**Board of Education Regular Meeting**
Saline County School District 76-0068
501 Main Street
Friend, NE 68359-0067
Monday, November 13, 2017 6:30 PM

| | |
|---|---|
| Nate Klenke: | Present |
| Paul Segner: | Present |
| Scott Spohn: | Present |
| Jamie Tuttle: | Present |
| Nancy Vossler: | Present |
| Scott Vyhnalek: | Present |

1. Call to Order and Roll Call

2. Notice of Open Meeting Act - Posted

3. Motion to excuse absent board members

4. Pledge of Allegiance

5. Approval of the agenda

   Motion to approve agenda Passed with a motion by Nate Klenke and a second by Nancy Vossler.
   Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
   Yea: 6, Nay: 0

6. Consent Agenda

   Approve consent agenda as presented. Passed with a motion by Paul Segner and a second by Scott Spohn.
   Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
   Yea: 6, Nay: 0

6.1. Hold for discussion and for possible action approval of the following items:

6.1.1. Minutes of prior meeting(s)

6.1.2. Treasurer's report

6.1.3. Receipts

6.1.4. Expenditures

6.1.5. Claims for payment

7. Public Forum: Recognition of visitors, delegations, and reading of communications.

8. Reports

8.1. Committee:

8.1.1. Negotiations

Scott Spohn reported that the Negotiations committee of Nate Klenke, Jamie Tuttle, Scott Spohn, and Mr. Kraus met on October 30, with Amanda Paredes, Sadie Jones, and Abby Brandt, FEA representatives. Began discussions on 2018-19 Master Agreement, and will meet again following this meeting.

8.2. Administration

8.2.1. Elementary Principal

Mr. Segner thanked Mrs. Dickinson for planning and presentation of the Veterans Day program. It was excellent. Mrs. Dickinson presented the administration's new Walk Through Observation document. She also discussed the School Improvement process.

8.2.2. Secondary Principal

Mr. Dempsey's report included information on School Improvement, and tentative purchase of more Chromebooks for the secondary.

8.2.3. Superintendent

Paul Sheffield notified Mr. Kraus today that the football co-op paperwork has been completed and approved. Exeter-Milligan and Friend will co-op football next year as the black and silver Bobcats.

State Education Conference is this week in LaVista.

The Annual Report will be completed by next month. Some of the data needed for the report is still embargoed.

The FPS Foundation awarded two sophomore scholarships for $500 each. Twenty additional ipads have been purchased for the elementary, and $500 teacher mini-grants will once again be available. They also donated $1,000 to the Student Council for their Lock-In held this weekend.

9. Action Items

9.1. Transfer $50,000 from the General Fund to Depreciation Fund allocated to future bus purchase.

Approve transfer of $50,000 to the Depreciation Fund for future purchase of buses. Passed with a motion by Scott Spohn and a second by Nate Klenke.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

10. Discussion Items

10.1. Superintendent Evaluation

Mr. Kraus's annual evaluation will be distributed to all board members. Please complete and submit to Paul Segner by December 1. Mr. Segner would like to schedule BOE work session to discuss the results on December 4 at 8:15pm.

11. Adjournment

Motion to adjourn at 7:00pm Passed with a motion by Jamie Tuttle and a second by Nate Klenke.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

Next meeting is scheduled for Monday, December 11, 2017, at 6:30pm.

