POLICY REFERENCE MANUAL

(All Section 200 Policies approved 4/13/16)

Section 200

School Board

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205.08	1	Board Policy and Temporary Waivers of NDE Rules (revised 8/20/20)
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POWERS AND RESPONSIBILITIES OF THE BOARD

This is a mandatory policy. All powers of the board lie in its action as a group.
Individual board members exercise authority only as they vote at a legal meeting of the
board and when the board has lawfully delegated authority to them.

The board of the __Elgin School District____#18___ School District, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

The board is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty, and evaluative duty.

As a representative of the citizens of the school district, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. All references to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy. The board may enter into certain contracts as permitted by law for periods not to exceed four years.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and associated support services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy for the school district.

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File: 201.01 Page 2 of 2

Legal Reference:

Neb. Statute 79-261 to 263

79-501 to 524

79-734

NDE Rule 10.004.01

Cross Reference

102 Educational Philosophy of the District

104 Educational and Operational Planning

205 School Board Policy Process

301.03 Succession of Authority to the Superintendent

601 Goals and Objectives of Instructional Plan

AUTHORITY OF THE BOARD

Members of the Board have authority only when acting as a board legally in session. The Board shall not be bound in any way by any action or statements on the part of an individual board member except when such statements of action are in pursuance of specific instructions from the Board. No board member as an individual shall, by virtue of office, exercise any administrative responsibility with respect to the schools, or, as an individual, command the services of any school employee.

File: 201.01.2 Page 1 of 3

BOARD OF EDUCATION / JOB DESCRIPTION

Job Description:

Provide leadership to ensure the district provides the best possible educational programs and services for all students of the school district. Ensure that the district's vision, mission, and goals for improvement are reviewed and updated regularly and that they are consistently reflected in the leadership team's decisions. Establish policies consistent with the district's vision, mission, goals, as well as all applicable laws, rule, and regulations. Hire the superintendent and utilize a fair and comprehensive process of evaluation to hold him/her accountable for all facets of district performance.

Job Requirements:

Registered voter in the school district

Reports to:

Community

Supervises:

Superintendent

Performance Responsibilities:

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

Board Relations / Superintendent

- A. Hire and evaluate the Superintendent.
- B. Recognizes the superintendent and board must work collaboratively to function effectively as a leadership team, while maintaining careful recognition of appropriate roles and responsibilities.
- C. Review and update annually the superintendent job description and evaluation instrument to reflect the role of the Superintendent.
- D. Support and facilitate the work of the Superintendent.
- E. Maintain open and appropriate communication with the Superintendent.
- F. Ensure Board policy provides clear direction to the Superintendent and district staff.
- G. Ensure complete compliance with all state/federal laws/regulations and Board policy.
- H. Communicate critical issues to the Superintendent in a timely and appropriate fashion.
- I. Ensure that all meetings are scheduled, posted, and conducted in accordance with the Nebraska Open Meetings Act.
- J. Respect the administration's recommendations regarding staff and student disciplinary issues, taking action only as required by policy and applicable law.
- K. Refer the media and other groups to the designated spokesperson (board chair) to speak on board issues.

Policy

- A. Ensure the policies/procedures/operational protocol/administrative guidelines and school law regulations are carried out and promote a safe, respectful, and healthy school environment.
- B. Utilize a defined process to review and revise policy.

File: 201.01.2 Page 2 of 3

C. Ensure board and administrative input when designing new policy.

Leadership

- A. Ensure the district mission and vision statement guide the Board's decision making.
- B. Implement the district's vision, mission, and goals collaboratively with the leadership of the superintendent and administrators.
- C. Adopt annually the School Improvement Plan and review periodic progress reports.
- D. Collaborate with the superintendent and administrative team to annually develop short and longrange goals for the school district.
- E. Adopt an Annual Calendar to include: regular goal updates, policy review/adoption, budget management, student achievement data, legally required board actions, school improvement updates, staff/student presentations, committee reports, superintendent evaluation, and NASB activities.
- F. Utilize the AIM document to ensure financial and academic accountability to support student achievement.

School Finance Planning/Management

- A. Work collaboratively with the superintendent and administration throughout the budget planning process to ensure that the final budget reflects student achievement priorities.
- B. Participate in a series of budget related workshops to educate and sustain support for the development (needs and priorities) and funding of the budget.
- C. Establish and provide expectations for the oversight of all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws and regulations.
- D. Review and adopt the district annual audit report.
- E. Take action related to expenditures and/or the need to depart from the board-adopted budget/policy related to any and all financial matters.

Curriculum and Instruction

- A. Monitor student achievement outcomes and hold the superintendent accountable for established student achievement benchmarks.
- B. Utilize the Annual Board Calendar to ensure updates of the educational advancement of the school district.
- C. Review and adopt the educational programs of the school district.
- D. Communicate effectively with the community regarding the district's educational programs.

Staff Development

- A. Foster an environment that encourages continuous learning and improvement for the board, district staff and administrators.
- B. Review and adopt an effective system of staff development focused on improving the educational and operational programs of the district.
- C. Provide policy parameters to ensure staff development is planned and consistent with the district goals and financial resources.

Communication

- A. Approve the district's Annual Report to be distributed to district patrons.
- B. Ensure the Superintendent distributes appropriate and timely communication to all staff members following all board meetings.

File: 201.01.2 Page **3** of **3**

District/Community Relations

- A. In cooperation with the superintendent, establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community.
- B. Provide for continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes.
- C. Consider the needs and perspectives of various community groups.
- D. Understand and uphold the proper chain of command.
- E. Establish a working relationship with local, state and national government officials to ensure open lines of communication and engagement regarding educational and school district operational issues.

