

# Board of Education Regular Meeting

Monday, August 8, 2022 8:00 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Mark Avery: Present  
Bryce Borchers: Present  
Doug Cast: Present  
Jodi Cast: Present  
Jason Richters: Present  
Doug Tonniges: Present

1. MEETING CALL TO ORDER	<b>Speaker (s) :</b> Board President
1.1. Reading of Public Meeting Notice	<b>Speaker (s) :</b> Board President
1.1.1. Open Meetings Act	<b>Speaker (s) :</b> Board President
1.2. Roll Call	<b>Speaker (s) :</b> President Richters
1.2.1. Action to Excuse Board Member(s) if Necessary	<b>Speaker (s) :</b> President Richters
1.3. Pledge of Allegiance	<b>Speaker (s) :</b> President Richters
1.4. Consent Agenda <b>Action(s) :</b> Motion to approve consent agenda removing minutes from last month's regular Board meeting. Passed with a motion by Doug Cast and a second by Mark Avery. <b>Voting Detail:</b> Mark Avery: Yea Bryce Borchers: Yea Doug Cast: Yea Jodi Cast: Yea Jason Richters: Yea Doug Tonniges: Yea  <b>Voting Summary:</b> Yea: 6, Nay: 0	<b>Speaker (s) :</b> President Richters
1.4.1. Consider Minutes of Previous Meeting and Their Approval <b>Action(s) :</b> Motion to Passed with a motion by Jason Richters and a second by Doug Tonniges. <b>Voting Detail:</b> Mark Avery: Yea Bryce Borchers: Yea Doug Cast: Yea Jodi Cast: Yea Jason Richters: Yea	<b>Speaker (s) :</b> Board President

Doug Tonniges: Yea

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

1.4.2. Consider General Fund and Activity Fund Bills and Their Approval **Speaker (s):** Board President

1.4.3. Consider Activity Accounts and Treasurer's Report **Speaker (s):** Board President

1.5. Public Forum **Speaker (s):** Board President

1.5.1. Public forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation. **Speaker (s):** Board President

2. **ACTION ITEMS** **Speaker (s):** Board President

2.1. REVIEW AND CONSIDER APPROVAL OF 2022-2023 ACTIVITIES BUDGET. **Speaker (s):** AP/AD WAGNER

**Action(s):**

Motion to approve the athletic budget as presented. Passed with a motion by Doug Tonniges and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce: Yea  
Borchers:  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason:  
Richters: Yea  
Doug Tonniges: Yea

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

2.2. CONSIDER APPROVAL OF SUPERINTENDENT EVALUATION INSTRUMENT **Speaker (s):** SUPT. FORD

**Action(s):**

Motion to approve the NASB Superintendent Evaluation Instrument for 2022-2023 Passed with a motion by Jodi Cast and a second by Doug Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce: Yea  
Borchers:  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason:  
Richters: Yea  
Doug Tonniges: Yea

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

2.3. REVIEW AND CONSIDER REVISING POLICIES 5045-STUDENT FEES AND 4056 STAFF RESIGNATION. **Speaker (s):** SUPT. FORD

**Action(s):**

Motion to revise and approve policies 5045 and

4056 as presented Passed with a motion by Doug Tonniges and a second by Bryce Borchers.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

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

2.4. REVIEW AND CONSIDER AMENDING 2022-2023  
NEGOTIATED AGREEMENT

**Speaker (s):** SUPT.  
FORD

**Action(s):**

Motion to amend the 2022-2023 Negotiated Agreement as presented Passed with a motion by Doug Cast and a second by Jodi Cast.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

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

3. **DISCUSSION ITEMS**

**Speaker (s):** Board  
President

3.1. BUDGET TIMELINE REVIEW

3.2. STAFF RECOGNITION

3.3. FFA TRIP REPORT

3.4. NASB DISTRICT MEETING PLANNING

**Speaker (s):** SUPT.  
FORD

3.5. ADMIN REPORT - INNOVATIVE SCHOOLS SUMMIT/ADMIN  
DAYS

3.6. STATE ASSESSMENT UPDATE

**Speaker (s):** SUPT.  
FORD

4. **ADJOURN**

**Speaker (s):** Board  
President

**Action(s):**

Motion to adjourn. Passed with a motion by Doug Cast and a second by Doug Tonniges.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Jodi Cast: Yea

Jason  
Richters: Yea  
Doug Tonniges: Yea

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

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Board Secretary

# CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue  
P. O. Box 187  
Utica, NE 68456-0187  
402-534-2321  
FAX 402-534-2291

Seth Ford  
Superintendent  
402-534-2291

Colin Bargaen  
H.S. Principal

Jenny Wagner  
Asst. Prin./A.D.