**Board of Education Regular Meeting**
SALINE COUNTY SCHOOL DISTRICT 76-0068
501 Main Street
Friend, NE 68359-0067
Monday, October 9, 2017 7:30 PM

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|---|---|
| Nate Klenke: | Absent |
| Paul Segner: | Present |
| Scott Spohn: | Present |
| Jamie Tuttle: | Present |
| Nancy Vossler: | Present |
| Scott Vyhnalek: | Present |

1. Call to Order and Roll Call

2. Notice of Open Meeting Act - Posted

3. Motion to excuse absent board members
Motion to approve absent board member, Nate Klenke. Passed with a motion by Scott Spohn and a second by Nancy Vossler.
Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0

4. Pledge of Allegiance

5. Approval of the agenda
Motion to approve agenda Passed with a motion by Paul Segner and a second by Jamie Tuttle.
Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0

6. Consent Agenda

6.1. Hold for discussion and for possible action approval of the following items:
Approve consent agenda as presented Passed with a motion by Nancy Vossler and a second by Scott Spohn.
Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0

6.1.1. Minutes of prior meeting(s)

6.1.2. Treasurer's report

6.1.3. Receipts

6.1.4. Expenditures

6.1.5. Claims for payment

7. Public Forum: Recognition of visitors, delegations, and reading of communications.

8. Reports

8.1. Committee:

8.1.1. Activities Committee report
Segner, Spohn, Klenke, Pfeiffer, and Kraus met with Exeter-Milligan's BOE representatives to discuss co-oping high school football for the next two years. They also discussed the possibility of sharing future resources if the opportunity would ever arise such as other sports and/or shared teachers. Both districts are not interested in any form of district consolidation and wish to remain self sufficient in that aspect.

8.2. Administration

8.2.1. Elementary Principal
Mrs. Dickinson's report included information on Parent Teacher Conferences, MAP testing, Veterans Day program, and numerous guidance activities made available to students: UNL college visit for all juniors and seniors, College Fair plans, and FAFSA. She will be attending several conferences and workshops in the coming month.

8.2.2. Secondary Principal
Mr. Dempsey's report included information on Homecoming, Red Ribbon Week, and several conferences he will be attending in the coming month.

8.2.3. Superintendent
REAP grant funds have been awarded for the 2017-18 school year. State Education Conference reservations have been confirmed.

9. Action Items

9.1. Approve two year cooperative agreement with Exeter-Milligan school in high school football.
Approve two year cooperative agreement with Exeter-Milligan in high school football for 2018-19 and 2019-20 school years. Passed with a motion by Scott Spohn and a second by Nancy Vossler.
Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0

9.2. Approve request by FEA to be recognized by the Board of Education as the exclusive bargaining agent for those certificated teachers for the 2019-2020 school year.
Approve request by FEA to be recognized by the Board of Education as the exclusive bargaining agent for those certificated teachers for the 2019-2020 school year. Passed with a motion by Nancy Vossler and a second by Jamie Tuttle.
Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0

9.3. Select a representative of the Friend Board of Education at the Nebraska Association of School Board's Delegate Assembly.

Motion to select Nancy J. Vossler as the representative of the Friend Board of Education at the Nebraska Association of School Boards' Delegate Assembly. Passed with a motion by Scott Spohn and a second by Jamie Tuttle.
Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0

10. Discussion Items
none

11. Adjournment- Next regularly scheduled Board Meeting is November 13, 2017 at 6:30 P.M.
Motion to adjourn at 7:45 pm Passed with a motion by Paul Segner and a second by Nancy Vossler.
Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0

