

MINUTES OF THE REGULAR MONTHLY MEETING OF THE BOARD OF
EDUCATION OF ALMA PUBLIC SCHOOLS

A meeting of the Alma Public Schools Board of Education was convened in open and public session on Monday, February 13, 2017, at 7:00 PM at The Library at Alma Public Schools 515 Jewell Street

Alma, NE 68920. The roll was called and the following Board members were present or absent: **Present:** Allen Brugh, Brett Hammond, Jerry Kovarik, Scott Prickett, Janna Tripe, Lori Tripe. Present: 6..

Notice of the meeting was given in advance by publication and/or posted in accordance with the Board approved method for giving notice of meetings. Notice of this meeting and hearing were given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

A motion was made by Allen Brugh and seconded by Brett Hammond to approve the consent agenda. After discussion and on roll call vote the Board voted as follows: Passed. Allen Brugh: Yea, Brett Hammond: Yea, Jerry Kovarik: Yea, Scott Prickett: Yea, Janna Tripe: Yea, Lori Tripe: Yea
Yea: 6, Nay: 0

DATED Monday, February 13, 2017

HARLAN COUNTY SCHOOL DISTRICT #2,

a/k/a ALMA PUBLIC SCHOOLS

eMeeting Subscribers,

We have found a bug in the eMeetings system that exists when board members are added or deleted to in the eMeetings portal. If your district has added in new board members or deleted board members, please reset/refresh the display for voting in the meetings that have already been created. If you do not reset/refresh the voting order, it will still show the past board members and not show the new board members. Follow the steps below to reset the voting order for **future** meetings that were previously created. ***You do not have to do this for meetings you create after the board members are added in the system. This is only for meetings created prior to changing the board members.***

Updating Attendance

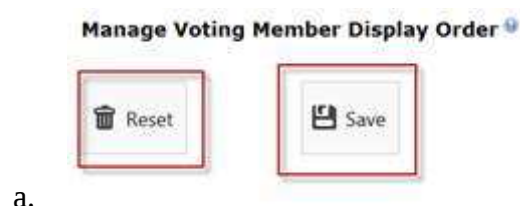
1. Open the meeting and do the following
2. Click on Take Attendance



3. Click on Change Voting Member Display Order



4. Click on Reset and Save.



Before deleting anything in a meeting print a copy of your minutes for the meeting.

Please follow the next steps if your district has already had a meeting with the new board members added, the meeting was created prior to switching the board members in the system,

and the board members are not showing up correctly in the minutes on actions and attendance. If this is happening, it is due to the bug and the actions and attendance will need to be removed. Once the actions have been removed you can reset/refresh the attendance. After reset/refresh you can retake the attendance and re-enter the actions. ***Print off a copy of the minutes before deleting the attendance and actions.*** Please follow the instructions below.

Deleting Actions

1. Delete out the old Action Item
 - a. Click 'Edit' on your action item.

Motion Passed:



i.

- b. Click on 'Delete Action'



i.

2. Re-enter Action Item as your district normally would with the updated board member(s) information now included.
3. After removing the actions, you will want to follow the instructions above for updating attendance.
4. Redo the actions that were delete with the correct board members listed.