**BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010**
**HEMINGFORD PUBLIC SCHOOLS**
**BOARD OF EDUCATION MEETING AGENDA**
**Monday, August 18, 2025**
**South Campus**

The Board of Education of School District 07-0010 will meet on Monday, August 18, 2025 in the South Campus as duly advertised in the Alliance Times-Herald.

I. Pledge of Allegiance
II. Notices
III. Call Meeting to Order
  III.A. Roll Call
  III.B. Excuse Absent Board Member(s)
IV. Report from Board Committee(s)
V. Work Session Meeting Agenda
  V.A. Public Participation (Maximum of 30 Minutes Allotted for this Portion of the Meeting)
  V.B. Discussion and Work Session Regarding Recent and Future Facilities Proposals, Recent and Future Bond Elections, Ongoing Facilities Needs and Priorities, School Budgeting and Tax Asking, Facilities Financing, and Facilities Planning
VI. Items For Next Board Meeting
VII. Adjournment



Welcome to the Hemingford Public Schools Board of Education Meeting.
The board welcomes citizens to attend board meetings to become acquainted with the programs and operations of the district. Members of the public are also encouraged to share their ideas and opinions with the Board during the agenda item labeled **"Public Comment"**. Comments or questions from the audience at any other time during the meeting except for the agenda item "Public Comment" will be declared out of order.

School board meetings are a meeting held in public; however, the meetings are not public meetings.

# TALKING POINTS FOR BOARD MEETING

## 3 MINUTES PER INDIVIDUAL/30 MINUTES ON TOPIC

The board chair will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board chair shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments, or other individuals causing disruption may be asked to leave the board meeting.

The purpose of public participation is a forum for the public to provide information and be heard by the members of the board. By law, the board is not allowed to respond, discuss, or take action on items that are not included in the published agenda.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the **Thursday** preceding a Monday night meeting. (Per policy # 0204.12)

*If you want to speak, you must fill out a Public Comment Request Card. When you have completed this, please submit the card to the superintendent. The cards will be numbered as they are received by the superintendent. You will be called on, by the board president, according to the number on your completed Public Comment Request Card. The board president will signal when the speaker has 30 seconds remaining.

*By law, you must state your name, address, and we ask that you state the topic you are addressing, before you begin.

*If you are planning to speak about personnel or student matters involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members ***may not*** respond to any questions you ask or comments you make about individual staff members or students.

++++++++++++++++++tear off++++++++++++++tear off++++++++++++tear off++++++++++++++++++++

| Number | |
|---|---|

| Hemingford School District—Board of Education |
|---|
| Public Comment Request Card |
| Name: |
| District resident: _____Yes _____No |
| Address: |
| City/State/Zip Code: |
| Agenda Item or Topic to address: |
| Signature: |

# Standard Procedures for Executive (Closed) Session
# Hemingford Public Schools Board of Education


Closed Session Procedures (Checklist)
Reference/Background Information
- Before the Meeting
- Identify Lawful Purpose(s) for Closed Session
- Make a Proper Motion in Open Session
- Vote on the Motion (In Open Session)
- Conduct the Closed Session Properly
- Return to Open Session and Record in Minutes
- Document Compliance:
- Formal Action:


## Closed Session Procedures (Checklist)

- ☐ Make a proper motion in open session
  - ☐ Specific subject matter – A brief description of the topic to be discussed **and**
  - ☐ Stated purpose – A statement of which section of the Nebraska Open Meetings Act applies
    - ☐ protection of the public interest; **or**
    - ☐ prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.
- ☐ Vote on the motion in open session)
- ☐ The Presiding Officer restates the limitation of the closed session
- ☐ Record the time going to the closed session
- ☐ The Board locks/leaves all electronic devices and proceeds to the school library
- ☐ Conduct the closed session properly
- ☐ Return to South Campus
- ☐ The Presiding Officer declares return to open session,
- ☐ The Presiding Officer restates the limitations of the closed session
- ☐ Record the time returning to open session
- ☐ If necessary, take formal action and vote in open session

## Reference/Background Information

### Before the Meeting

- Confirm whether the planned subject matter is eligible for a closed session under Nebraska law. (e.g., superintendent or board president consultation with legal counsel).
- Prepare a brief summary of the topic to be cited in the motion.