Nancy J Vossler
Friend, Nebraska

| Receipts from J Oct. 31, 2017 | | Account #1925 | | |
|---|---|---|---|---|
| Date | From | Type | | Amount |
| General Fund | | | | |
| 10/3/2017 | Activity Fund | Reimburse VISA charges | | $398.48 |
| 10/5/2017 | Seward County | Treasurer's Disbursement | | $28,214.70 |
| 10/10/2017 | D. Kraus/eBay | Sale of old switches | | $1,688.98 |
| 10/11/2017 | REAP Grant | Misc. pay | | $5,556.02 |
| 10/12/2017 | Fillmore County | | | $541.50 |
| 10/23/2017 | HAL Grant | Payment | | $3,135.00 |
| 10/24/2017 | ESU 6 | Sub reimbursement | | $792.58 |
| 10/31/2017 | State of NE | State Aid payment | | $6,214.00 |
| | | | Total | $46,541.26 |
| QCPUF Checking | | Account #1970 | | |
| | | | Total | $0.00 |
| Special Building Fund Checking | | Account #2065 | | |
| 10/31/2017 | Savings | Checking | | $0.00 |
| | | | Total | $0.00 |
| General Fund Savings | | Account #9889 | | |
| 10/16/2017 | Saline county Taxes | | | $231,764.29 |
| 10/31/2017 | Interest Paid | | | $568.22 |
| | | | Total | $232,332.51 |
| Depreciation Fund Savings | | Account #9915 | | |
| 10/31/2017 | Interest | | | 76.85 |
| | | | Total | $76.85 |
| QCPUF Savings | | Account #9931 | | |
| 10/27/1902 | Citizens State Bank | Interest earned | | 10.36 |
| | | | Total | $10.36 |
| Special Building Fund Savings | | Account #9902 | | |
| 10/5/2017 | Seward County | Collection | | $954.19 |
| 10/12/2017 | Fillmore County | Deposit | | $15.02 |
| 10/16/2017 | Saline County | Deposit | | $7,588.17 |
| 10/31/2017 | | Interest Paid | | $711.03 |

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| | | Total | $ 9,268.41 |
| Bond Fund Savings | Account #5055 | | |
| 10/12/2017 | Fillmore County | | $52.73 |
| 10/16/2017 | Saline County | $ | 37,740.20 |
| 10/31/2017 | Interest Paid | $ | 94.89 |
| | | Total | $ 37,887.82 |

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## FRIEND PUBLIC SCHOOLS

**Board of Education - Payments to be Approved**
**11/13/2017**

### *Manual Checks/Funds Transfers done in October:*

**GENERAL FUND**

| | | | |
|---|---|---|---|
| Payroll Fund | October payroll | $ | 294,885.94 |
| Windstream | telephone | $ | 423.60 |
| Cash | quarters for bus wash | $ | 40.00 |
| Constellation | natural gas | $ | 145.20 |
| | | $ | 295,494.74 |

### *November Presentations:*

**SPECIAL BUILDING FUND**

| | | | |
|---|---|---|---|
| Drake Refrigeration | radiant heater - new garage | $ | 2,175.07 |
| | | $ | 2,175.07 |

**GENERAL FUND**

| | | | |
|---|---|---|---|
| Activity Fund | November support | $ | 2,000.00 |
| Beaver Hardware | supplies | $ | 52.93 |
| Black Hills Energy | natural gas | $ | 105.28 |
| Brett or Jill Speece | reimburse student transportation | $ | 235.97 |
| Cash-Wa Distributing | art supplies | $ | 24.50 |
| Central Nebraska Rehab | SPED services | $ | 6,076.85 |
| CGS Music | supplies & repairs | $ | 49.40 |
| Chris Nieveen | reimburse fees & USPS - sale of switches | $ | 340.49 |
| City of Friend | utilities | $ | 3,414.34 |
| Cornhusker Intl Trucks | repair parts - bus | $ | 5,179.21 |
| Crete Area Medical Center | OCC physicals - 2 | $ | 470.00 |
| Crete News | subscription | $ | 32.00 |
| Culligan | water softtener | $ | 49.00 |
| DAS State Acctg - State of Nebr | internet service - Sept | $ | 234.93 |
| Demco | library supplies | $ | 2,158.69 |
| Depreciaton Fund | 17-18 budgeted transfer | $ | 50,000.00 |
| Dickinson, Alyson | reimburse supplies | $ | 147.98 |
| Dietze Music | supplies | $ | 59.40 |
| Diversified Drug Testing | annual contract | $ | 50.00 |
| Egan Supply | janitorial | $ | 475.20 |
| Electronic Contracting | smoke detector | $ | 140.28 |
| ESU5 | Power School - hosting & license renewal | $ | 2,792.80 |
| ESU6 | SPED services, refund NWEA charges | $ | 181.36 |
| Farmers Coop | fuel | $ | 1,891.68 |
| Farmers Coop - Carquest | supplies | $ | 55.55 |
| Fluency Matters | Spanish supplies | $ | 155.00 |
| Harris School Solutions | supplies | $ | 67.80 |
| Hot Lunch Fund | November support, supplies | $ | 5,119.23 |
| Houlden, Margo | reimburse FCS groceries | $ | 31.18 |
| Jenn Nantkes | vision therapy | $ | 584.17 |
| Johnson Pharmacy | supplies | $ | 7.98 |
| Junior Library Guild | library books | $ | 2,826.70 |
| JWPepper | music | $ | 51.44 |

