

Isanti Community School
BOE REGULAR MEETING following Hearing to Set Final Tax Request
Tuesday, September 12, 2023

{{Name: Agenda Item}}

- I. **Call to Order and Pledge of Allegiance**

- II. **Nebraska Open Meetings Law**

- III. **Roll Call**

- IV. **Public Comment & Recognition of Guests**

- V. **Approve the minutes of the August 21, 2023 Regular Board Meeting.**

- VI. **Treasurer Report**

- VII. **Approve Outstanding Payables**

- VIII. **TNTP - Consultants Report**

- IX. **Discussion Items**
 - IX.A. Board Workshop Report

 - IX.B. Purchase our own Stage

 - IX.C. Money for Students for Christmas

 - IX.D. Daycare Issues

 - IX.E. Kitchen - Menus

 - IX.F. School Resource Officer (SRO)

IX.G. Vape Detectors

X. Action Items

X.A. Adopt 2023-24 Budget

X.B. Resolution for setting Property Tax Request

X.C. Isanti Community Schools (SANTEE) request their 1/2 of Annual State Aid

X.D. Emily Romkema - Contract Adjustment

X.E. Noella Eagle - Contract Adjustment

X.F. Second Reading of 1000, 1001, 1002, 1003 Board Policies

X.G. First Reading of Board Policies 2001-2008

XI. Reports

XI.A. Superintendent and Progress Plan Update

XI.B. Elementary Principal, Secondary Principal and TNTP Consultant Report

XI.C. Committee Reports

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

XIII. Adjourn

Isanti Community School

Stacy Johnson: Present

Waylon LaPlante: Present

Anita LaPointe: Present

Susan Pike: Present

LindaRae Starlin: Absent

Dewayne Wabasha: Present

Present: 5, Absent: 1.

Dewayne Wabasha: Absent

Present: 4, Absent: 2.

I. Call to Order and Pledge of Allegiance

II. Nebraska Open Meetings Law

III. Roll Call

Absent: LindaRae Starlin, Present: Stacy Johnson, Waylon LaPlante, Anita LaPointe, Susan Pike, Dewayne Wabasha.
Present: 5, Absent: 1. Absent: Dewayne Wabasha. Present: 4, Absent: 2.

IV. Discuss, consider, receive legal advice, and take any necessary action regarding board member qualifications to serve on the school board.

Present: Dewayne Wabasha. Present: 5, Absent: 1. Dewayne Wabasha was excused after closed session ended at

5:44**Absent:** Dewayne Wabasha. Present: 4, Absent: 2. Dewayne Wabasha was excused after closed session ended at 5:44

It was moved by Dewayne Wabasha and seconded by Susan Pike to Motion to Enter Closed Session: "I move to enter closed session to discuss this agenda item to receive and consider legal advice, which is necessary to protect the public interest."

Roll call vote: Passed

LindaRae Starlin: Absent, Stacy Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea, Susan Pike: Yea, Dewayne Wabasha: Yea

Yea: 5, Nay: 0, Absent: 1

It was moved by Waylon LaPlante and seconded by Anita LaPointe to close closed session. Dewayne was then excused for the rest of the meeting.

Roll call vote: Passed

LindaRae Starlin: Absent, Stacy Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea, Susan Pike: Yea, Dewayne Wabasha: Yea

Yea: 5, Nay: 0, Absent: 1

V. Public Comment & Recognition of Guests

Deom LaPointe, Ruth LaPlante, Jordayn Laplante, Dena Wronko, Marcia Herring and Bobby Truhe were present for the board meeting.

VI. Approve the minutes of the July 17, 2023 Regular Board Meeting.

It was moved by Waylon LaPlante and seconded by Anita LaPointe to Approve the minutes of the July 17, 2023 Regular Board Meeting.

Roll call vote: Passed

LindaRae Starlin: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea, Susan Pike: Yea
Yea: 4, Nay: 0, Absent: 2

VII. Treasurer Report

VIII. Approve Outstanding Payables

It was moved by Waylon LaPlante and seconded by Anita LaPointe to Approve outstanding payables.

Roll call vote: Passed

LindaRae Starlin: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea, Susan

Pike: Yea

Yea: 4, Nay: 0, Absent: 2

IX. Discussion Items

IX.A. Impact Aid Conference, September 16-20, 2023.

Stacy Johnson, Susan Pike, Dave Mroczek, and Miranda Fuhrer are attending the Impact Aid Conference.