### Identify Lawful Purpose(s) for Closed Session

- Under the Nebraska Open Meetings Act, a public body (such as a school board) may convene in closed (executive) session only for specific, lawful purposes. Closed/Executive Session must be clearly necessary to ensure:
  - protection of the public interest; or
  - prevention of needless injury to the reputation of an individual and if such an individual has not requested a public meeting.
- Common reasons include:
  - Strategy sessions with respect to litigation, real estate purchases, pending or imminent.
  - Discussion regarding collective bargaining negotiations.
  - Discussion regarding the evaluation or job performance of a staff member (like the Board evaluation of the Superintendent), or for the prevention of needless injury to an individual's reputation (if that individual has not requested an open meeting).
  - Discussion concerning security personnel or devices.

### Make a Proper Motion in Open Session

- Before moving into a closed session, a board member must make a motion in open session. The motion should include:
  - Specific Subject Matter – A brief description of the topic to be discussed (e.g., "to discuss litigation strategy regarding the [XYZ] lawsuit," "to discuss negotiations with the local teachers' association," etc.) and
  - Stated Purpose – A statement of which section of the Nebraska Open Meetings Act applies (e.g., "to prevent needless injury to the reputation of a staff member" if evaluating job performance).
    - 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)." "I move to go into closed session to discuss a performance evaluation to protect the reputation of an individual and that individual has been notified and has not requested a public meeting."

### Vote on the Motion (In Open Session)

- Once the motion is made, the board president (or presiding officer) must call for a vote in open session.
- A majority of board members present must vote in favor of the motion for the board to legally enter closed session.

- The vote must be recorded in the meeting minutes.
- If the motion to close passes, the presiding officer shall restate for the record the limitation of the subject matter of the closed session immediately and prior to moving into closed session.
- Make a note of the time the board entered closed session (Board meeting minutes must include the entire motion, the vote of each member, time in which the closed session started and ended.)

**Conduct the Closed Session Properly**

- Board Members will close/lock any laptops and will leave their cell phones and any other media or recording devices at South Campus.
- The Board will move to another location to conduct closed sessions (typically the school library in the elementary school.
- Admit Only Necessary Individuals: During the closed session, typically, the board members, required staff (e.g., superintendent, board secretary), legal counsel, or others with relevant input may remain present. Anyone not necessary for the closed-session discussion is welcome to remain at South Campus until the board returns to open session.
- Discuss Only the Announced Topic: The board must limit the discussion strictly to the purpose(s) identified in the motion. Venturing into unrelated topics violates the Open Meetings Act.
- No Formal Action: The board cannot take final action (e.g., vote to approve a policy) during the closed session. Any vote or final decision must be conducted in open session.
- If, during the closed session, a member believes the discussion has strayed away from the reason or motion for the closed session, the board member may challenge the continuation of the closed session. If the board member believes the discussion is inappropriate, next steps:
    - If a challenge is made, the board will return to open session, note the time, and vote in public.
        - If a majority of the board members vote against the challenge to terminate [i.e., motion failed], the board will return to the closed session referencing the original motion to enter closed session, note the time, and continue.
    - If the challenge is made, it shall be reflected in the minutes, and it will list how each member voted.
    - If a challenge is made by a member and the board votes against it, the member making the motion should consider leaving the meeting if he/she believes the board is discussing material that is not relevant to the reason for the closed session. The board member may also return to the closed session.

**Return to Open Session and Record in Minutes**

- When the board finishes its closed-session discussion:
    - Reconvene in Open Session: The board president (or presiding officer) announces the end of the closed session, restates the limitations of the closed session, and reconvenes the open meeting.
    - Record the Time: The start and end times of the closed session must be noted in the minutes.