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| Kraus, David | reimburse cell phone | $ | 50.00 | |
| MailFinance | quarterly postage meter lease | $ | 474.00 | |
| Menard - North | supplies | $ | 66.29 | |
| Menards - South | supplies | $ | 450.34 | |
| Nebr Ag Educators Assn | workshop - Hauge | $ | 25.00 | |
| Nebr Assoc of School Boards | strategic planning, state ed conference | $ | 2,223.87 | |
| Nebr Center / Educ of Child Blind or Visua | vision assessment | $ | 156.00 | |
| Nebr Council of School Admin | workshops - Dickinson & Dempsey | $ | 650.00 | |
| Neofunds | refill postage meter | $ | 250.00 | |
| O'Keefe Elevator | monthly maint fee | $ | 203.08 | |
| Omaha Truck Center | repairs to _____ | $ | 815.10 | |
| Perry, Guthery, Haase & Gessford | legal fees | $ | 1,110.00 | |
| Postmaster - Friend | envelopes - 2 boxes | $ | 560.60 | |
| Presto-X | exterminator | $ | 189.00 | |
| PSAT | testing fees | $ | 240.00 | |
| Schiffern, Michelle | reimburse nursing supplies | $ | 61.05 | |
| Schrad, Kristen | reimburse mileage, meals to workshop | $ | 131.30 | *Title Accountability grant* |
| Seward County Independent | publish legals | $ | 56.03 | |
| Shred-it | paper shredding | $ | 77.81 | |
| Southeast Comm College | SENCAP tuition | $ | 1,046.22 | |
| USBank VISA | SuperSaver, DG, Greg, Caseys - FFA supplies | $ | 77.27 | *Activity Fund* |
| USBank VISA | DG, Sams - concessions | $ | 123.95 | *Activity Fund* |
| USBank VISA | DG - PTC meal for staff | $ | 19.25 | *Activity Fund* |
| USBank VISA | DG - Olive Garden gift card FCCLA | $ | 50.00 | *Activity Fund* |
| USBank VISA | NASSP NHS supplies | $ | 115.90 | *Activity Fund* |
| USBank VISA | Speedee Mart, Caseys - pizza for FB | $ | 201.61 | *Activity Fund* |
| USBank VISA | Walmart - supplies science | $ | 9.23 | |
| USBank VISA | Walmart,DC - FCS groceries | $ | 80.68 | |
| USBank VISA | NMEA - AllState Choir regist | $ | 120.00 | |
| USBank VISA | School Outfitters | $ | 66.26 | |
| USBank VISA | Mosyle Corp - software license fee | $ | 141.68 | |
| USBank VISA | Amazon - A&P textbook | $ | 29.99 | |
| USBank VISA | Dollar General - clng supplies | $ | 6.60 | |
| USBank VISA | Partstown - repair parts | $ | 24.11 | |
| USBank VISA | Midwest Symposium Behav Disord workshop | $ | 255.00 | |
| USBank VISA | Petes Pit, BWW, Mistys - super meals | $ | 87.75 | |
| USBank VISA | Phillips 66 - fuel for school van | $ | 29.70 | |
| USBank VISA | Hilton Garden Inn - conference | $ | 323.80 | |
| USBank VISA | Gaylord Palms Hotel - 1 night | $ | 248.57 | *HAL grant* |
| WageWorks | monthly admin fee | $ | 160.00 | |
| Walker Enterprises | choir dresses | $ | 115.95 | |
| Waste Connections | garbage service | $ | 808.44 | |
| Windstream | telephone | $ | 416.05 | |
| Young's Welding | shop supplies | $ | 185.25 | |
| | | $ | 97,594.07 | |