Personnel Management

- A. Establish policy standards to ensure a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants.
- B. Ensure the administration develops and maintains job descriptions for all staff, subject to board review and approval.
- C. Participate in negotiations with recognized employee bargaining groups.
- D. Ensure an employee grievance policy is in place outlining the employee grievance s or problems in accordance to Board policy, collective bargaining agreements, and/or process.
- E. Adopt personnel policies for non-certificated staff members.
- F. Adopt policy to ensure administrators maintain an effective and appropriate evaluation instrument that addresses clear performance standards for all certificated and non-certificated staff.
- G. In accordance with state statute conduct appropriate Superintendent evaluation utilizing an appropriate evaluation instrument addressing clear performance standards and goals.

Organizational Management

- A. Ensure the Superintendent files all reports required by state or federal law/regulations.
- B. Monitor the superintendent's performance and contractual obligations.

District Facilities Management

- A. Study and develop district learning facilities to support student achievement.
- B. Collaborate with the Superintendent to implement short and long-term maintenance plans for building and grounds, delegating duties, as appropriate.
- C. Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district.
- D. Develop and adopt policies governing the use and care of district facilities and property.
- E. Authorize the sale of surplus property.

Approved: May 2011

File: 201.02 Page 1 of 1

BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS

The biennial school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least three board members are elected at each general election. Members of the board will be elected (at large; by ward or district).

If a vacancy occurs on the board it may be filled within 45 days by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference:

Neb. Statute 32-501 et seq.

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File: 201.03 Page 1 of 1

QUALIFICATIONS

The last paragraph states the legal requirements to run for the school board. An eligible elector need not be registered to vote but only must be eligible to register to vote. Also, a spouse of an employee may run for the board.

Serving on the school board is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Persons wanting to run for a position on the board must be a resident of the school district, an eligible elector of the district and free from a financial conflict of interest with the position. No member of a school board may be employed as a teacher by the school district on which board he or she serves.

Legal Reference:

Neb. Statute 79-543, 544

Cross Reference:

201.01 Board Powers and Responsibilities

201.06 Vacancies

202.02 Board Member Conflict of Interest

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File: 201.04 Page 1 of 1

OATH OF OFFICE

Taking the oath of office is required by law.

Board members are officials of the state. As a public official, each board member must pledge to uphold the Nebraska and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly elected school board member shall be given the following oath of office at the first meeting attended as an elected member prior to taking any action as a school official

official. The superintendent s				
United States and the foreign and domestic; take this obligation freevasion; and that I will of the Sch best of my ability. As member of any politic government of the Unduring such time as I of any political party	constitution of the State of Nebraska, against all enemies, is that I will bear true faith and allegiance to the same; that I will bear true faith and allegiance to the same; that I will bear true faith and allegiance to the same; that I will bear true faith and allegiance to the same; that I will bear true faith and allegiance to the same; that I faithfully and impartially perform the duties of the office mool District Board of Education according to law, and to the not I do further swear that I do not advocate, nor am I a cal party or organization that advocates the overthrow of the nited States or of this state by force or violence; and that am in this position I will not advocate nor become a member or organization that advocates the overthrow of the nited States or of this state by force or violence. So help me			
Legal Reference:	Neb. Statute 11-101			
Cross Reference:	101 Legal Status of the School District 201.01 Board Powers and Responsibilities 201.02 Board Membership - Elections/Appointment 202.01 Board Member Code of Ethics			
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File: 201.05 Page 1 of 1

TERM OF OFFICE

Board members nominated by primary election and elected by general election will serve for four years. Board members appointed to fill a vacant position will serve for the remainder of the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference:

Neb. Statute 32-543, 570

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VACANCIES

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to elect at an election when there is no incumbent to continue in office until his or her successor is elected and qualified, failure to reside in the school district or a continuous absence from the district of more than 60 days, absence from more than 2 consecutive regular board meetings unless excused by a majority of the remaining members of the board, death of the incumbent, a court order declaring the seat vacant, conviction of a felony, or any public offense in violation of the oath of office.

The resignation of a member or any other reason for a vacancy shall be made a part of the minutes of the school board. The board shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term in writing to the election commissioner or county clerk, and by a notice published in a newspaper of general circulation in the school district.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference:

Neb. Statute 32-560 et seq.

32-1308

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BOARD MEMBER CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position. Each board member shall follow the code of ethics stated in this policy. AS A SCHOOL BOARD MEMBER:

- 1. I will listen.
- 2. I will respect the opinion of others.
- 3. I will recognize the integrity of my predecessors and associates and the merit of their work.
- 4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
- 5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- 6. I will vote for a closed session of the Board if the situation requires it, but I will consider "secret" sessions of board members unethical.
- 7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- 8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- 9. I will recognize that authority rests with the board in legal session and not with individual members of the Board, except as authorized by law.
- 10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- 11. I will express my honest and most thoughtful opinions frankly in board meetings in n effort to have decisions made for the best interests of the children and the education program.
- 12. I will insist that the members of the Board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
- 13. I will abide by majority decisions of the Board.
- 14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
- 15. I will not discuss the confidential business of the Board in my home, on the street or in my office; the place for such discussion is the board meeting.
- 16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

- 1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
- 2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
- 3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
- 4. I will attempt to procure adequate financial support for the school district.

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- 5. I will represent the entire school district rather than individual electors, patrons or groups.
- 6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:

- 1. I will function in meeting the legal responsibility that is mine, as part of a legislative policy-forming body, not as an administrative officer.
- 2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
- I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
- 4. I will recognize the superintendent as executive officer of the Board.
- 5. I will work through the administrative employees of the board, not over or around them.
- 6. I will expect the superintendent to keep the Board adequately informed through oral and written reports.
- 7. I will vote to hire employees only after the recommendation of the superintendent has been received.
- 8. I will insist that contracts be equally binding on teachers and board.
- 9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
- 10. I will give the superintendent friendly counsel and advice.
- 11. I will present any personal criticism of employees to the superintendent.
- 12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS:

- 1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
- 2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
- 3. I will not recommend an employee for a position in another school district unless I would employ the individual under similar circumstances.
- 4. I will answer all inquiries about the standing and ability of an employee to the best knowledge and judgment, with complete frankness.
- I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference:

Neb. Statute 79-526

Approved:

February 5, 2003

Revised:

April 2009

File: 202.02 Page 1 of 3

BOARD MEMBER CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. Board members are not allowed to receive per diem reimbursement.