**Document Compliance:**

- The minutes should reflect:
  - The motion to go into closed session, including who made and seconded it.
  - The vote (roll call or otherwise) on the motion.
  - The statutory reason for the closed session.
  - The start time of the closed session and the end time when the board returned to open session.

**Formal Action:**

- If any formal action (e.g., a decision or vote) results from the closed-session discussion, that action must be taken in the open session so that it is publicly recorded.

2024

| | |
|---|---|
| American Civics/Curriculum : | Cullan, Randolph, Votruba |
| Finance : | Randolph, Ansley, Cullan |
| Negotiations : | Ansley, Schumacher, Votruba |
| Transportation : | Horstman, Cullan, Ansley |
| Building and Grounds : | Schumacher, Randolph, Horstman |

# Hemingford Public Schools

## Board Committee Report

Date of Report:

Committee:

Items Reviewed Discussed:

Information for the Full Board:

Recommendations to the Full Board:

# Hemingford Public Schools
# Annual Board of Education Calendar

| Month | Budget | Curriculum | Personnel | Policy | Board Development | Other |
|---|---|---|---|---|---|---|
| **January**<br>**5:00 PM** | | | • Approve Negotiated Agreement with HEA (Upon Mutual Acceptance)<br>• Appoint Superintendent as Authorized Representative for Federal, State, and Local Matters. | • Adopt Board and Superintendent Goals<br>• Review Board Member Code of Ethics<br>• Review/Revise Policies | • Discussion and/or Appointment of Board Committees<br>• NASB Legislative Issues Conference<br>• Community Engagement Session<br>• Board Retreat/Workshop<br>• Strategic Plan Review/Board Self-Assessment | • Oath of Office<br>• Board Officer Elections<br>• Designate Depository<br>• Designate Legal Firm<br>• Designate Treasurer<br>• Designate Auditor for the District<br>• Review Report Required by State Statute 79-506 |
| **February**<br>**5:00 PM** | | • Review Report on Multicultural Education | • Approve Negotiated Agreement with HEA (Upon Mutual Acceptance) | • Review/Revise Policies | • NASB Presidents' Retreat | • Monitor Proposed Legislation |
| **March**<br>**7:00 PM** | • Review State Aid Certification (When Available)<br>• Establish Technology Budget for Following Year | • Curriculum Committee Review of Curriculum Materials Proposed for Adoption (as needed)<br>• Committee on American Civics Meeting | • Establish Salaries for Administrators<br>• Approve Negotiated Agreement with HEA (Upon Mutual Acceptance) | • Adopt Resolution Pertaining to Non-Resident Students<br>• Review/Revise Policies | • NRCSA Spring Conference | • Discuss School Calendar<br>• Monitor Proposed Legislation |
| **April**<br>**7:00 PM** | • Review State Aid Certification (When Available) | • Consider Adoption of Curriculum and/or Textbooks for Subsequent Year | | • Review/Revise Policies | | • Adopt School Calendar<br>• Review Report Required by State Statute 79-506 |
| **May**<br>**7:00 PM** | • Review State Aid Certification (When Available) | • Review Statewide Assessment Results (Writing) | | • Review/Revise Policies | • Attend Graduation Ceremony | |