Brad Luce  
Elem. Principal

Cara Stoll  
Special Services

Zach Waller  
Counselor

Rochelle Geiger  
Elem. Counselor

**CENTENNIAL BOARD OF EDUCATION  
Special Hearing  
Parent and Guardian Involvement in Education Practices Policy  
July 11, 2022**

Notice of special meeting was published in the York News Times on June 30, 2022.

Meeting was called to order at 8:00 p.m. with all board members present. Administrators present were Mr. Ford and Mr. Luce. Jerry Garcia was a guest.

Acknowledged the purpose of the meeting was to invite public comments and suggestions for improvements to the Parent and Guardian Involvement in Education Practices Policy.

Motion made by Tonniges, seconded by J. Cast, to adjourn meeting. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Bryce Borchers, Secretary  
Centennial Board of Education

BB:mr

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**CENTENNIAL BOARD OF EDUCATION  
Special Hearing  
Student Fees Policy  
July 11, 2022**

Notice of special meeting was published in the York News Times on June 30, 2022.

Meeting was called to order at 8:05 p.m. with all board members present. Administrators present were Mr. Ford and Mr. Luce. Jerry Garcia was a guest.

Acknowledged the purpose of the meeting was to invite public comments and suggestions for improvements to the Student Fees Policy.

Motion made by Avery, seconded by Borchers to adjourn meeting. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Bryce Borchers, Secretary  
Centennial Board of Education

BB:mr

Seth Ford  
Superintendent  
402-534-2291

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H.S. Principal

Jenny Wagner  
Asst. Prin./A.D.

Brad Luce  
Elem. Principal

Cara Stoll  
Special Services

Zach Waller  
Counselor

Rochelle Geiger  
Elem. Counselor

CENTENNIAL BOARD OF EDUCATION  
REGULAR MEETING  
July 11, 2022

Notice of meeting was published in York News Times on June 30, 2022.

Meeting was called to order at 8:10 p.m. with all board members present. Administrators present were Mr. Ford and Mr. Luce. Jerry Garcia attended as a guest.

Motion made by J. Cast, seconded by D. Cast, to approve the consent agenda with the removal of the payment to K2 Construction listed in the bills. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by D.Cast, seconded by Tonniges, to approve the updated payment to K2 Construction. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by J.Cast , to appoint KSB Law Firm as the Legal Counsel for Centennial Public School for the 2022-2023 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by D. Cast, to approve the 2022-2023 teacher handbook. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by D. Cast to approve the 2022-2023 student handbooks as presented with recommended changes. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Borchers, to approve the Return to School Plan as presented for 2022-2023 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by D. Cast, to approve the 2022-2023 milk bid from Hiland Dairy as presented. Member polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Avery, to approve policy updates 2008, 2010, 3003.1, 3004.1, 3012, 3057, 4064 option 1, 5012 and 6021 as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by D. Cast, to approve the fuel bid from CVA less propane as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by J. Cast, to approve policies 5001, 5057, 5054 and 4031 with recommended changes. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Heard Superintendent report regarding professional development planning

Heard discussion to schedule budget work session

Motion made by Tonniges, seconded by D. Cast, to adjourn the meeting. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

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Bryce Borchers, Secretary  
Centennial Board of Education

BB:mr



# NASB STANDARD SUPERINTENDENT EVALUATION HANDBOOK

## THE NASB MISSION STATEMENT

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



## NASB BOARD LEADERSHIP TEAM MISSION

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

Marcia R. Herring, NASB Director of Board Leadership

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## NASB SUPERINTENDENT EVALUATION SYSTEM

The superintendent evaluation is one of the fundamental responsibilities of the school board. The intended purpose is to assess the superintendent in relation to performance-based standards that prove effective in relation to student learning. The superintendent should take the lead by conducting a self-assessment to aid in the development of goal setting, a professional development plan, and personal reflection of how he/she has demonstrated success in the performance of his/her duties.

The board and superintendent must exercise mutual understanding of the value and overall purpose of the evaluation process. Personalities and personal relationships must be removed from the process placing an emphasis on the professional attributes of the superintendent’s job performance. When effective and purposeful, a quality superintendent evaluation process will also aid in the development of mutual respect between the board-superintendent working relationship, benefit and clarify respective roles and responsibilities, create common understanding of the leadership qualities, and provide a mechanism for public accountability. Consequently, it is important to allow for flexibility in the process, remembering to differentiate between goals that can reasonably be expected to be achieved and goals that are subject to circumstances beyond the superintendent’s ability to control.