There is no absolute statutory prohibition on the employment of a spouse of a board member but statutes do set some conditions on the employment of family members such as ability to perform the duties of the position. If the board chooses to prohibit the hiring of a spouse of a board member, language should be inserted into the policy stating "it shall be a conflict of interest for the board to hire the spouse of a board member or do business with the spouse of a board member during the term of the board member." The board may also choose to exercise its discretion regarding the hiring of immediate family members other than the spouse of a board member.

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

No voting board member may have an interest in any contract to which the district, or anyone for its benefit, is party. The prohibition applies when the board member or the board member's immediate family is a partner, director, officer, or is a stockholder of closed corporation stock worth one thousand dollars or more at fair market value or which represents more than a five per cent equity interest, or is a stockholder of publicly traded stock worth ten thousand dollars or more at fair market value or which represents more than ten percent equity interest. An individual who occupies a confidential professional relationship protected by law is exempt from this policy. This policy does not apply to publicly traded stock under a trading account.

The above prohibition does not apply if the voting board member:

- Supplies a written statement describing the matter up for decision and the nature
 of the conflict to the Nebraska Accountability and Disclosure Commission and to
 the board secretary. The secretary shall enter the statement onto the public
 records of the district.
- 2. The board member must take such action as the Commission advises to remove himself or herself from influence over the decision.

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3. Does not vote on the matter of granting the contract, except if the number of members of the board declaring an interest in the contract would prevent the board, with all members present, from securing a quorum on the issue, then all members may vote on the matter and this action will be reported to the commission; and

4. Does not act for the district to inspect, supervise or determine the performance of contracts under which he or she has an interest.

A board member who is an employee of a business involved in a contract with the district and who has no ownership interest or will receive no direct fee or commission shall not be deemed to have an interest within the meaning of this policy. The receiving of deposits, cashing of checks and buying and selling of warrants and bonds of indebtedness of any school district by a financial institution will not be considered an interest in the contract under this policy.

If a board member's immediate family member is an employee of the school district, the member may vote on all issues of the contract which are generally applicable to all employees or all employees within a classification and do not single out his or her family member for special action.

Any contract entered into with an interested board member shall be subject to applicable competitive bidding requirements and shall be fair and reasonable to the school district.

A voting board member or district employee may employ, recommend the employment of, or supervise the employment of an immediate family member if he or she does not abuse his or her official position and makes a full disclosure of the relationship to the board and a written disclosure of the relationship to the board secretary. No board member or administrator shall employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment. The family member must be qualified for, able to perform, and required to perform the duties of the position. The family member must not be paid an unreasonably high salary. No existing employee may be terminated for the purpose of making a position available to such a family member.

Any newly elected or appointed board member or administrator shall make a full disclosure of any immediate family member employed in a position subject to this policy as soon as reasonably possible after the date of taking office.

No board member or district employee shall use their position or any confidential information received through their position to obtain financial gain, other than compensation provided by law, for himself or herself, an immediate family member, or a business with which the individual is associated. No board member shall use or authorize the use of personnel, property, resources or funds under his or her official care for the

File: 202.02 Page 3 of 3

purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage or defeat of a ballot question.

The superintendent shall keep a record for the district for every contract entered into by the district in which a board member has an interest. This information shall be kept for five years from the date of the board member's last day in office and will include the following:

- 1. Names of contracting parties;
- 2. The nature of the interest of the board member in question;
- 3. The date that the contract was approved by the district;
- 4. The amount of the contract; and
- 5. Basic terms of the contract.

The record kept by the superintendent shall be available for public inspection during the normal working hours of the superintendent's office.

All board members and district employees are responsible for obeying all final rulings or appeals of the Accountability and Disclosure Commission. If a case is contested before the Commission by the district, the superintendent shall ensure that the district is represented at the hearing. If a case is contested by a board member, that member shall be responsible for his/her own representation and shall be responsible for any Commission fines or penalties.

An open account established by the district with a business in which a board member has an interest, shall be deemed a contract subject to the provisions of this policy. The superintendent shall maintain a running account of all amounts purchased in open accounts.

Contracts involving one hundred dollars or less in which a board member may have an interest are excluded from the provisions of this policy.

Legal Reference: Nebraska Statute 4

Nebraska Statute 49-1493 to 14,103.7

Cross Reference: 201 Legal Status of the School Board

202.01 Board Member Code of Ethics

206.04 Board Member Compensation and Expenses

402.04 Nepotism

NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION

11th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522

BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3

POTENTIAL CONFLICT OF INTEREST STATEMENT

POSTMARK DATE	
MICROFILM NUMBER	

NADC FORM C-2A

(Village, City, School Officials Except Omaha and Lincoln Officials)

OFFICE USE ONLY						

- An official of a village or city holding elective office or an official of a school district holding elective office must file this form if he or she has a potential conflict of interest.
- Officials of the cities of Lincoln and Omaha holding elective office with a potential conflict of interest should not use this form. Use Form C-2.
- This form should be filed with the person who normally keeps records for the school district, city or village. There is no requirement to file this form with the Nebraska Accountability and Disclosure Commission.
- Persons who fail to disclose a potential conflict of interest or who otherwise do not comply with the law are subject to penalties.

