file with the commissioner the fall school district <b>membership report</b>, which report shall include the number of children from birth through twenty years of age enrolled in the district on October 1 of a given school year. The report shall enumerate (i) students by grade level, (ii) school district levies and total assessed valuation for the current fiscal year, (iii) students enrolled in the district as option students, resident students enrolled in another district as option students, students enrolled in the district as open enrollment students, and resident students enrolled in another district as open enrollment students, and (iv) such other information as the Commissioner of Education directs.</p> <p><a href="#">§ 79-528</a></p>
	<p>*Pending in Legislature - Distance Education Incentives Denial Appeal – Due October 1(through 2028)</p> <p><a href="#">§ 79-1337</a></p>
<b>District/ESU Resources [Budget]</b>	Negotiations contract dispute decision (year of contract, if needed); Due September 15 <a href="#">§ 48-818.01</a>
	<p>*<b>Collective Bargaining Timeline.</b> On or before September 1 of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1. <a href="#">§ 48-818.01</a></p>
	<p>*<b>Collective Bargaining Mediation Decision.</b> On or before <b>September 15</b>, the commission will render a decision on any contract dispute in regard to a non-agreed upon agreement that was due March 25. <i>Negotiations board must respond to agent request; Due October 1</i> <a href="#">§ 48-818.01</a></p>
	<p>*<b>Elementary site allowance; calculation.</b> On or before October 15, each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE. <a href="#">§ 79-1007.15</a></p>
	<p>*<b>Poverty Allowance Calculation.</b> Each school district shall designate a maximum poverty allowance on a form prescribed by the department on or before October 15, of the school fiscal year immediately preceding the fiscal year for which the aid is being calculated. <a href="#">§79-1007.07</a></p>
	<p>*<b>Limited English Proficiency Calculation Allowance.</b> Each school district shall designate a maximum limited English Limited Proficiency Allowance on or before October 15 of the school fiscal year immediately preceding the fiscal year for which aid is being calculated. <a href="#">§79-1007.09</a> The school district may decline to participate in the LEPA by providing NDE a maximum limited LEPA allowance of zero dollars on such form on or before October 15.</p>
<b>Reports</b>	Board Committees; Superintendent; Administrators
	Annual Emergency Safety Plan – Annual Adoption

# SEPTEMBER BOARD AGENDA ITEMS (CONTINUED)

<b>Board Leadership Development</b>	Review and discuss Board Governance Standard VII. Board Operations
	NASB Area Membership Meetings
	NASB Facilities & Construction
<b>Board-Superintendent Relations</b>	Review current superintendent evaluation, policy specific to the evaluation, contract language to ensure it aligns to the policy, and review superintendent contract language outlining the responsibilities of the superintendent and board regarding the contract extension or renewal. Place each item on the board meeting agenda as specified.
<b>Learning Community</b>	<b>Learning Community Coordinating Council Only.</b> On or before <b>October 15</b> , the learning community levies and total assessed valuation for the current fiscal year; <a href="#">§ 77-1632</a>

## NASB PROGRAMS AND SERVICES

NASB is where you will find your membership support, information, resources, programs, services, advocacy support, ALICAP Insurance connection, Superintendent Search Service, policy services, educational learning opportunities, networking and so much more. As a starting point, visit our website at [www.NASBonline.org](http://www.NASBonline.org), follow our socials, or call us at 1.800.422.4572. We look forward to working with you!