Negotiations Committee Meeting

The BOE negotiations committee and FEA negotiations committee met on Oct. 30th, 7:30pm in the media center. Those in attendance were Scott Spohn, Nate Klenke, Jamie Tuttle and David Kraus. The FEA representatives were Abby Brandt, Amanda Paredes, and Sadie Jones. The two committees met informally and the FEA shared ideas that came from a staff survey. Future dates were established for their next meetings.

**November 13th, 2017**

## Elementary Principal's Report

1. On Tuesday October 24th we had a NeSA celebration for two students in the elementary that received perfect scores in math last year. Congrats goes to Hunter Svehla and Jacob Weber.
2. All elementary evaluations are completed for certificated staff.
3. Our Veterans' Day program was held last Friday and was a big success.
4. Our College Fair is this Thursday for high school students. Go 2 College Campaign is going very well. Check out the banner next to the old gym.
5. Our elementary student council did a nice job with Red Ribbon Week.
6. Our elementary food drive for our local food pantry is going well. This is our yearly community service project.
7. I attended the Friend Foundation meeting on November 5th. They approved an additional 20 I-pads and cases for our elementary staff and students.
8. Attached is a new walkthrough evaluation form that was created by Mr. Dempsey and myself. It has been presented to staff. We will use this new form 2nd semester.
9. Mr. Dempsey and I have attended several workshops on School Improvement ideas.
10. Questions??? See other attachments.

**Alyson Dickinson – Elementary Principal**

**PRINCIPALS REPORT**
**FRIEND PUBLIC SCHOOLS**
**6:30 PM**
**November 13, 2017**

1. Most if not all of the School Improvement Team will be attending DATA Days at ESU-6 December 5. This will help us to organize and analyze the Data we will use in our School Improvement Process.

2. My last formal Observation of certified staff will be this coming Friday. I have and will continue to make daily informal walkthroughs in all certified teachers classrooms.

3. Mrs. Dickinson and I would like to use a Marzano checklist walkthrough form that she put together. We have asked teachers for their input at our last PLC. 4. Student Council did a great job promoting Red Ribbon Week. They lined up a speaker and delivered messages everyday about living a healthy drug free life.

5. I have been talking with Mr. Kraus and Mr. Nieveen about acquiring 20-25 more chrome books using grant money that might be available. The ones we have are being used all of the time and have allowed our staff to use more technology in the classroom.

6. Student Council has a lock-in scheduled for November 17, 7:30 PM to 1:30 AM. The students will register between 7:00-7:30 PM and at this time doors will be locked.

7. I attended the NE ED Tech Conference last week with Mrs. Dickinson and we came away with new information to make us more efficient as administrators. We were also able to gather new tech tools to help our staff as well. We hope to incorporate some of these items into our Teaming/PLC time next semester.

8. The first day for official winter sports practices was today. I will try and have participation numbers for you at the next board meeting.

9. Mrs. Dickinson has done a tremendous job once again putting together our Veteran's Day Program. The day was huge success and she deserves all of the credit.

Superintendent Report

E-M Coop update- The coop is complete for football and will approved by NSAA this month. The stuco members from each school met and brought their ideas to the table. Both schools voted during second period between three mascots. (Bobcats, Thunder, and Patriots) The Bobcats was selected with the colors black and silver. We will have further discussions in the future if other sports may want to coop.