ITEM 1	NAME, ADDRESS AND TELEP	PHONE NUMBER			
Name Last Address	First N	Middle Tiddle	elephone No.		
	STREET ADDRESS OR RURAL ROUTE		City	STATE	ZIP CODE
/ΓΕΜ 2	TITLE, AGENCY (City, Village,	School), ADDRES	SS AND PHONE		
Your Title _		Agenc	у		
Agency Addre	ess				
Agency Phone	e				
ITEM 3 DE	SCRIBE POTENTIAL CONFLICT	T OF INTEREST I	N DETAIL (Use Ite	m 6 Continuatior	i, if necessary)
Date action is	to be taken or decision is to be ma	ade:		Since the last control of	_
Description of	Potential Conflict:				
to.					
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ITEM 4	PERSONS WHO MAY RECEI	VE FINANCIAL BENE	FIT OR DETRIMENT		
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Busine	Business With Which You				
Are As	sociated (See Definitions)				
			NAME OF BUSINESS		
ITEM 5	NATURE OF FINANCIAL RE	NEELT OD DETDIMEN	IT		
ITEM 5	NATURE OF FINANCIAL BE	NETH OR DETRIME	(1		
ITEM 6	CONTINUATION			Male Control of Landing	有数据制制机
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SIGNATUR	RE)		(DATE)		

General Information - Filing Requirements

I. What is a Potential Conflict of Interest? - A public official has a potential conflict of interest if he or she is faced with king an official action or making an official decision which may result in a financial benefit or a financial detriment to the public official; a member of his or her immediate family; or a business with which he or she is associated. The financial effect of the action or decision must be distinguishable from the financial effect on the general public or a broad segment of it.

II. Who Must File:

- A. An official of a city or village holding elective office who has a potential conflict of interest. An official of the cities of Lincoln or Omaha holding elective office who has a potential conflict of interest should not file this form, but instead should use Form C-2.
- An official of a school district holding elective office who has a potential conflict of interest.
- C. An elective office is a public office normally filled by an election. A person appointed to fill a vacancy in a public office normally filled by election holds an elective office.

III. When and Where to File:

A. This form should be filed as soon as the person holding elective office is aware that he or she may have a potential conflict of interest and prior to the time that the action is to be taken or the decision made.

- B. This form should be filed with the person who normally keeps records for the governing body of the official holding elective office. For example, the person who keeps records for a city or village may be the city clerk or village clerk. This form does not need to be filed with the Commission.
- C. The person filing the form should abstain from participating in or voting on the matter in which he or she has a potential conflict of interest. However, if the person wants an opinion from the Commission as to whether he or she has an actual conflict of interest requiring abstention or non-participation, he or she may send a copy of the form to the Commission along with request for an opinion.

Disclosure of Contractual Interests by Local Officers. If you are a local elected official disclosing an interest in a contract or an open account in which a local governing body on which you serve is a party, use NADC Form C-3, Contractual Interest Statement.

Disclosure of the Employment of Immediate Family Members. If you are disclosing the employment of an immediate family member, use NADC Form C-4, Employment of Immediate Family Members Disclosure Statement.

Definitions

Immediate family shall mean a child residing in your household, your spouse or an individual claimed by you or your spouse as a dependent for federal income tax purposes.

Business shall mean any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity, or entity. NOTE: The definition includes for profit and non-profit entities.

Business with which you are associated shall mean a business: (1) of which you are the sole proprietor; (2) or in which you are a partner, director, or officer; (3) or in which you or a member of your immediate family is a stockholder of closed corporation stock worth \$1,000 or more at fair market value or which represents more than a 5 percent equity interest, or is a stockholder of publicly traded stock worth \$10,000 or more at fair market value or which represents more than a 10 percent equity interest.

Elective office shall mean a public office filled by an election, except for federal offices. A person who is appointed to fill a vacancy in a public office which is ordinarily elective holds an elective office.

Person means a business, individual, proprietorship, firm partnership, joint venture, syndicate, business trust, labor organization, company, corporation, association, committee, or any other organization or group of persons acting jointly.

Statutory Authority: Section 49-1499.03 Revised Statutes of Nebraska.

NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION

11th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522

BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3

EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS DISCLOSURE STATEMENT

POSTMARK DATE	
MICROFILM NUMBER	

OFFICE USE ONLY

NADC FORM C-4

- Public officials and employees employing, recommending employment, or supervising the employment of an immediate family member must disclose the employment either in writing or on the record to the governing body employing the immediate family member.
- File this form or other written disclosure with the person in charge of keeping records for the governing body employing the immediate family member.
- Person who fail to disclose the employment of immediate family members or who otherwise do not comply with the law are subject to penalties.

law are	subject to penalties.					
ITEM 1		AND TELEPHONE NU	MBER OF PUBLIC C	OFFICIAL O	R PUBLIC	EMPLOYEE
Name	st First	Middle	Telephone No.			
Address	STREET ADDRESS OR F	RURAL ROUTE	City		STATE	ZIP CODE
TEM 2		ON, ADDRESS, TELE	PHONE, TERM OF O	FFICE		
Office or F	osition:		Tern	m:		
Identify Ci	ty, County, District, or Sta	te Agency:		V		
Address:			Т	Гelephone		
ITEM 3	MEMBER OF YOUR IM EMPLOYMENT, OR SU	MEDIATE FAMILY WI	HOM YOU INTEND TO 5 CONTINUATION, IF	O EMPLOY f necessary	, RECOMM)	IEND FOR
ITEM 3 A. Name	EMPLOYMENT, OR SU	IMEDIATE FAMILY WI IPERVISE (Use ITEM :	HOM YOU INTEND TO SECONTINUATION, if	f necessary	, RECOMM)	IEND FOR
	EMPLOYMENT, OR SU	JPERVISE (Use ITEM :	Relationship Employer	f necessary)	STATE AGENCY)
A. Name	EMPLOYMENT, OR SU	JPERVISE (Use ITEM :	Relationship Employer	ry, county, c)	
A. Name Position	EMPLOYMENT, OR SU	JPERVISE (Use ITEM :	Relationship Employer (IDENTIFY CIT Relationship Employer	f necessary O FY, COUNTY, E) DISTRICT OR	STATE AGENCY)
A. Name Position B. Name	EMPLOYMENT, OR SU	JPERVISE (Use ITEM :	Relationship Employer (IDENTIFY CIT Relationship Employer	ry, COUNTY, E) DISTRICT OR	
A. Name Position B. Name Position	EMPLOYMENT, OR SU	JPERVISE (Use ITEM :	Employer (IDENTIFY CIT Relationship Employer (IDENTIFY CIT Relationship Employer (IDENTIFY CIT Relationship Employer	ry, COUNTY, E	DISTRICT OR	STATE AGENCY)