Nebraska Association of School Boards

1311 Stockwell Street

Lincoln, Nebraska

**Website:** [www.NASBonline.org](http://www.NASBonline.org)

**Twitter:** [www.twitter.com/NASBonline](https://www.twitter.com/NASBonline)

**Facebook:** [www.facebook.com/NASBonline](https://www.facebook.com/NASBonline)



# OCTOBER BOARD AGENDA ITEMS

Mission, Vision & Goals	Strategic Plan Update; District Goals Update
Policy Governance	Review, update, and adopt policy per board adopted Policy Review Process.
Accountability & Student Achievement	Review Statewide Assessment Results
	<p><b>*District Assurance Statement.</b> On or before <b>November 1</b>, the school district must submit their Rule 10 Accreditation Assurance Statement to NDE. The statement must be signed either by the superintendent and/or a member of the governing board. The Assurance Statement should be presented to the board for review once complete.</p>
	<p><b>*ESU Assurance Statement.</b> On or before <b>November 1</b>, the ESU must submit their Rule 84 Assurance Statement to NDE. This rule is intended to support educational service units in effectively and efficiently supporting school systems in this state and to establish the minimum level of performance for accreditation of the Nebraska education service units.</p>
	<p><b>*Fall Membership Report.</b> On or before <b>November 1</b>, the superintendent of each school district shall submit to the Commissioner of Education a report described as the annual financial report showing (i) the amount of money received from all sources during the year and the amount of money expended by the school district during the year, (ii) the amount of bonded indebtedness, (iii) such other information as shall be necessary to fulfill the requirements of the Tax Equity and Educational Opportunities Support Act and section <a href="#">§ 79-1114</a>, and (iv) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a></p>
	<p><b>*Fall Membership Report (Failure to meet deadline).</b> If a school district fails to submit the fall membership report by <b>November 1</b>, the commissioner shall, after notice to the district and an opportunity to be heard, direct that any state aid granted pursuant to the Tax Equity and Educational Opportunities Support Act be withheld until such time as the report is received by the department. In addition, the commissioner shall direct the county treasurer to withhold all school money belonging to the school district until such time as the commissioner notifies the county treasurer of receipt of such report. The county treasurer shall withhold such money. <a href="#">§ 79-528</a></p>
Advocacy	Appoint <b>Local Board NASB Delegate Assembly Representative</b>
District/ESU Resources [Budget]	<p><b>*Superintendent file Financial Report.</b> On or before <b>November 1</b>, all superintendents must submit to the Commissioner of Education, an Annual Financial Report. <a href="#">§ 79-528</a></p>
	<p><b>*Authorize School District Audit.</b> On or before <b>November 5</b>, a copy of the Audit Report shall be filed with the Commissioner of Education and Auditor of Public Accounts. Annually, the school district shall authorize the examination of all financial records. The audit is to be conducted by a public accountant or by a certified public accountant. <a href="#">§ 79-1089</a></p>
	<p><b>*Collective Bargaining.</b> On or before <b>November 1</b>, negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent. <a href="#">§ 48-818.01</a></p>
Reports	Board Committees; Superintendent; Administrators;
	<p><b>*Educational Service Unit Yearly Report.</b> On or before <b>November 1</b>, each ESU is required to publish a Report of Yearly Activities of the ESU Board. The report shall include the amount of the revenue received and expenditures itemized by categories. This publication shall be for one time in a newspaper of general circulation distributed in each county in the educational service unit. A copy of the report shall be distributed to each member school district. <a href="#">§ 79-1228</a></p>
	<p><b>*Review Annual Emergency Safety Plan</b> as filed with the State School Security Director. <a href="#">§ 79-2,144</a></p>

# OCTOBER BOARD AGENDA ITEMS (CONTINUED)

<b>Board-Superintendent Relations</b>	Distribute the superintendent evaluation to be completed by each board member. *NASB Online Survey System, direct the Association to distribute links to each individual board member to complete the superintendent evaluation. Note: Review board policy and superintendent contract to ensure the board is meeting the directives of both documents.
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard VIII. Board-Superintendent Relations
	NASB Board Member Candidate Webinar (even-numbered years only)
	Labor Relations Conference
<b>Foundation Filing Forms</b>	<p>School Board will <b>Review the Annual Foundation Board Filing Forms</b></p> <p>Original tax deadline for exempt organizations (Form 990): On or before <b>May 15, 2024</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>○ Extension tax deadline for exempt organizations: <b>November 15, 2024</b> (must complete IRS Form 8868 Application for Automatic Extension of Time to File an Exempt Organization Return</li> </ul> <p>Foundation Boards – Schedule A (Form 990 or 990-EZ), Public Charity Status and Public Support</p> <ul style="list-style-type: none"> <li>○ Form 990 is <u>not complete</u> without fully completing Parts I through XI and a proper signature in Part II, Signature Block.</li> <li>○ An officer of the organization must sign the return. This signature must come from the Superintendent if the foundation does not have a designated tax officer.</li> <li>○ Schedule B Parts I and II must also be completed if contributions totaling \$5,000 or more (in money or property) were recognized from any one contributor.</li> </ul>

## COMMUNITY ALIGNMENT



*“THE VIABILITY OF THE COMMUNITY IS  
DEPENDENT UPON THE VIABILITY  
OF THE SCHOOL DISTRICT AND VICE VERSA”*

What is the role of the school district in community development?  
How can collaborative partnerships with local entities create new and meaningful learning opportunities for students?