IX.B. Sidney Tuttle - Security Camera Policy

Sidney Tuttle was not present at the meeting. Policy committee will discuss the Security Camera Policy.

IX.C. Change Homecoming from 8/29-9/1 to September 11th-14th for Homecoming week.

Mr.Mroczek consulted with the three principals: Cindy Nagel, Noella Eagle, and Shawn McDiffett. The student council came to Mr.Mroczek to ask if they could change it due to not having enough time to purchase float decorating supplies.

X. Action Items

X.A. Girls Basketball Coaches for 2023-24

The board discussed and decided that the superintendent and athletic director should do the hiring.

Byron Tuttle is the Varsity girls coach

Deon Lapointe is the Assistant girls coach

Deon Lapointe is the JV girls coach
Cheryl Moose is the Assistant Girls coach

X.B. Policy Committee Report - review and discuss 1000's

It was moved by Waylon LaPlante and seconded by Anita LaPointe to Policy Committee Report reviewed and discussed the 1000's..

Roll call vote: Passed

LindaRae Starlin: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea, Susan Pike: Yea
Yea: 4, Nay: 0, Absent: 2

X.B.1. Assign Board Members to Cultural Committee

Waylon Laplante and Stacy Johnson are being added to the cultural Committee.

X.C. Purchase updated, Early Childhood Curriculum

It was moved by Waylon LaPlante and seconded by Susan Pike to Approve the updated Early Childhood Curriculum purchase.

Roll call vote: Passed

LindaRae Starlin: Absent, Dewayne Wabasha: Absent, Stacy

Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea,
Susan Pike: Yea
Yea: 4, Nay: 0, Absent: 2

X.D. Transfer 400,000 from the General Fund to the Lunch
Fund to cover costs for 2023-24 school year

It was moved by Waylon LaPlante and seconded by Anita
LaPointe to transfer \$400,000 from the general fund to the
lunch fund to cover costs of operations and food for the 23-
24 school year.

Roll call vote: Passed

LindaRae Starlin: Absent, Dewayne Wabasha: Absent, Stacy
Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea,
Susan Pike: Yea
Yea: 4, Nay: 0, Absent: 2

X.E. Transfer 200,000 from the General Fund to the
Depreciation Fund, help cover cost of future vehicles

It was moved by Susan Pike and seconded by Waylon
LaPlante to transfer \$200,000 from the General Fund to the
Depreciation Fund for the future costs of vehicles..

Roll call vote: Passed

LindaRae Starlin: Absent, Dewayne Wabasha: Absent, Stacy

Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea,
Susan Pike: Yea
Yea: 4, Nay: 0, Absent: 2

XI. Reports

XI.A. Superintendent and Progress Plan Update

XI.B. Elementary Principal and Secondary Principal and TNTP
Consultant Report

TNTP zoomed into the meeting and reviewed the goals that
we have for this school year. The goals are academic,
attendance, staff development for schools and culture. In the
high school, we do not have a goal set for the ACT.

XI.C. Committee Reports

Susan Pike wants to be added to the Food Committee.

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

XIII. Adjourn

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It was moved by Waylon LaPlante and seconded by Anita
LaPointe to adjourn the board meeting.

Roll call vote: Passed

LindaRae Starlin: Absent, Dewayne Wabasha: Absent, Stacy
Johnson: Yea, Waylon LaPlante: Yea, Anita LaPointe: Yea, Susan
Pike: Yea
Yea: 4, Nay: 0, Absent: 2