ITEM 4 FOR NEWLY ELECTED OR APPOINTED PUBLIC	C OFFICIALS AND EMPLOYEES
ist members of your immediate family who were employed but hid are now employed or supervised by you.	pefore your election or appointment, or prior to July 17, 1986
A. Name	Relationship
Position	Employer
Date Hired	(IDENTIFY CITY, COUNTY, DISTRICT OR STATE AGENCY)
B. Name	Relationship
Position	Employer Color of Col
Date Hired	(IDENTIFY CITY, COUNTY, DISTRICT OR STATE AGENCY)
ITEM 5 CONTINUATION	
(Signature)	(Date)

General Information - Filing Requirements

A public official or public employee may employ, recommend the employment of, or supervise the employment of an imediate family member if:

- 1) he or she does not abuse his or her official position; and
- makes a written disclosure with the person in charge of keeping records for the governing body or a disclosure on the record to the governing body; and
- 3) he or she has first made a reasonable solicitation and consideration of applications for such employment:

NOTE: Examples of abuse of one's position could include, but are not limited to, (1) providing an unreasonably high salary, (2) not requiring the employee to actually perform the duties of his or her position, (3) terminating another employee to make a position available for an immediate family member, (4) hiring an immediate family member who is not qualified to hold the position.

I. Who Must File:

- A. Public officials and employees employing, recommending employment, or supervising the employment of an immediate family member must make a disclosure to the person in charge of keeping records for the governing body of the entity. Where applicable the disclosure may be made on the record to the governing body of the entity in lieu of a written disclosure.
- B. Public officials and employees who currently employ or supervise an immediate family member(s) employed prior to the election or appointment of the public official or public employee or prior to July 17, 1986.

II. When to File:

A. Public officials and employees must file prior to employing, recommending employment, or supervising the employment of an immediate family member. B. Newly elected or appointed public officials or employees shall file prior to or as soon as reasonably possible after the official date of taking office.

III. Where to File:

This form or other written disclosure should be filed with the person in charge of keeping records for the governing body of the entity served. (i.e., state officials and employees file with the head of their agency or department; officials and employees of public power districts file with the district office; county officials and employees file with the county clerk; city of village officials or employees file with the city or village clerk; officials and employees of natural resource districts file with the office of the district manager; school district officials and employees file with the district superintendent or secretary of the school board. Disclosure need not be made to the Nebraska Accountability and Disclosure Commission.

Disclosure of Contractual Interests by Local Officers. If you are disclosing an interest in a contract to which a local governing body on which you serve is a party, use NADC Form C-3, Contractual Interest Statement.

Disclosure of Potential Conflict of Interest by State Executive Branch Officials, Employees, and Others Required to file Statements of Financial Interests. If you are disclosing a potential conflict of interest under section 49-1499 of the Accountability Act, use NADC Form C-2, Potential Conflict of Interest Statement.

Definitions

Governing body means the village board of a village, the city council of a city, the board of commissioners or board of supervisors of a county, the board of directors of a public power district, or any body with the ultimate power to determine the entity's policies and control its activities.

Immediate Family Member means a child residing in an individual's household, a spouse of an individual, or an individual claimed by the public official or employee or his or her spouse as a dependent for federal income tax purposes.

Public employee means an employee of the state or a political subdivision thereof.

Public official shall mean an official in the executive branch, an official in the legislative branch, or an elected or appointed official in the judicial branch of the state government or a olitical subdivision thereof; any elected or appointed members of a governing body of a state institution of high education.

Official in the executive branch means an official holding a state executive office as provided in Article IV, Constitution of Nebraska, including Governor, Lieutenant Governor, Secretary of State, Auditor of Public Accounts, State Treasurer, Attorney General, Tax Commissioner, the heads of such other executive departments as set forth in the Constitution or as may be established by law, a deputy thereto, or a member of any state board or commission.

Official in the legislative branch means a member or member-elect of the Legislature, a member of an official body established by and responsible to the Legislature, or employee thereof other than an individual employed by the state in a clerical or nonpolicymaking capacity.

Statutory Authority: Section 49-1499.01 Revised Statutes of Nebraska.

NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION 11th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522

BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3

CONTRACTUAL **INTEREST STATEMENT**

NADC FORM C-3

OFFICE USE ONLY

A local officer with an interest in any contract to which his or her governing body or anyone for its benefit is a party must disclose the interest on the record of the governing body responsible for approving the contract, or in writing by filing this form. File with the person charged with keeping records for the governing body involved in the contract prior to official consideration of the contract.

 Persons who fail to disclose their interests or otherwise do not comply with the law are subject to penalties. 						
ITEM 1	YOUR NAME ADDRES					
Name			Telephone No.			
Last	First	Middle				
Address _	STREET ADDRESS OR RUR	AL ROUTE	City		STATE	ZIP CODE
ITEM 2	OFFICE OR POSITION					
	C. AIGE SICE CONTON	,	_,			
Office or Positi	ion:		Term	n:		
Name of City,	County, District, Village,	ata:				
Address			P	hone		
- Address						
ITEM 3 CC	NTRACT IN WHICH YO	OU HAVE AN INTER	EST			
A. Names of C	Contracting Parties:					
B. Body Which	n Will Consider the Contr					
	r Consideration:					
D. Subject Ma	tter and Basic Terms:					
	-					

ITEM 4	NATURE AND EXTENT OF YOUR INTEREST IN THE CONTRACT AND AMOUNT OF CONTRACT (Use
	ITEM 5, CONTINUATION, if necessary)
)	
ITEM 5	CONTINUATION
)	
7	
(Signature	(Date)

General Information - Filing Requirements

I. Who Must File:

A local officer with an interest in a contract to which his or her governing body or anyone for its benefit is a party must disclose the interest on the record of the body responsible for approving the contract, or in writing by filling this form.

II When to File:

An officer must declare his or her interest in a contract and the nature and extent of the interest **prior** to official consideration of the contract. The information concerning the contract listed in ITEM 3 of this form must be provided to the person in charge of keeping records of the governing body within 10 days after the contract is signed by both parties.