State Conference update- We are staying at the Hampton and have reservations at Firebirds at 7:00pm. I did not make reservations for Thursday night as was wanting to see what the group wanted to do.

| Name | Wednesday Dinner | Thursday Dinner |
|---|---|---|
| David | 2 | 2 |
| Paul | 1 | 2 |
| Nate | 0 | 0 |
| Scott V | 1 | 1 |
| Scott S | 2 | 2 |
| Jamie | 0 | 1 |
| Nancy | 2 | 1 |
| | 8 | 9 |

Annual Report- I have the annual report completed but cannot share data yet as NeSA scores are still embargoed. I will place it on next month's agenda assuming data is released.

Foundation Meeting- Met on Nov. 5th and awarded two $500 college sophomore scholarships, purchased 20 Ipads with cases, funded 5 teacher mini-grants, and donated $1000 towards the STUCO lock in covering expenses for hypnotist. The Foundation is an integral part of our school system and needs to be recognized through its volunteer board and donors.

Administration

Evaluation Instrument of Superintendent

## I. EVALUATION PLAN

The following are steps recommended as an evaluation for the Superintendent of Schools.

1. Review of Performance Evaluation instrument by individual board members.

2. Completion of rating instrument by individual members.

3. Individual member consultation with Superintendent. (optional)

4. Compilation of ratings by Board President.

5. Meeting with Board members to review compiled ratings, identify strengths, areas for improvement, and superintendent's goals for current year.

6. Meeting with the Superintendent to review ratings, strengths, and areas for improvement.

7. Superintendent response to evaluation and revisions of goals for ensuing year.

8. Determination of salary and/or contract terms (as appropriate).

II. PERFORMANCE INSTRUMENT

| | Levels of Performance 4 | 3 | 2 | 1 | N/A |
|---|---|---|---|---|---|
| A. EDUCATIONAL LEADERSHIP | Exceeds Expectations | Meets Expectations | Needs Improvement | Does Not Meet Expectations | Not Applicable |
| 1. Administering the development and maintenance of an educational program designed to meet the needs of the community and to carry out policies of the Board of Education. | | | | | |
| 2. Overseeing the setting of educational goals of the district both annually and over a long-range period | | | | | |
| 3. Conducting a continuous evaluation of the development and needs of the school system, utilizing community, staff, and student input. | | | | | |
| 4. Evaluating all administrative personnel, in writing, on an annual basis. | | | | | |
| 5. Attending state, regional, and national conferences pertaining to the superintendent's duties, upon approval by the Board. | | | | | |
| 6. Initiating policy considerations to cover situations requiring discretionary action when the superintendent feels the circumstances necessitate a policy. | | | | | |
| 7. Being alert to advances and improvements in the educational process. | | | | | |

COMMENTS:

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B. STAFF RELATIONS

Levels of Performance

4 3 2 1 N/A

| | Exceeds Expectations | Meets Expectations | Needs Improvement | Does Not Meet Expectations | Not Applicable |
|---|---|---|---|---|---|
| 1. Providing the number and type of positions needed for the effective operation of the schools. | | | | | |
| 2. Nominating for appointment, assigning, and defining the duties of all personnel, subject to the approval of the Board. | | | | | |
| 3. Striving to create good morale among staff members, | | | | | |
| 4. Dealing with personnel matters on an impartial basis. | | | | | |
| 5. Recommending the dismissal of staff members for just cause. | | | | | |

COMMENTS:

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C. COMMUNITY LEADERSHIP

| | Levels of Performance | | | | |
|---|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | N/A |
| | Exceeds Expectations | Meets Expectations | Needs Improvement | Does Not Meet Expectations | Not Applicable |
| 1. Assuming a major responsibility of maintaining good human relationships among students, teachers, administrators, board members, parents, and the general public. The superintendent shall serve as a unifying force within the school district, striving at every opportunity to reconcile divergent viewpoints on behalf of what is best for students and what is best for public education. | | | | | |
| 2. Generating and coordinating a public relations program for the school system. | | | | | |
| 3. Serving as the educational spokesperson for the district in all matters, stressing the positive attributes of the district and the need for continued support for education | | | | | |
| 4. Establishing and maintaining a sound working relationship with the news media, utilizing any public service opportunities for the betterment of education within the community. | | | | | |
| 5. Maintaining in all departments and schools, a continuous study of the problems of the school as a basis for their being remediated. | | | | | |