*Community Alignment explores how the school district  
can contribute to the collective development of our communities.*

**Contact**

**Caden Frank**, Board Leadership Community Engagement Specialist  
[cfrank@NASBonline.org](mailto:cfrank@NASBonline.org)



# NOVEMBER BOARD AGENDA ITEMS

<b>Mission, Vision &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	<b>*Review District and [each] Building AQuESTT Classification</b>
	<b>On or before December 31, 2024</b> , and on or before December 31 of each year thereafter, in order to promote and support financial literacy education, each school district shall provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year. <a href="#">§79-3004</a>
	<b>*Review District Audit Report</b>
<b>District/ESU Resources [Budget]</b>	Distribute the superintendent evaluation to be completed by each board member. *NASB Online Survey System, direct the Association to distribute links to each individual board member to complete the superintendent evaluation. Note: Review board policy and superintendent contract to ensure the board is meeting the directives of both documents.
<b>Board-Superintendent Relations</b>	Board Committees; Superintendent; Administrators
<b>Reports</b>	Review and discuss Board Governance Standard IX. Professional Development
<b>Board Leadership Development</b>	NASA/NASB State Education Conference
	NASB Delegate Assembly
<b>BOARD LEADERSHIP ONLINE SURVEY SERVICES</b>	<p>Contact Katie Corfield, Board Leadership Evaluation and Assessment Specialist</p> <p><a href="mailto:kcorfield@NASBonline.org">kcorfield@NASBonline.org</a></p> <p>to learn more about the Online Survey Service</p> <p><i>Superintendent Evaluation</i></p> <p><i>Board Self-Assessment</i></p> <p><i>Facility-Bond Referendum Surveys</i></p> <p><i>District Reorganization Surveys</i></p> <p><i>Custom Surveys</i></p> <p><i>Satisfaction Surveys</i></p>



# DECEMBER BOARD AGENDA ITEMS

<b>Mission, Vision &amp; Goals</b>	Review School Improvement Plan
	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Advocacy</b>	Review the [Tentative <i>as of October 2022</i> ] <a href="#">2024 Legislative Session Calendar</a>
<b>District/ESU Resources [Budget]</b>	<p><b>ESU Annual Financial Report</b> – On or before <b>January 31</b>, the ESU Administrator of each ESU will submit to the Commissioner of Education an Annual Financial Report. <a href="#">§ 79-1229</a></p> <p>*<b>ESU Audit. On or before January 31</b>, the ESU Audit Report will be presented to the ESU board for review. The board of each educational service unit shall cause a complete and comprehensive annual audit to be made of the books, accounts, records, and affairs of the educational service unit. The audits shall be conducted annually, except that the Auditor of Public Accounts may determine an audit of less frequency to be appropriate but not less than once in any three-year period. <a href="#">§ 79-1229</a></p>
<b>Reports</b>	Board Committees; Superintendent; Administrators
	Review the NDE State of Schools Report
<b>Board-Superintendent Relations</b>	* <a href="#">Review the Superintendent Evaluation Summary</a>
<b>Board Leadership Development</b>	*NASB New Board Member Workshop – Election Year Event
<b>Learning Community</b>	<b>Report Evaluation and Research Results.</b> On or before <b>January 1</b> , each learning community coordinating council shall use any funds received pursuant to section <a href="#">§ 79-1241.03</a> for evaluation of programs related to the community achievement plan. <a href="#">§ 79-2104.02</a>
<b>Board Election</b>	<b>Notify the County Clerk/Election Commissioner.</b> On or before <b>February 1</b> , the board must notify the County Clerk of Election Commissioner of the member seats open for the upcoming election.

## NASB BOARD LEADERSHIP TEAM

**Marcia Herring**, NASB Director of Board Leadership  
[mherring@NASBonline.org](mailto:mherring@NASBonline.org)

**Katie Corfield**, Board Leadership Evaluation and Assessment Specialist  
[kcorfield@NASBonline.org](mailto:kcorfield@NASBonline.org)

**Kari Stephens**, Board Leadership Development and Learning Specialist  
[kstephens@NASBonline.org](mailto:kstephens@NASBonline.org)

**Caden Frank**, Board Leadership Community Engagement Specialist  
[cfrank@NASBonline.org](mailto:cfrank@NASBonline.org)

**Stacie Higgins**, Board Leadership Specialist  
[shiggins@NASBonline.org](mailto:shiggins@NASBonline.org)

**Ben Anderjaska**, Board Leadership Data and Support Specialist  
[banderjaska@NASBonline.org](mailto:banderjaska@NASBonline.org)



THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS  
PROVIDES PROGRAMS, SERVICES, AND ADVOCACY TO  
STRENGTHEN PUBLIC EDUCATION FOR ALL NEBRASKANS.

Marcia R. Herring  
NASB Director of Board Leadership  
[mherring@NASBonline.org](mailto:mherring@NASBonline.org)  
1.800.422.4572

## FISCAL MANAGEMENT INTERNAL CONTROLS

The District will develop the necessary procedures to comply with the following fiscal management internal controls relating to oversight of all federal and state grant programs.