III. Where to File:

File with the person charged with keeping records for the governing body involved in the contract. For example, members of a County Board of Commissioners file with the County Clerk.

Disclosure of Potential Conflict of Interest by State Executive Branch Officials, Employees, and Others required to file Statements of Financial Interest. If you are disclosing a potential conflict of interest under section 49-1499 of the Accountability Act, use NADC Form C-2, Potential Conflict of Interest Statement.

Pisclosure of the Employment of Immediate Family lembers. If you are disclosing the employment of an immediate family member, use NADC Form C-4, Employment of Immediate Family Members Disclosure Statement.

Officer means a member of the board of directors of a natural resources district, a member of any board or commission of any county, school district, city or village which spends and administers its own funds, who is dealing with a contract made by such board or commission, and any elected county, school district, educational service unit, city, or village official, and a member of any board of directors or trustees of a district hospital as provided by the Nebraska Local hospital District Act or a county hospital as provided by sections 23-343 to 23-343.19. Officer shall **not** mean volunteer firefighters or ambulance drivers with respect to their duties as firefighters or ambulance drivers.

Governing Body means the board of directors of a natural resources district, the board of supervisors or the board of commissioners of any county, a school district board, the board of an educational service unit, the city council of a city, the village board of a village, the board of directors or trustees of a district hospital as provided by the Nebraska Local Hospital District Act, sections 23-343.20 to 23-343.47, or a county hospital as provided by sections 23-343 to 23-343.19, or any board or commission of any county, school district, city or village which spends and administers its own funds.

An officer has an **interest** in a contract when the officer or his or her spouse, parent, or child: (a) has a business association as defined in sections 49-1408 and 49-14,103.01(5) with the business involved in the contract, or (b) will receive a direct pecuniary fee or commission as a result of the contract. An officer interested in a contract with his or her governing body may not: (1) vote on the matter of granting the contract, or (2) act for the governing body as to inspection or performance under the contract.

An open account established for the benefit of any governing body with a business in which an officer has an interest is considered a contract subject to disclosure requirements.

For purposes of contractual interest conflicts, as covered by section 49-14,103.01, ownership of less than five percent of the outstanding shares of a corporation shall not constitute an interest subject to disclosure.

Receiving deposits, cashing checks, and buying and selling warrants and bonds of indebtedness of a governing body by a financial institution is **not** considered a contract.

Any governing body as defined below may prohibit officers from having an interest in contracts over a specific dollar amount. A governing body may also exempt from disclosure requirements contracts for one hundred dollars or less in which an officer of the body has an interest.

Definitions

Business means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, activity or entity.

Business with which you are associated means a business: (1) in which you are a partner, director or officer; or (2) in which you or a member of your immediate family is a stockholder of closed corporation stock worth \$1,000 or more at fair market value or which represents more than a 5 percent equity interest, or is a stockholder of publicly traded stock worth \$10,000 or more at fair market value or which represents more than a 10 percent equity interest.

For purposes of contractual interest conflicts, as covered by section 49-14,103.01, ownership of less than five percent of the outstanding shares of a corporation shall not constitute an interest subject to disclosure.

Statutory Authority: Section 49-14,103.01 R.S. Supp., 1987, and sections 49-14,103.02 to 49-14,103.07 R.S. Supp., 1986.

File: 202.04 Page 1 of 2

ETHICS VIOLATIONS

This is an optional policy. Many ethical violations do not constitute an actual violation of law but may still have serious consequences. Board members are elected to their positions and cannot be removed from the board by other members. As an employee of the board of education, the superintendent should not be called upon to discipline an individual member of the board.

The board believes serious violations of its Code of Ethics by members of the board may be extremely damaging to the school district's reputation or to its ability to function effectively. The board of education bears sole responsibility for remediation and may take the following steps whenever a majority of the board has expressed its concerns about a violation of ethics to the officers:

- 1. The board as a whole will review its adopted Code of Ethics during a regularly scheduled meeting or work session and use that opportunity to discuss the consequences of ethics violations.
- 2. One member of the board—preferably the board president—will visit informally with the identified member, identifying the specific instances in which that person has behaved unethically and describing the negative impact of those actions on his or her fellow board members or on the school as a whole. Alternatively, the board as a whole will go into executive session during a regular meeting to confront the individual's unethical behavior and to discuss the negative impact.
- 3. The board may invite its attorney to participate in an executive session to explain the potential legal ramifications that may arise from certain violations such as disclosing confidential information to the public.
- 4. The board may make a motion to "censure" the individual for his or her unethical behavior. Because the board's motions are published as part of the minutes, the motion for censure should specifically identify the Code of Ethics violations and the negative impact on the effectiveness of the board or the district. In this way, the board is able to alert the community to the fact that an individual member of the board is not properly fulfilling the responsibilities for which he or she was elected.
- 5. In order to assure responsible school leadership, board members may actively recruit competent individuals to run for election to board service. Board members shall not utilize any district resources in the effort, but may legally recruit and campaign for others to run for the board of education.

Approved	Reviewed	Revised	
11			

File: 202.04 Page 2 of 2

Legal Reference:

Neb. Statute 79-526

Cross Reference:

102 Educational Philosophy of the District201.01 Board Powers and Responsibilities

202.01 Board Member Code of Ethics

1001 Principles and Objectives for Community Relations

File: 203.01 Page 1 of 1

BOARD ORGANIZATIONAL MEETING

An annual organizational board meeting shall be held at which all newly elected board members will assume their duties and take the oath of office. At the annual meeting, the board shall appoint all necessary board officers and committees for a term of one year or until the election of their successors.

The superintendent shall assume chairmanship of the meeting for the purpose of electing a board president. Ballots for officers may be cast in secret but the total vote for each candidate shall be recorded by the secretary.

• If a tie occurs in selecting a President and it is not broken after three ballots, the highest returning officer from the previous board in order of President, Vice President, Secretary, and Treasurer shall assume the position of President until or unless a different board member is chosen as Board President at some future date. A vote of the board will then officially confirm the selection of the President under this method.