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The board through their governance role should accomplish the following objectives through the evaluation process:

- Clarify the superintendent’s role as defined by the board
  - Develop an appropriate working relationship between the board and superintendent
  - Support job performance improvement and development
  - Establish goals and objectives to align to the district goals, strategic plan, and vision of the district
- 

Strengthening the board-superintendent working relationship is vital to the continuing health and productive performance of the school district’s leadership team. The evaluation process is not an exercise that can be accomplished without design and purpose. The board and superintendent must be equally familiar with the process, adapt and apply the performance criteria to the expectations and responsibilities of the superintendent and the mission, vision, and goals for the school district. Therefore, it is important to understand the performance evaluation is an applicable method of communicating future expectations, not simply for reviewing past performance. A carefully administered evaluation reflects the record of the superintendent’s annual performance and provides a constructive accountability method for communication.

## SUPERINTENDENT EVALUATION OUTLINE

The Association recommends a defined course of action to ensure the board executes an effective and appropriate evaluation process.

### Designing an effective board process:

The board president will:

- ✓ Connect with NDE to verify the tool on record with the department  
Contact Dr. Micki Charf [micki.charf@nebraska.gov](mailto:micki.charf@nebraska.gov) or Mr. Todd Wolverton [todd.wolverton@nebraska.gov](mailto:todd.wolverton@nebraska.gov) at the Nebraska Department of Education to:
  - 1) Verify the superintendent evaluation on file with NDE, or
  - 2) Email a new superintendent evaluation to NDE requesting certification
- ✓ Request certification of the tool the board is adopting
- ✓ Upon receipt of certification place the new superintendent evaluation on the board meeting agenda for the board to officially adopt
- ✓ Forward a copy of the board meeting minutes to the contact who provided certification to validate the board's action to adopt
- ✓ Review and update a superintendent job description aligned to the evaluation instrument
- ✓ Review, update, and adopt the evaluation instrument periodically
- ✓ Consider board policy to determine if the evaluation is to be reviewed at a specific board meeting (i.e., November, December, etc.)
- ✓ Review the language of the superintendent contract to determine if the contract addresses superintendent evaluation
- ✓ Adopt an annual timeline to support board procedures for administering the superintendent evaluation according to policy and applicable contract language

### Administering the Superintendent Evaluation through the NASB Online Survey Service

The Association will:

- ✓ Distribute the superintendent evaluation on behalf of the board according to the timeline set forth
- ✓ Forward the superintendent link to complete a self-evaluation (this is typically a seven-day period)
- ✓ Compile the results of the self-evaluation and email a copy to each board member along with the link to the superintendent evaluation
- ✓ Distribute a link to all board members to complete evaluation (this is typically a ten-day period)
- ✓ Send reminders to board members who have not completed the assessment prior to the deadline
- ✓ Compile the results of the feedback provided by the board
- ✓ Develop an Executive Summary highlighting board strengths and areas of need

- ✓ Distribute the evaluation report and summary to the Board President either through email or the U.S. Postal Service.
- ✓ Provide follow-up call with Board President to discuss summary and explain best practice and protocols/procedures moving forward

Note: A sample report is included on page 21 of this handbook

Returning districts will be given a comparative Superintendent Evaluation report showing standard averages from the current year and the most recent assessment. This use of comparative data allows the board to establish progress on areas of growth and goals.

- ✓ Add superintendent evaluation to the regular board meeting agenda
- ✓ Remember, the superintendent evaluation summary is protected from the Open Meetings Law request as it is a personnel document
- ✓ Discuss the superintendent evaluation during a regular meeting of the board in open session unless otherwise guided
- ✓ Contact the school attorney to verify the need for a closed session to discuss the superintendent evaluation

*Note: It is the recommendation of the Association that the board conduct the superintendent evaluation in open session to ensure the board does not risk violating the Nebraska Open Meetings Law. The Association strongly advises the board president to contact the school attorney to ascertain his/her position with respect to the evaluation of the superintendent.*

- ✓ Celebrate the positive success derived under the leadership of the current superintendent
- ✓ Work collaboratively with the superintendent to define goals and expectations to align to the identified areas of growth

NASB recommends the board continually review and adopt a superintendent evaluation instrument that effectively identifies the district's achievement progress under the superintendent's leadership.

## NASB STANDARD SUPERINTENDENT EVALUATION INSTRUMENT

The superintendent's evaluation serves several functions. Most importantly, it will link the superintendent's assessment to the district's vision and goals by establishing a set of performance indicators for the superintendent. The effective evaluation process fosters communication and understanding between the board and superintendent, commends the superintendent for accomplishments, and documents decisions made regarding the superintendent's employment.