Santee Community Schools

Payment Management Invoice Report - September 2023

[Cycle Name]: "FY23-24"; Created On: 9/12/2023 2:35:04 PM

Ordering Vendor	Invoice(s)	Invoice Amount
Appera	August 2023 charges	\$1,486.29
CHS	396202	\$3,828.35
Creative Learning Systems	Annual CSA 2023	\$21,000.00
Chesterman Co	August 2023 Invoices	\$3,396.50
Cash-Wa Distributing	08/01/2023 statement	\$55.00
Cash-Wa Distributing	August 2023 Food charges	\$39,367.18
Educational Service Unit #1	011659	\$6,811.56
Educational Service Unit #1	SP7320	\$1,280.49
Electronic Sound Inc	9838	\$517.50
Eakes Office Plus	Statement 9/1/23	\$3,863.00
Fuhrer, Miranda M	Travel to DC	\$592.51
Floor Maintenance & Paper Supply	Web-25695	\$81.63
Feather Hill Express	August 2023 Statement	\$865.45
Hefner Hardware	August 2023 charges	\$1,156.77
KSB School Law	14691	\$6,263.43
Lakeshore Learning Materials	11113208223	\$5,205.16
Lindsay Water Conditioning	2023 August charges	\$15,130.80
Lakeview Resort	August 2023 Charges	\$710.01
Mroczek, David J	DC Travel	\$873.76
Menards-Yankton	Misc. Inv Sept. 2023	\$2,628.22
Menards - Norfolk Location	45250	\$1,243.69
Nebraska Council of School Administrators	conf: e16487-718738	\$140.00
Crofton Journal	7/13/23 and 8/31/23 postings	\$442.14
Quill Corporation	7/31/23-8/8/23	\$4,962.30
Regional Technical Education	2023-123	\$5,900.00
Shi International Corp	B15070258	\$74,480.00
Teaching Strategies Inc.	177911 & 177912	\$32,139.90
American Fence Co of Sioux City,	Job # SXCC23-0066-00	\$27,575.00
American Time and Signal	870991	\$1,247.02
B & D Securities LLC	Invoices Date 9/5/23	\$10,644.26
Hy Vee Yankton	Invoice #1899	\$2,620.00
Harris	HAPXT0001305	\$780.00
Hansen Locksmithing	66732	\$1,925.00
Inland Truck Parts and Service	1440649 & 1444251	\$2,855.90
Moody Motor Company Inc	99976-00031	\$437.53
One Source	2022136042	\$1,890.00
Open Up Resources	30613	\$2,910.00
NE Association Of School Board	48296 & 48353	\$387.00
Pease General Store	32018	\$7.17
Powers, Alyson	01565	\$72.56
Rasmussen Mechanical Services	SRV104846, 104924, 104291,	\$4,153.54
Santee Grocery	Statement Dated 9/5/23	\$839.21
Sioux City Journal	7/31/23-8/27/23 billing period	\$50.84
School Health Corporation	4233465-00	\$2,096.04

Tangeman Plumbing	1068	\$361.68
XanEdu, Inc.	001-402	\$2,752.50
Thomas, Redwing	reimbursement for supplies	\$140.00
Wells Fargo Vendor Fin Serv	5026561131	\$399.87
Hubel Iron Inc.	28338	\$4,453.90
TNTP Inc.	September 20, 2023 Payment	\$101,705.00
Victors Service	9/8/23 Statement	\$262.52
Intrado Interactive Services	374826	\$1,249.99
Follett School Solutions, LLC	1520175	\$199.00
Chambers, Matthew	9/2/23	\$9.44
Educational Service Unit #1	011694	\$3,000.00
Kuchar Electric	7535	\$198.25
Mastercard Service Center	8/3/23-9/1/23 Card Statement	\$16,820.48
Geyer, Larissa	mileage reimbursement for 9/6/23	\$40.61
Thomas, Leah R	0032	\$2,400.00
Santee Utility Commission	1080 & 1081	\$2,202.50
Mroczek, David J	9/22/23 Travel	\$269.86
eSpark Learning	SI-000567	\$1,870.00
Sacred Hoops	2023 Summer school	\$1,400.00
Mackey Concrete, LLC	9/8/23	\$4,600.00
McDiffett, Shawn P	Washington DC Travel	\$602.20
Robb Holla LLC	9/22/23 assembly	\$2,500.00
Zearn - Math	INV10252	\$500.00
Lakeshore Learning Materials	Overpayment 09/2022 and 10/2022	(\$868.97)
Great Plains Communications	9/1/23 Monthly Usage Agreement	\$1,455.25
Educational Service Unit #7	6.21-6.22.23 teaching training	\$50.00
Decker Equipment	Order #544632A	\$1,556.54



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LINCOLN, NE 68502
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RETURN SERVICE REQUESTED

2023 AREA MEMBERSHIP MEETINGS

Training - Recognition - Networking - Engagement

Valentine - Gering - York - North Platte - Norfolk - Kearney - La Vista - Fremont - Nebraska City

VISION: ENGAGED



2023 VISION & TRAINING SESSIONS

5:00 PM - VISION: ENGAGED

A PREVIEW OF THE 2023 NASB DELEGATE ASSEMBLY, PROGRAM REVIEW, AND THE OPEN MEETINGS LAW

NEW!