The board shall also appoint the superintendent or another qualified employee as the district's Non-discrimination Compliance Coordinator for the year to meet federal Equal Employment Opportunity requirements.

The board shall pass a resolution for re-adoption of all existing policies, regulations, and handbooks for the governance of the district.

Legal Reference:

Neb. Statute 79-724

84-712

84-1413

Cross Reference:

201.01 Board Powers and Responsibilities

201.02 Board Membership - Elections/Appointment

Approved	Reviewed	Revised	
TIPPIOTOG	10,10,100	11000	

File: 203.02 Page 1 of 2

PRESIDENT (Class II, III, IV, V and VI)

If another method for electing the board president is used, that method should be outlined in this policy as well as Policy 203.01. This policy reflects the legal responsibilities of the board president. By law, the board President must be elected annually.

It shall be the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president shall set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board shall be elected by a majority vote at the organizational meeting each year to serve a one year term of office.

The president, in addition to presiding at the board meetings, shall take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. However, before making or seconding a motion the board president shall turn over control of the meeting to either the vice president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president shall consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, shall sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

It is the responsibility of the president to appoint all committees whose appointment is not otherwise determined.

Legal Reference:

Neb. Statute 79-564

79-566 to 574

Cross Reference:

201.01 Board Powers and Responsibilities

File: 203.02 Page 2 of 2

Approved _____ Reviewed ____ Revised ____

VICE PRESIDENT

If the board president is unable or unwilling to carry out the duties required, it shall be the responsibility of the vice president of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice president shall serve as president for the balance of the president's term of office, and a new vice president shall be elected.

The vice president of the board shall be elected by a majority vote at the organizational meeting each year to serve a one-year term of office.

The vice president shall accept control of the meeting from the president when the president wishes to make or second a motion. The vice president shall take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference:

Nebraska Statute 79-564 79-567 to 569 79-593

File: 203.04 Page 1 of 1

SECRETARY

It shall be the responsibility of the Board to annually elect a board secretary.

A board secretary may be elected from employees, from the public or from among board members at the annual board organizational meeting.

It shall be the responsibility of the board secretary to keep complete minutes of special and regular board meetings. The superintendent shall send the secretary's minutes and a list of approved claims to the paper to be published. The superintendent is responsible for filing all required reports with the Nebraska Department of Education. The superintendent shall cause the annual school census to be conducted. The secretary shall sign the census and all other required reports before filing by the superintendent.

Legal Reference: Nebraska Statute 79-528

79-564

79-576 to 580

Approved: January 2004

Revised: April 2009

File: 203.05 Page 1 of 1

TREASURER

It shall be the responsibility of the Board to annually elect a board treasurer.

It shall be the responsibility of the treasurer to receive the funds collected for the district by the county treasurer, to pay out the funds for expenses approved by the Board. The Superintendent shall cause the following actions to be performed: to maintain accurate accounting records for each fund, to manage district's investments for the maximum benefit to the district, to report monthly and annually the status of all district funds and investments, and to file required reports with the appropriate state agencies and other entities.

Upon a motion approving the financial report at a board meeting, the treasurer shall initial such report in ink other than black. The report shall then become a part of the permanent record.

If the treasurer is unable or unwell to carry out the duties required, it shall be the responsibility of the superintendent (or other person designated by board policy) to carry out the duties of the treasurer.

The treasurer shall give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Nebraska Statute 79-586 to 590

Approved: January 2004

Revised: April, 2009

File: 203.06 Page 1 of 2

BOARD COMMITTEES

Committees will be appointed by the president of the board. These committees are created for specific tasks of seeking information or investigation and will report back to the board for its consideration and action. Committee action is advisory only. Each committee will have a chairperson appointed by the president. In addition to appointing the three members to the Committee on American Civics at the annual board organizational meeting in January for one year, the board may wish to appoint additional committees on topics such as

- a. curriculum, instruction and assessment,
- b. personnel and community relations,
- c. facilities and finance,
- d. technology and equipment,
- e. transportation,
- f. negotiations, and
- g. policy.

The Committee on American Civics shall:

- 1. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
- Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- 3. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted by the Nebraska Department of Education and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- 4. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- 5. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- 6. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted by the Nebraska Department of Education;
- 7. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - a. naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or

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Approved	Reviewed	Revised	
approved.	100 VIC WCG	10011300	

File: 203.06 Page 2 of 2

b. Attendance or participation between the beginning of eighth grade and completion of twelfth grade in a meeting of a public body which is a subdivision of the state and not a subcommittee of that body, followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to that attendance or participation; or

c. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by either George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, or Thanksgiving Day or on a topic related to such person or persons or event; and

8. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

Legal Reference:

Neb. Statute 79-724

Cross Reference:

201.01 Board Powers and Responsibilities

604.11 Citizenship

File: 203.07 Page 1 of 1

ADVISORY BOARD COMMITTEES

Advisory, or ad hoc, committees are those of a limited nature involving members outside the school board charged with making recommendations on a specific topic.

Whenever the board considers it necessary, the board may appoint a committee composed of patrons, students, staff, administrators and board members.

An advisory committee is formed by board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other that that specifically stated in the board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will conduct its meetings as open meetings and a record of committee members present will be kept.

The method for selection of committee members shall be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and shall consider the various viewpoints on the issue. The board may designate a specific board member and administrator to serve on an advisory committee. The committee will select its own chairperson, unless the board designates otherwise.

Legal Reference: Neb. Statute 84-1408 to 1414

Cross Reference: 104 Educational and Operational Planning

204.05 Open Meetings 204.06 Closed Sessions

1001 Principles and Objectives for Community Relations

Approved	Reviewed	Revised	
F F			

File: 203.08 Page 1 of 1

SCHOOL BOARD LEGAL COUNSEL

It is recommended that both the superintendent and board president have authority to contact the board's legal counsel without prior approval of the board. If other individuals have this authority, the board secretary for example, then they, too, should be listed in this policy.