## **Standard I: Mission, Vision, & Goals**

*Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure the progress and success of student learning and achievement.*

Please indicate what you feel is the most accurate descriptor to the following statements.  
The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
I.a.	Works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals.						
I.b.	Assumes the key leadership role and responsibility for growth and improved student learning.						
I.c.	Seeks input from the board when appropriate.						
I.d.	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community) in the discussion of long-term plans and goals.						
I.e.	Effectively utilizes data to guide and monitor progress of district goals.						
I.f.	Implements and monitors progress of the district/strategic plan.						
I.g.	Identifies and proactively addresses potential barriers to ensure the success of the school district.						
	<p>Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• District strategic plan/district goals</li> <li>• Plan for implementing monitoring and reporting progress of strategic plan/district goals</li> <li>• School improvement plan (including updates/assessment of progress and modifications)</li> <li>• School improvement teams</li> <li>• Superintendent performance plan aligned with district priorities and indicators to measure progress and success</li> <li>• Student performance data</li> <li>• Engagement/communication plan</li> <li>• Meeting agendas/minutes</li> </ul>						
	If you were to suggest one improvement to Mission, Vision, and Goals for the upcoming year, what would it be?						



## **Standard II: Policy**

*Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.*

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
II.a.	Works with the board to review, update and adopt effective and purposeful district policy.						
II.b.	Governs consistently through board policy and administrative protocol and procedures.						
II.c.	Provides public access to district policy.						
II.d.	Ensures all handbooks are aligned to district policy.						
II.e.	Implements a policy to ensure curriculum is reviewed and aligned with current state standards.						
II.f.	Ensures student discipline is implemented with integrity and consistency.						
II.g.	Personnel policies are clear and implemented consistently.						
II.h.	Monitors administrators' implementation of policy and procedures.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> <li>• District adopted policy review process/calendar</li> <li>• Progress/updates of the board's work with policy</li> <li>• Policy committee minutes</li> <li>• Curriculum review policy</li> <li>• Meeting agendas/minutes</li> </ul>						
	If you were to suggest one improvement to Policy for the upcoming year, what would it be?						

*\*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

### **Standard III: Budget Planning & Management**

*Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility by allocating, using, and investing district resources to support effective instruction and improved student learning.*

Please indicate what you feel is the most accurate descriptor to the following statements.  
The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
III.a.	Upholds fiscal responsibility and accountability.						
III.b.	Leads a collaborative board and administrative budget planning process to align resources with the district mission, vision, and goals.						
III.c.	Utilizes data, research, and informed decision-making to support the allocation of district resources.						
III.d.	Updates board with historical and current budget data to monitor revenue and expenditures.						
III.e.	Ensures that the district completes an annual CPA audit and discloses findings to the finance committee/board.						
I.f.	Advocates for and pursues innovative solutions to improve and expand fiscal and human resources.						
II.g.	Ensures the maintenance and upkeep of facilities.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> <li>• Budget strategic/district goals</li> <li>• Professional development plan</li> <li>• Monthly budget reports</li> <li>• Quarterly expenditure updates</li> <li>• District audit</li> <li>• Management and use of alternative resources (i.e. ESU funding, all grant applications, etc.)</li> <li>• Five/Ten-year facility plan</li> <li>• Budget development calendar/board</li> <li>• Financial policies</li> <li>• Forecast financial data</li> </ul>						
	If you were to suggest one improvement to Budget Planning and Management for the upcoming year, what would it be?						

## Standard IV: Educational Leadership

*Standard Descriptor: The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success.*

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
IV.a.	Advocates for the learning needs of all students.						
IV.b.	Promotes a student-centered culture.						
IV.c.	Advocates for the engagement of parents/families as partners in the education of students.						
IV.d.	Ensures curricular and instructional decision-making is based upon current research, data, and best practice.						
IV.e.	Provides the time and resources to align curriculum vertically, horizontally, and to the state standards.						
IV.f.	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.						
IV.g.	Ensures the district-adopted instructional framework is implemented consistently.						
IV.h.	Integrates the district-adopted instructional framework into certificated staff evaluations.						
IV.i.	Advocates for curriculum and instruction that challenges each student.						
IV.j.	Optimizes alignment of resources, curriculum, and assessments to support student success.						
IV.k.	Provides integrated technology curriculum and resources.						
	<p>Provide evidence to support your choices above.  <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• District strategic plan/district goals</li> <li>• School improvement plan (including assessment of progress and modifications)</li> <li>• School improvement teams</li> <li>• District calendar</li> <li>• Curriculum review cycle plan and updated policy for curriculum and assessment review</li> <li>• Curriculum review committee minutes</li> <li>• Student performance data and goals</li> <li>• Data to support instruction strategies and student-centered initiatives</li> <li>• Curriculum/programs additions/modifications</li> <li>• Instructional model</li> </ul>						
	If you were to suggest one improvement to Educational Leadership for the upcoming year, what would it be?						