Equipment Management Requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until the District disposes of that equipment, to meet the following requirements of 2 CFR 200.313 and 2 CFR 200.33:

- 1) Maintain property records procedure and policies (include description, serial number or other identification number, source of funding, acquisition date, etc.);
- 2) Develop and maintain a physical inventory procedure to occur a minimum of every 2 years;
- 3) A Control System procedure to ensure adequate safeguards are in place;
- 4) Develop and implement adequate maintenance procedures for such equipment;
- 5) Develop and implement sales procedures for such equipment; and
- 6) Develop and implement disposition procedures for such equipment.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified below from 2 CFR 200.320;

- 1) A procedure for micro-purchases (Under 10,000);
- 2) A procedure for small purchases (10,000 to 250,000);
- 3) A procedure for sealed bids (using Lowest Bidder for over 250,000);
- 4) A procedure for competitive proposals (including showing why not sealed bids were not used for over 250,000); and
- 5) A procedure for noncompetitive bids (when sole sourced, must prove only source).

Record Retention: Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient in accordance with 2 CFR 200.333. Other records will be retained for a period of time as required by law.

Suspension and Debarment: The District may not subcontract with or award subgrants in any Federal assistance program to any person or company who is debarred or suspended and is required to check for excluded parties at the System for Award Management, SAM (formerly the Excluded Parties List System, EPLS) website before any procurement

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

transaction in accordance with 2 CFR 200.213 and Policy 706.07 Suspension and Debarment.

Financial Management: The District must develop and maintain financial management systems to account for federal funds, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. Such records must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award in accordance with 2 CFR 200.302. See also §200.450 Lobbying.

The financial management system of each non-Federal entity must provide for the following;

- 1) A procedures for Identification of all Federal awards received and expended and the Federal programs under which they were received;
- 2) A procedure for accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with reporting requirements
- 3) A procedure to maintain records that identify adequately the source and application of funds for federally-funded activities.
- 4) A procedure for maintaining effective control over, and accountability for, all funds, property, and other assets.
- 5) A procedure for comparing District expenditures with budget amounts for each federal award.
- 6) A procedure to ensure payments of federal funds are made in accordance with 2 CFR 200.305.
- 7) A procedure for determining the allowability of costs in accordance with 2 CFR 200.305 Subpart E-Cost Principals and the term and conditions of the Federal award.

Program Income: The District will follow the guidance of the Federal awarding agency in how it uses, applies and accounts for all income received under those programs as listed below in accordance with 2 CFR 200.307;

- 1) *Deduction.* Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs
- 2) *Addition.* With prior approval of the Federal awarding agency program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purposes and under the conditions of the Federal award.
- 3) *Cost sharing or matching.* With prior approval of the Federal awarding agency, program income may be used to meet the cost sharing or matching

requirement of the Federal award. The amount of the Federal award remains the same.

Cost Sharing or Matching: For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching when such contributions meet all of the following criteria in accordance with 2 CFR 200.306 and a procedure must ensure these criteria are covered:

- (1) Are verifiable from the District's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under 2 CFR 200.305 Subpart E—Cost Principles;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of the law, as applicable in the terms and conditions of the federal award.

Unexpected or Extraordinary Circumstances: For all Federal awards, If the District does not currently have in place a policy that addresses extraordinary circumstances such as those caused by COVID-19, the District may later amend or create a policy in order to put emergency contingencies in place for Federal and non-Federal similarly situated employees in accordance with 2 CFR 200 et seq. If the conditions exist for charges to be made to the Federal grant, charges may also be made to any non-Federal sources that are used by the District in order to meet a matching requirement. The District may develop a procedure to ensure that federal expenditures during the unexpected or extraordinary circumstance are allowable.

Compensation for personal services: (a) *General.* Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages, salaries, and fringe benefits in accordance with 2 CFR 200.430 and .431. Costs of compensation are allowable to the extent that they satisfy the following requirements;

- (1) Is reasonable for the services rendered and conforms to the established written policy and procedures of the District consistently applied to both Federal and non-Federal activities;

Compensation and fringe benefits: (a) Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits in accordance with 2 CFR 200.431 include, but are not limited

to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, District employee agreement, or an established policy of the District.

(b) *Leave*. The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

(1) They are provided under established written leave policies;

Standards for Documentation of Personnel Expenses: (1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed in accordance with 2 CFR 200.430. These records must:

- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (ii) Be incorporated into the official records of the District;
- (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- (iv) Encompass both federally assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written policy;
- (v) Comply with the established accounting policies and practices of the District; and
- (vi) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
- (vii) Budget estimates do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes, provided that:
  - (A) The system for establishing the estimates produces reasonable approximations of the activity actually performed;
  - (B) Significant changes in the corresponding work activity (as defined by the District's written policies) are identified and entered into the records in a timely manner. Short term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term; and
  - (C) The District's system of internal controls includes processes to review after-the-fact interim charges made to a Federal award based on budget estimates.

All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

(2) In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.