*NAEP (NEBRASKA ADMINISTRATIVE EDUCATION PROFESSIONALS) MEMBERS WILL BE PROVIDED WITH TARGETED PEER DISCUSSION TIME, PORTAL REVIEW, AND NASB ASSISTANCE IN ADDITION TO ACCESS TO THE TRAINING SESSIONS.

5:50 PM - TRAINING SESSIONS 1

THIS YEAR, EVERYTHING BUT THE KITCHEN SINK ... Bringing all the policy news that fits on Option and Part Time Enrollments, Youth Organization Access, Superintendent Pay Limits, Public Comment, Limited Class Removals and Suspensions, Student Discipline Hearings, and "Dyslexia" Data. I may need AI for all this, too. - *Jim Luebbe, Director of Policy Services*

EFFECTIVELY ENGAGING YOUR COMMUNITY ... A most challenging, yet vital role of the Board is to gather stakeholder/community direction on issues related to students, the learning environment, teacher retention, and academic success. To prepare board members to be the drivers of engagement, this session will cover public comment, and engagement of internal and external stakeholders to support the district's vision and goals. - *Kari Stephens & Caden Frank, Board Leadership Associates*

BOARD GOVERNANCE ESSENTIALS ... The Board's role and responsibilities stay the same, circumstances always change. Join us to discuss Board Member basics and questions & answers on a variety of topics. - *Marcia Herring, Director of Board Leadership & Shari Becker, Director of Education Leadership Search Service*

6:40 PM - TRAINING SESSIONS 2

CHRISTMAS CAME EARLY: A LOOK AT THE PRESENTS & COAL THE LEGISLATURE LEFT US THIS YEAR ... An unprecedented session led to the creation of large "Christmas Tree" bills which encompassed over 20 additional changes to the law, hung on as ornaments. From school discipline to teacher shortages, from Boy Scouts to Option Enrollment, come learn about the bills made up this tree and how they impact you. - *Colby Coash, Associate E.D./Director of Government Relations*

ALICAP'S SCHOOL SAFETY POOLING ... Who says insurance can't be fun?! In this session, Megan will cover (no pun intended) pooling basics, recent claims activity in Nebraska schools, and the importance of school safety in 2023. Insurance for the school is a necessity, but how can school leaders best position their district for success this year?! - *Megan Boldt, Associate E.D./Director of ALICAP/Insurance*

IT'S THAT TIME OF YEAR! ... It seems to always sneak up on us, that time of year for the annual superintendent evaluation. Or the board recently hired a new superintendent, is it time for a change? How can a new evaluation tool improve the experience, does the board encourage a superintendent self-assessment, do all board members participate, does the board's process include goals to support professional growth? Join us in this session to discuss the importance of superintendent evaluation and the value of a board self-assessment to support the effective leadership of the superintendent and board. - *Marcia Herring, Director of Board Leadership & Katie Corfield, Board Leadership Associate*



2023 REGISTRATION

REGISTER NOW FOR THE MEETING NEAREST YOU

Tuesday, August 22	Valentine	Register by August 16
Wednesday, August 23	Gering	Register by August 16
Thursday, August 24	York	Register by August 16
Tuesday, August 29	North Platte	Register by August 24
Wednesday, September 6	Norfolk	Register by August 31
Wednesday, September 13	Kearney	Register by September 7
Tuesday, September 19	La Vista	Register by September 14
Wednesday, September 20	Fremont	Register by September 14
Wednesday, September 27	Nebraska City	Register by September 21

TO REGISTER

Go to www.NASBonline.org, and log in using your email and password. If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.

Registration fees for each meeting and dinner are as follows:

NASB Member Registration	\$89
Cancellation Fee	\$25

No refunds after the deadlines.