*\*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

## Standard V: Organizational & Cultural Leadership

*Standard Descriptor: The superintendent provides cultural leadership through accountability, inclusiveness, engagement, and advocacy for staff and students.*

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
V.a.	Contributes to a unified school environment of trust and respect among students, staff, families, and community members.						
V.b.	Develops, implements, and sustains a responsive district crisis and safety plan.						
V.c.	Commits to developing a high-performing leadership team.						
V.d.	Ensures a purposeful and equitable recruiting and hiring process.						
V.e.	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.						
V.f.	Promotes a culture of shared expectations and mutual accountability.						
V.g.	Provides leadership to support the health and well-being of staff and students.						
V.h.	Promotes an environment where differing opinions and backgrounds are welcomed and embraced among staff and students.						
	<p>Provide evidence to support your choices above.  <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• Conflict resolution process</li> <li>• Leadership development plan</li> <li>• Professional development plan</li> <li>• Crisis and safety plan</li> <li>• Executive summary of the safety audit</li> <li>• Hiring protocols and procedures</li> <li>• Evidence to validate engagement of parents/families</li> <li>• Diversity, equity, and inclusion initiatives</li> <li>• Personnel policies</li> </ul>						
	If you were to suggest one improvement to Organizational and Cultural Leadership for the upcoming year, what would it be?						

## Standard VI: Community Relations

*Standard Descriptor: The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.*

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
VI.a.	Establishes a visible presence in the district and community.						
VI.b.	Regularly attends and participates in school activities, events, and programs.						
VI.c.	Interacts and expresses genuine interest in building a connection with students.						
VI.d.	Develops collaborative partnerships to foster support for the school district.						
VI.e.	Effectively communicates key public information in a timely manner.						
VI.f.	Promotes a positive image of the district.						
VI.g.	Understands and is respectful of the political, economic, and social aspects of the community.						
VI.h.	Seeks a positive relationship with parents and community members.						
VI.i.	Engages special interest groups to work collaboratively to address concerns and opinions that may present conflict.						
	<p>Provide evidence to support your choices above.  <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• Community engagement summary/report</li> <li>• District partnerships and initiatives established to provide resources and support</li> <li>• Partnership support received through the district foundation, scholarships, grant monies, etc.</li> <li>• Inter-local agreements</li> <li>• District annual report</li> <li>• Communications designed by and distributed to generate support of the district</li> <li>• Membership and participation with civic, community and state organizations</li> <li>• Meeting invitations/agendas</li> </ul>						
	If you were to suggest one improvement to Community Relations for the upcoming year, what would it be?						

## **Standard VII: Professional Leadership**

*The superintendent models and demonstrates professional leadership, ethics, and a commitment to growth and improved instruction and learning for staff and students.*

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
VII.a.	Models positive and professional leadership based upon ethics, trust, integrity, and respect.						
VII.b.	Addresses concerns and opinions with respect and confidence.						
VII.c.	Provides professional development for you to fulfill your responsibilities and grow in your position.						
VII.d.	Provides an effective evaluation process with constructive feedback.						
VII.e.	Exemplifies a life-long learning model to grow personal and professional knowledge.						
VII.f.	Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.						
VII.g.	Establishes clear and consistent expectations for staff.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> <li>• Memberships</li> <li>• Professional development activities (including, but not limited to conferences, workshops, committee work, studies, research, and published works)</li> <li>• Educational growth plan (professional goals and development)</li> <li>• Leadership team development plan</li> <li>• District staff professional development plan</li> </ul>						
	If you were to suggest one improvement to Professional Leadership for the upcoming year, what would it be?						

*\*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

## **Standard VIII: Board-Superintendent Relations**

*The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.*

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent	Good	Average	Fair	Poor	Unsure
VIII.a.	Maintains an appropriate and professional relationship with the board.						
VIII.b.	Keeps all board members informed with consistent and open communication.						
VIII.c.	Demonstrates support and respect for the board and refrains from public criticism of the board.						
VIII.d.	Demonstrates collaborative problem solving and decision-making.						
VIII.e.	Supports board committee work as part of effective board decision-making.						
VIII.f.	Collaboratively supports or opposes, local, state and/or federal legislation impacting the district.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> <li>• Superintendent performance plan/goals</li> <li>• Board committee minutes</li> <li>• Communication plan</li> <li>• Board development plan</li> <li>• Board policies</li> <li>• Meeting agendas/minutes</li> <li>• Retreat agendas/minutes</li> </ul>						
	If you were to suggest one improvement to Board-Superintendent Relations for the upcoming year, what would it be?						

## **Standard IX: Strategic Planning**

*The superintendent collaborates with the board to implement and monitor progress of the strategic plan.*

Please provide evidence to support the superintendent's leadership in strategic planning.