# Hemingford Public Schools
# Annual Board of Education Calendar

| Month | Budget | Curriculum | Personnel | Policy | Board Development | Other |
|---|---|---|---|---|---|---|
| **June**<br>**7:00 PM** | | • Year End Assessment and Curriculum Review<br>• Review School Improvement Plan<br>• Committee on American Civics Meeting | • Superintendent Evaluation (end of year) | • Review Bullying Prevention Policy<br>• Approve Student, Athletic, and Staff Handbooks | • Board Self-Assessment and Goal Planning<br>• NASB School Law Seminar | |
| **July**<br>**7:00 PM** | • Budget Committee Work Session<br>• Review Budget Authority and Allowable Reserve Percentage Certification | • Review Summer School Program Report | | • Student Fees Policy<br>• Parent Involvement Policy | • NASB School Finance Workshop<br>• Review NASB Board Awards of Achievement<br>• NASB School Law Workshop | • Adopt Board Goals<br>• Review Report Required by State Statute 79-506 |
| **August**<br>**7:00 PM** | • Review Proposed Budget<br>• Review Certifications of District's Assessed Valuation | | | | • NASB Area Membership Meeting | • Facilities Tour |
| **September**<br>**7:00 PM** | • Budget Hearing<br>• Adopt Budget<br>• Tax Request Hearing<br>• Approve Tax Request for Fund Levies | • Review ACT Results<br>• Review School Improvement Plan<br>• Review Statewide Assessment Results (Reading, Math, Science) | • Consider HEA Request for Recognition as Bargaining Agent (if delivered to Board) | | • NASA/NASB Labor Relations Conference | • Review Statewide Assessment Results (when available) |
| **October**<br>**7:00 PM** | • Review Fall Enrollment Figures<br>• Prepare for Negotiations | | • Consider HEA Request for Recognition as Bargaining Agent | | | • Review Annual Emergency Safety Plan<br>• Review Report Required by State Statute 79-506 |
| **November**<br>**5:00 PM** | • Audit Committee Review of Audit Report | • Review District Annual Report | • Distribute/Complete Superintendent Evaluation<br>• Begin Negotiations | | • NASB/NASA State Education Conference | |
| **December**<br>**5:00 PM** | • Approve Fiscal Year Audit Report | • Review School Improvement Plan | • Approve Negotiated Agreement with HEA (Upon Mutual Acceptance) | | ) | • Host Board/Staff Recognition Dinner |

# Hemingford Public Schools
# Annual Board of Education Calendar

| Month | Budget | Curriculum | Personnel | Policy | Board Development | Other |
|---|---|---|---|---|---|---|
| | (November or December) | | • Superintendent Evaluation | | | |

Revised February 2023

Welcome to the Hemingford Public Schools Board of Education Meeting.
The board welcomes citizens to attend board meetings to become acquainted with the programs and operations of the district. Members of the public are also encouraged to share their ideas and opinions with the Board during the agenda item labeled **"Public Comment"**. Comments or questions from the audience at any other time during the meeting except for the agenda item "Public Comment" will be declared out of order.

School board meetings are a meeting held in public; however, the meetings are not public meetings.

# TALKING POINTS FOR BOARD MEETING

## 3 MINUTES PER INDIVIDUAL/30 MINUTES ON TOPIC

The board chair will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board chair shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments, or other individuals causing disruption may be asked to leave the board meeting.

The purpose of public participation is a forum for the public to provide information and be heard by the members of the board. By law, the board is not allowed to respond, discuss, or take action on items that are not included in the published agenda.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the **Thursday** preceding a Monday night meeting. (Per policy # 0204.12)

*If you want to speak, you must fill out a Public Comment Request Card. When you have completed this, please submit the card to the superintendent. The cards will be numbered as they are received by the superintendent. You will be called on, by the board president, according to the number on your completed Public Comment Request Card. The board president will signal when the speaker has 30 seconds remaining.

*By law, you must state your name, address, and we ask that you state the topic you are addressing, before you begin.

*If you are planning to speak about personnel or student matters involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members ***may not*** respond to any questions you ask or comments you make about individual staff members or students.

++++++++++++++++++tear off++++++++++++++tear off++++++++++++tear off++++++++++++++++++++

| Number | |
|---|---|

| Hemingford School District—Board of Education |
|---|
| Public Comment Request Card |
| Name: |
| District resident: _____Yes _____No |
| Address: |
| City/State/Zip Code: |
| Agenda Item or Topic to address: |
| Signature: |