2023 AGENDA

4:30 PM - REGISTRATION, NETWORKING & EXHIBITORS

5:00 PM - OPENING SESSION

5:35 PM - BREAK & EXHIBITORS

5:50 PM - TRAINING SESSIONS #1

6:30 PM - BREAK & EXHIBITORS

6:40 PM - TRAINING SESSIONS #2

7:25 PM - NETWORKING DINNER & AWARDS/RECOGNITION

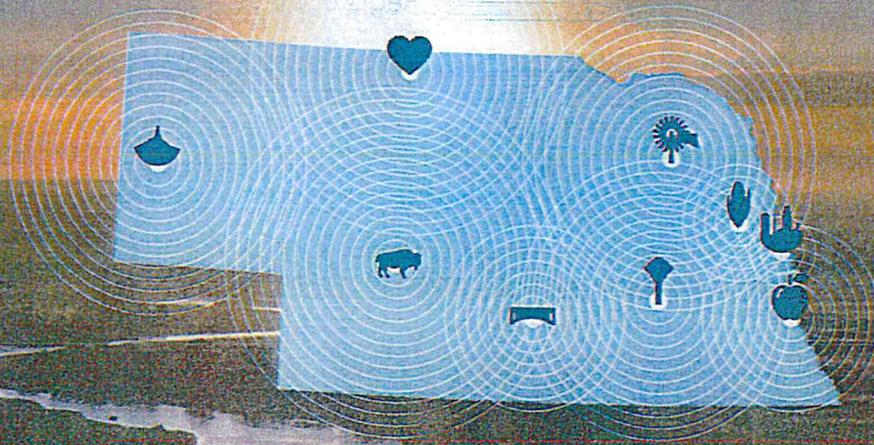
15 AWARDS OF ACHIEVEMENT POINTS WILL BE EARNED FOR ATTENDING



2023 AREA MEMBERSHIP MEETINGS

Training - Recognition - Networking - Engagement

Valentine - Gering - York - North Platte - Norfolk - Kearney - La Vista - Fremont - Nebraska City



VISION: ENGAGED



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September 2023

SUN	MON	TUES	WED	THURS	FRI	SAT
					1. CINN TST CRUNCH BAR	2
3	4	5 BREAKFAST SANDWICH	6 PANCAKES & SAUSAGE	7 EGG BAKE & TOAST	8. OATMEAL & TST	9
	Labor Day	CHICKEN ALFREDO GARLIC BREAD	HAMBURGER STEAK POTATOES & GRAVY	HAMBURGER STEAK POTATOES & GRAVY	TAVERN & MAC N CHEESE	
10	11 CEREAL MUFFIN POPTART	12 BREAKFAST SANDWICH	13 FRENCH TOAST & SAUSAGE	14 YOGURT	15. OMELET & TST	16
	CHICKEN BREAST & BABY BAKERS	TATORTOT CASSEROLE	KFC BOWL	SPAGHETTI & GARLIC BREAD	CHICKEN NOODLE SOUP & BBQ RIB	
17	18 BISCUITS & GRAVY	19 BREAKFAST SANDWICH	20 PANCAKES & SAUSAGE	21 OATMEAL & TOAST	22. EGG BAKE & TST	23
	WALKING TACOS & RICE	GRILLED CHICKEN SAND & CURLY FRIES	LASAGNA CASSEROLE & GARLIC BREAD	CHICKEN FRIED STEAK POTATOES & GRAVY	CHEESE BURGER & F/F	
24	25 OMELET & TOAST	26 BREAKFAST SANDWICH	27 FRENCH TOAST & SAUSAGE	28 BREAKFAST BURRITO	29 NO SCHOOL	
	GROUND BEEF PASTA	SALIBURY STEAK POTATOES & GRAVY	GOULASH & GARLIC BREAD	NACHO BAR & RICE	STAFF ONLY	

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

SERVED DAILY: MILK, JUICE, SALAD, VEGETABLES & FRUIT

1000 Series Policies

INDEX

- 1001 General Policy Statement
- 1002 Creation and Amendment of Board of Education Policies
- 1003 Mission Statement

1001 General Policy Statement

The organization, management, and control of this school district is vested in its board of education ("board"). To guide the board and school district operations, and to assist it and its designees in carrying out duties, the board will establish, maintain, and amend a set of policies.

Written board policies serve the following purposes:

1. Formally articulating the board's goals and long-term objectives.
2. Providing district administrators and staff with guidance in making decisions that affect students, employees and patrons of the district.
3. Informing the public of the manner that the board and district will conduct its business and its relationships with staff, pupils, parents and patrons.

To avoid unnecessary rigidity, these policies are stated in general terms. With the exception of statutory requirements or instances when the specific application of a policy is essential to the long-term welfare of the district, these policies are intended to provide administrators with the flexibility to apply them to a wide range of situations.

The policies are not the only guidelines for district operations. Specific regulations, procedures, and practices also help guide and govern actions and decisions. They must be consistent with policies, but serve a different purpose.

Exceptional Circumstances

The board cannot foresee every situation that may arise, and circumstances will occur when these policies provide inadequate guidance. In such circumstances, the superintendent should use his or her best judgment, and communicate with the board about the situation as soon as is convenient.

Validity of Policies

Each policy and its provision should be interpreted so that it is valid under applicable law. If a court determines that a provision of a policy is invalid, such invalidity shall not affect the remaining provisions of that policy.