		Excellent	Good	Average	Fair	Poor	Unsure
IX.a.	What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?						
IX.b.	When is the superintendent reviewing the progress/success of the strategic plan with the board?						
IX.c.	How and where is the superintendent documenting the progress and success of the strategic plan priorities?						
IX.d.	Is the superintendent aligning the budget and district resources to ensure the success of the strategic plan priorities?						
IX.e.	How has the implementation of the strategic plan altered the focus of the superintendent and his/her engagement with the board?						
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> <li>• Superintendent performance plan/goals</li> <li>• NASB Strategic Plan Progress Analysis Reports</li> <li>• Board committee minutes</li> <li>• Communication plan</li> <li>• Board development plan</li> <li>• Board policies</li> <li>• Meeting agendas/minutes</li> <li>• Retreat agendas/minutes</li> </ul>						
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?						

## NASB STANDARD SUPERINTENDENT JOB DESCRIPTION

The superintendent's job description identifies the essential tasks that are assigned and expected of the district leader. The job description may also identify reporting relationships, describe required and desirable qualifications. The board and superintendent are collectively responsible for developing and maintaining an accurate and current job description to support the superintendent. The duties should be appropriate to the position and leadership responsibilities and aligned to the accountability defined in the evaluation instrument.

### Overview of the Position of Superintendent

The Superintendent of Schools reports directly to the board and holds all staff accountable. The superintendent promotes leadership to ensure the district provides the best possible educational programs and services for all students at the school district. To lead, guide, direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and community.

### Performance Responsibilities:

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

### Job Requirements:

- A. Education Specialist Degree or Doctorate
- B. Nebraska Administrative and Supervisory Certificate
- C. Experience (as defined by the Board)

### Reports to:

The Superintendent of Schools reports directly to the Board and may delegate specific powers or duties to assistants or subordinates, while maintaining final responsibility and actions taken.

### Job Responsibilities:

The Superintendent is the chief executive officer of the school district and serves in both a leadership and management role. The Superintendent may delegate performance of management; however, the Superintendent will maintain final responsibility for actions taken.

### Standard I: Mission, Vision, and Goals

The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure the progress and success of student learning and achievement.

### Performance Indicators:

- A. Develops, implements, and monitors plans for accomplishing the district mission, vision, and goals

- B. Engages internal and external stakeholders in the educational vision and priorities of the district
- C. Reviews the progress of the School Improvement Plan
- D. Leads the board in the development of a vision to support goals and long-range decision-making
- E. Provides and advocates for decision-making based upon data and best practice in allocation of district resources
- F. Plans, formulates, recommends, and advises the board concerning various issues, trends, concerns, and/or any legislation that may impact the district’s mission or strategic plans

**Standard II: Policy**

The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

Performance Indicators:

- A. Provides guidance to the board in the development of policy, adoption, and revisions
- B. Implements administrative protocol and procedures via effective and purposeful board policy
- C. Provides public access to district policy and ensures all handbooks aligned to board policy
- D. Ensures and monitors administrators in providing procedural enforcement and regulation
- E. Conducts all meetings of the board in accordance with the Nebraska Open Meetings Law
- F. Conducts all school business and decision-making within the parameters of NDE Rules and Regulations, state and federal laws, and board policy
- G. Files all reports required by state or federal law/regulations

**Standard III: Budget Planning and Management**

The superintendent provides organizational leadership district-wide to ensure fiscal responsibility by allocating, using, and investing district resources to support effective instruction and improved student learning.

Performance Indicators:

- A. Educates and engages the board in discussion of the development of the budget, acting in accordance with rules and regulations, statute, and policy
- B. Leads budget planning process including forecasting potential revenue, expenditures, and needs to align with available resources and district mission, vision, and goals
- C. Establishes and maintains efficient procedures and effective controls for operations and all expenditures
- D. Administers the adopted budget in accordance with legal requirements and board policy
- E. Remains accountable to the board for utilization of fiscal and human resources
- F. Provides effective financial forecasting and long and short-term financial planning to support decision-making

- G. Ensures the upkeep and maintenance of all facilities, and in collaboration with the board, plans for long-range facilities maintenance and upkeep
- H. Ensures completion of an annual CPA audit in accordance with law, board policy, and prompt disclosure of findings to board and/or finance committee

#### **Standard IV: Educational Leadership**

The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current and/or applicable curriculum/ assessments to support student success.