COMMENTS:

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Levels of Performance

D. WORKING RELATIONSHIP WITH THE BOARD OF EDUCATION 4 3 2 1 N/A

| | Exceeds Expectations | Meets Expectations | Needs Improvement | Does Not Meet Expectations | Not Applicable |
|---|---|---|---|---|---|
| 1. Keeping the board informed, by frequent reporting, on the progress and conditions of the school and by keeping in continuous contact with the president of the Board of Education. | | | | | |
| 2. Attending and participating in all meetings of the board except when the superintendent's own position, salary, or tenure may be under consideration. | | | | | |
| 3. Preparing for each member of the board, before each board meeting, an agenda listing items to be considered. | | | | | |
| 4. Developing the necessary rules and regulations to effectively carry out board policy. Also, taking care of all other administrative duties not specifically covered in board policy. | | | | | |
| 5. Offering professional guidance, recommendation or assistance, when appropriate, when the board is making decisions. | | | | | |

COMMENTS:

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Levels of Performance

E. FINANCIAL DIRECTION 4 3 2 1 N/A

| Exceeds Expectations | Meets Expectations | Needs Improvement | Does Not Meet Expectations | Not Applicable |
|---|---|---|---|---|
| | | | | |
| | | | | |

1. Supervising the preparation of the annual budget and recommending it to the board at its regular meeting for budget approval and supervising the preparation for the public hearing on the budget in accordance with Nebraska statutes.

2. Directing the formulation of, or the revision of, salary schedules as a result of negotiations and making such recommendations to the board.

COMMENTS:

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F. MANAGEMENT OF FACILITIES GROUNDS AND EQUIPMENT

Levels of Performance

| 4 | 3 | 2 | 1 | N/A |
|---|---|---|---|---|
| Exceeds Expectations | Meets Expectations | Needs Improvement | Does Not Meet Expectations | Not Applicable |
| | | | | |
| | | | | |
| | | | | |

1. Serving as custodian of all property, real or personal, owned, leased or borrowed by the district; and lending, exchanging, transmitting or receiving such property only in accordance with approval of the board.

2. Assembling data for the recommended building program and acting as educational advisor to the architect in the preparation of all plans and specifications for the construction of all new buildings or modifications of existing buildings.

3. Recommending boundaries, and changes in boundaries, for the schools within the district.

COMMENTS:

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G. PERSONAL QUALITIES

Levels of Performance

4 3 2 1 N/A

| | Exceeds Expectations | Meets Expectations | Needs Improvement | Does Not Meet Expectations | Not Applicable |
|---|---|---|---|---|---|
| 1. Maintains high standards of ethics, honesty and integrity in all personal and professional matters. | | | | | |
| 2. Demonstrates his ability to work well with individuals and groups. | | | | | |
| 3. Possesses and maintains the health and energy necessary to meet the responsibility of his position. | | | | | |
| 4. Speaks well in front of large and small groups, expressing his ideas in a logical, forthright, and professional manner. | | | | | |
| 5. Maintains his professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting other superintendents. | | | | | |

COMMENTS:

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III. SUMMARY

What are the three strongest areas of the superintendent's performance during the past year?

1) _____

2) _____

3) _____

What are the three areas most in need of improvement during the coming year?

1) _____

2) _____

3) _____

_____ _____
Board President Signature Superintendent's Signature

_____ _____
Date Date

IV. SUPERINTENDENT RESPONSE TO EVALUATION. PRESENT/REVIEW, IF ANY, REVISIONS TO THE SUPERINTENDENT'S GOALS FOR THE ENSUING SCHOOL YEAR.