Adopted on: 9/9/19

Revised on: _____

Reviewed on: 6/13/23

1002

Creation, Amendment, and Distribution of Board of Education Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

Each policy shall bear the date when it was adopted, revised or reviewed.

The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site.

Annual Review

The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:

Parental Involvement Policy

Title I Parental Involvement Policy

(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)

Student Fees Policy

Bullying

Multicultural Education

Student Assessment

Teacher Evaluation

Student Academic Performance

Safety and Security Committee

Attendance and Excessive Absenteeism

The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.

Adopted on: 9-9-19

Revised on: _____

Reviewed on: 6/13/23

1003
Mission Statement

Our Mission:

Santee cares for students through career exploration, cultural growth, character development and community involvement.

Our Vision:

Santee Community Schools ensures that all students are prepared to be successful members of society.

Adopted on: 9-9-19
Revised on: _____
Reviewed on: 6/13/23

2000 Series Policies

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2001	Role of the Board of Education
2002	Organization of Board
2003	Development and Education of Board Members
2004	Oath of Office
2005	Conflict of Interest
2006	Complaint Procedure
2007	Reimbursement and Miscellaneous Expenditures
2008	Meetings
2009	Public Participation at Board Meetings
2010	Preparation for Regularly Scheduled Board Meetings
2011	Membership in Organizations
2012	Board Code of Ethics
2013	Violation of Board Ethics
2014	Relationship with School Attorney
2015	Student Member of School Board
2016	Participation in Insurance Program by Board Member

2001 Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: 9/9/19
Revised on: _____
Reviewed on: _____

2002
Organization of the Board

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

-
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
 - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve

as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

- iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee's duties shall be those prescribed by Nebraska statutes.

5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.
 - b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
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c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 9/9/19

Revised on: _____

Reviewed on: _____

2003
Development and Education of Board Members

1. New Board Member Orientation
 - a. All new board members are strongly encouraged to attend new board member training and workshops.
 - b. Sitting board members and the superintendent will assist each new member-elect to understand the board's functions, policies, and procedures before he or she takes office.
2. Ongoing Development and Education
 - a. Board members provide the most effective service to the district when they are continuously updated on educational and legal issues. Attendance at meetings directly or indirectly related to education or school matters is encouraged for the value they have to the school system and the professional growth of board members.
 - b. Board members are encouraged to engage in continuing education such as:
 - i. Participation in local, regional and state conferences and workshops such as meetings of the Nebraska Association of School Boards, the Nebraska Rural Community Schools Association, and the Nebraska Council of School Administrators.
 - ii. Participation in legislative sessions and related activities.
 - iii. Participation in national conventions such as the National School Boards Association and/or the American Association of School Administrators on a rotating basis among the members.
 - iv. Examination of other school facilities and their programs.

The superintendent shall notify board members of all relevant conferences and workshops, other local and regional meetings, and/or in-service activities.

Board members should refer to Policy 2007 for information on reimbursement for attendance at continuing education and training.

Adopted on: 9/9/19
Revised on: _____
Reviewed on: _____

**2004
Oath of Office**

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I,, 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 member of the board of education, according to law, and to the best of my ability. 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.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: 9/9/19
Revised on: _____
Reviewed on: _____

2005
Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

1. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

2. Contracts with Board Member's Immediate Family.

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- (1) All district employees.
- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

3. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
- (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
- (3) The board makes a reasonable solicitation and consideration of applications for employment.
- (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- (5) The board approves the employment or supervisory position.

- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
 - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.
5. Conflict of Interest Relating to Campaigning or Political Issues
- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

6. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

7. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
 - (1) The names of the contracting parties.
 - (2) The nature of the interest of the board member in question.
 - (3) The date that the contract was approved.
 - (4) The amount of the contract.
 - (5) The basic terms of the contract.
 - b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.
9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 9/9/19
Revised on: _____
Reviewed on: _____

2006

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
 2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
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- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the

administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

 5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
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- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect

satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 9/9/19

Revised on: _____

Reviewed on: _____

2007

Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
 - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
 - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
 - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or

immediately following their participation in any activity approved by the board.

- d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.
- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$50.00.

Adopted on: 9/9/19
Revised on: _____
Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted in three prominent places within the school district. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

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 of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. 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 no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which

notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay and the updated date, time, and location of the postponed meeting to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: 9/9/19
Revised on: _____
Reviewed on: _____