Performance Indicators:

- A. Assumes the key educational leadership role by promoting a culture centered around students, curriculum, and instruction to meet the needs of all students
- B. Promotes the engagement of parents and families as partners in the education of students
- C. Considers methods to advance programs and services to address the needs of the district
- D. Validates district is in compliance with NDE Accreditation requirements
- E. Informs the board of AQuESTT status for each building and the school district
- F. Ensures alignment of curriculum vertically, horizontally, and to the state standards and consistent implementation of the district-adopted instructional framework
- G. Integrates the district-adopted instructional framework into certificated staff evaluations
- H. Provides comprehensive coursework and opportunities to ensure college/career readiness for every student
- I. Optimizes alignment of resources, curriculum, and assessments to support student success

#### **Standard V: Organizational and Cultural Leadership**

The superintendent provides cultural leadership through accountability, inclusiveness, engagement and advocacy for staff and students.

Performance Indicators:

- A. Promotes a healthy environment advocating for diversity, equity, and inclusion initiatives for staff and students
- B. Creates a respectful culture of shared expectations, mutual accountabilities, and constructive feedback
- C. Develops a high-performing leadership team and conducts purposeful and equitable recruiting and hiring processes
- D. Resolves conflict and addresses social-emotional matters in a purposeful and timely manner
- E. Coordinates a responsive district crisis and safety plan

### **Standard VI: Community Relations**

The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members and business leaders.

Performance Indicators:

- A. Represents the school district through effective public relations and engagement
- B. Develops and sustains purposeful community partners to support the educational needs of the district
- C. Establishes a visible presence and positive relationships with board members, parents, students, and community members
- D. Expresses genuine interest in building a connection with students and regularly attends and participates in school activities, events, and programs

### **Standard VII: Professional Leadership**

The superintendent models and demonstrates professional leadership, ethics, and a commitment to growth and improved instruction and learning for staff and students.

Performance Indicators:

- A. Delegates duties as appropriate, with the knowledge of final responsibilities for action taken
- B. Models ethical leadership in word and deed that is based upon integrity, trust, and respect
- C. Conducts staff observations and evaluations per board policy and legal requirements, ensures that evaluations are completed by other district staff as assigned, improvement plans are implemented as the need is identified
- D. Affords opportunities for staff to participate in professional development
- E. Demonstrates a personal and professional commitment to life-long learning knowledge of current evidence-based practices, trends to support effective instruction and learning
- F. Assigns conditions of employment for staff in the best interest of the district and educational programs provided for students
- G. Participates, as deemed appropriate by the board, in negotiations with recognized employee bargaining groups

### **Standard VIII: Board-Superintendent Relations**

The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

Performance Indicators:

- A. Serves as the educational leader of the school district
- B. Assists the board in fulfilling their proper roles, responsibilities, and duties in an effective manner
- C. Coordinates the work of the board through collaborative problem-solving and decision-making

- D. Demonstrates support and respect for the board and board committee work
- E. Prepares for board adoption and distribution to the public an annual report as prescribed by law
- F. Maintains an appropriate and professional relationship with the board
- G. Provides the board with facts, information, data, and recommendation for action to support informed decision-making
- H. Ensures all board members are informed with timely, consistent, and open communication

**Standard IX. Strategic Plan**

The superintendent collaborates with the board to implement and monitor the progress of the strategic plan.

Performance Indicators:

- A. Provides evidence to validate the progress of the strategic plan priorities
- B. Reviews the progress and success of the strategic plan with the board
- C. Documents the progress and success of the strategic plan priorities
- D. Aligns the budget and district resources to the identified needs and priorities within the strategic plan
- E. Utilizes the strategic plan to support board discussion and engagement

# NASB STANDARD SUPERINTENDENT EVALUATION SAMPLE REPORT:

## Nebraskaland Public Schools

### Superintendent Evaluation

Spring 2022

Superintendent

John Smith

Board of Education

John Doe, President

David Hart

Leslie Johnson

Jane Miller

Joseph Smith

Karen Swanson



#### Board Evaluation Standard Averages

*(listed highest to lowest)*

Standard VI: Community Relations	5.24
Standard II: Policy	5.14
Standard VIII: Board-Superintendent Relations	5.13
Standard IV: Educational Leadership	5.10
Standard V: Organizational & Cultural Leadership	5.09
Standard VII: Professional Leadership	5.08
Standard III: Budget Planning & Management	4.99
Standard I: Mission, Vision, & Goals	4.96

#### Self-Evaluation Standard Averages

*(listed highest to lowest)*

Standard VIII: Board-Superintendent Relations	4.83
Standard I: Mission, Vision, & Goals	4.71
Standard III: Budget Planning & Management	4.57
Standard V: Organizational & Cultural Leadership	4.50
Standard VI: Community Relations	4.44
Standard II: Policy	4.40
Standard VII: Professional Leadership	4.16
Standard IV: Educational Leadership	3.90

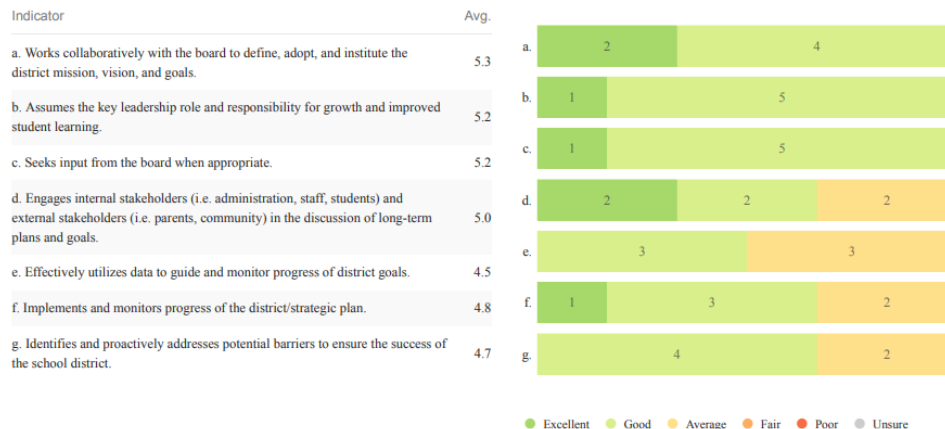
*Averages range from 1.00-6.00 with averages closer to 6.00 indicating strengths and averages closer to 1.00 indicating areas for growth.*

## Standard I: Mission, Vision, & Goals

*Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure the progress and success of student learning and achievement.*

**Please indicate what you feel is the most accurate descriptor to the following statements.**

The Superintendent . . .



*Values are as follows:* Excellent: 6    Good: 5    Average: 4    Fair: 2    Poor: 1    Unsure: 3

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## Standard I: Mission, Vision, & Goals

**Provide evidence to support your choices above.**

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Elit dapibus felis temporibus elementum tortor lacus viverra. Magnis vehicula duis eget.

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**If you were to suggest one improvement to Mission, Vision, & Goals for the upcoming year, what would it be?**

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## FOLLOWING THE SUPERINTENDENT EVALUATION, THE SUPERINTENDENT AND BOARD WILL:

- Adopt a timeline and develop goals to address the improvement and growth of the superintendent's performance in the identified areas as set forth in the evaluation summary
- At the conclusion of the evaluation process, it is important that all board members return their individual copies of the evaluation and the executive summary to the Board President for appropriate and secure disposal
- The Superintendent and Board President will sign one copy and that official copy will be placed in the superintendent's personnel file.
- Schedule and advertise a board work session to review the results of the assessment
- Discuss the success of the board and consider areas of growth
- Establish goals to address areas of growth, define performance indicators to measure progress, and set timelines to review, update and amend goals as progress is realized

Or,

Request support of the NASB Board Leadership team to facilitate a board retreat to lead the board through the review of the Board Self-Assessment Summary and establish board goals.

If the board would value additional support from the NASB Board Leadership Department to facilitate the development of goals, a board retreat will be scheduled and the fee for the evaluation will be waived. A board retreat fee will be assessed plus reasonable travel expenses.

## **DRAFT – 5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

#### **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such

equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

### **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

### **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

### **5. Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$20 per device. This covers future repairs up to \$20 and participants pay 50% of all repair/replacements costs in excess of the \$20 fee.

### **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and

clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Future Business Leaders of America: \$25
- Cheer & Dance Team, Flag Corps:
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$250
- Football: \$0
  - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$0
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$0
  - Students must provide their own shoes, gloves, and undergarments
- Cross Country, Volleyball, Basketball, Wrestling and Track: \$0
  - Students must provide their own shoes and undergarments
- Future Farmers of America: \$100
  - Students must purchase their own jackets and pay dues
- FCCLA: \$25

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **8. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$500.

## **9. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$0.10 per page for reproduction of student records.

## **10. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- **Breakfast Program – Grades K-8**
  - Regular Price \$2.10
  - Reduced Price \$0.30

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- **Breakfast Program – Grades 9-12**
  - Regular Price \$2.10
  - Reduced Price \$0.30

- **Lunch Program – Grades K-8**

- Regular Price \$2.90
- Reduced Price \$0.40

▪ Lunch Program – Grades 9-12

- Regular Price \$3.00
- Reduced Price \$0.40

### **11. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250.

### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

### **D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

### **E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

## **F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund raising activity was meant to defray.

## **G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 7/10/2017

Revised on: 8/8/2022

Reviewed on: 5/9/2022

**4056**  
**Resignation of Certificated Staff**

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements.

Staff members who submit their resignations to the board of education by June 1st will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: 4/10/2017

Revised on: \_\_\_\_\_

Reviewed on: 3/14/2022