It shall be the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel on an annual basis.

The superintendent and board president shall have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board president believe it is necessary for the management of the school district. The board's legal counsel may attend regular or special school board meetings upon the request of the board or the superintendent. Other board members may contact legal counsel upon approval of a majority of the board. It shall be the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter in accordance with this policy.

It shall be the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted if the legal services will involve unusual expense for the school district.

Degai Reference.	
Cross Reference:	201.01 Board Powers and Responsibilities

Neb. Statute 79-513

Legal Reference

Approved	Reviewed	Revised
Approved	TCC VIC VVCu	1CVISCU

File: 203.09 Page 1 of 1

TENTATIVE AGENDA CALENDAR

JANUARY

- 1. Election of Board Officers
- 2. Approve negotiated agreement
- 3. Review Board/Superintendent Evaluation Policies
- 4. Board Retreat

FEBRUARY

- 1. Principal's Contract
- 2. Review board goals since retreat
- 3. Announcement of Standing Committees

MARCH

- 1. Any board goal revisions/changes
- 2. Building & Grounds Committee Report
- 3. Building Improvement projects
- 4. Major Purchases
- 5. Distribute Supt. Evaluation Materials 1st year only
- 6. Tentative School Calendar
- 7. Teacher contracts--offered

APRIL

- 1. RIF Notices/Teacher's Contracts
- 2. Teacher Requisitions (Non Coop)
- 3. Second Half Superintendent Evaluation 1st year only
- 4. Extra duty assignments approved
- 5. Building Improvement Approval
- 6. Approve graduation list

MAY

- 1. Classified Employees Agreements
- 2. Teacher Requisitions Coop Order
- 3. Review textbook rotation.
- 4. Approve all handbooks

JUNE

- 1. Preliminary budget review
- 2. Set Lunch Prices
- 3. Review teaching assignments
- 4. approve safety plan (yearly review)

Amended:

October 2008

Revised:

April 2009

Revised:

March 2011

Revised:

February 2013

JULY

- 1. Review Board Goals
- 2. Student Fees Policy Hearing
- 3. Bullying Policy Hearing
- 4. Parental Involvement Policy Hearing

AUGUST

- 1. Budget Work Session; during mtg.
- 2. Approve contract amendments
- 3. Review extra duty assignments
- 4. Revise Insurance (specifications)
- 5. Hire Auditor (Review)
- Motion to pay ahead bills and make year-end transfers as presented and Supt. sees fit.

SEPTEMBER

- 1. Budget and Levy Hearings and Adoption
- 2. Approve Board Policy
- 3. Approve Contract Amendments
- 4. Opening School Report
- 5. Approve cooperative with P.J.

OCTOBER

- 1. Review Option Enrollment Criteria
- 2. Multicultural Report
- 3. Internet & Computer Usage Policy Hearing
- 4. Distribute Supt. Evaluation Materials

NOVEMBER

- 1. Review of Winter Activities
- 2. Board Self Evaluation
- 3. Superintendent Evaluation
- 4. Review Board Goals
- 5. Approve Audit
- 6. Begin Superintendent Contract Negotiations
- 7. Begin teacher negotiations

DECEMBER

- 1. Uniform Replacement Program
- 2. Set Date for Board Retreat
- 3. Superintendent's Contract
- 4. Offer/not offer,& how many, early retirement

File: 204.01 Page 1 of 2

REGULAR BOARD MEETINGS

Boards must hold their regular meetings on or before the third Monday of every month. A few boards also choose to set a mandatory adjournment time.

The regular meeting time and date shall be set by the board at its organizational meeting. The regular meetings of the board will be held on the 15th of the month if it falls on a Wednesday or the 2nd Wednesday of the month unless otherwise scheduled by the board. The time of the meeting will be 6:30 p.m. from Dec.-March and 7:30 p.m. from April-November

The board shall generally adhere to this meeting date unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience. Public notice of the meetings shall be given.

The board shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Legal Reference:

Neb. Statute 79-554

79-560 79-561 84-1412

Cross Reference:

203.01 Board Organizational Meeting

File: 204.01.1 Page 1 of 1

OFFICIAL ACTIONS

Official actions may be taken only at a regular or special meeting of the Board. A board member or group of board members as individuals should not give a decision on matters affecting the school to residents of the district, patrons of the school, teachers, employees, pupils, or persons having business with the schools when not in a regular or special meeting of the Board unless authorized by the Board to do so.

In general practice, whenever a resident of the district, school patron, pupil or person having business with the school makes a request to a board member as an individual for some action or change in some action on the part of school officials or the Board, the member should be willing to listen to such requests but should not commit himself or herself to a course of action until the matter is presented in a board meeting. The board member should urge the person also to discuss the matter with the Superintendent of Schools.

All complaints regarding school employees must be filed with the Superintendent of Schools. Complaints against the superintendent may be filed with either the chairman or secretary of the board. (The complaint procedure is found at 403.05 in the Board Policy Book.)

Approved: January 2004

Revised: April 2009

File: 204.02 Page 1 of 1

SPECIAL BOARD MEETINGS

Special meetings may be called by the superintendent, the president of the board or any two board members. Should a special meeting be called, public notice shall be given and the meeting shall be conducted in accordance with the open meetings laws.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes. Minutes of the emergency meeting must be made available to the public by no later than the end of the next regular business day.

Only the purpose or issue for which the emergency meeting was called may be discussed and decided in the emergency meeting. The board shall strictly adhere to the agenda for the emergency meeting and action on other issues shall be reserved for the next regular or special board meeting. Emergency meetings may be held by means of electronic or telecommunication equipment

Legal Reference:

Neb. Statute 79-554

79-555

84-712

84-1408 to 1414

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File: 204.03 Page 1 of 1

PUBLIC HEARINGS

Public hearings may be held on school district matters as required by law or at the discretion of the board.

Public notice of a public hearing shall be in the same manner as for a board meeting and shall be given at least two days before the hearing is to be held.

At public hearings, citizens of the district will be allowed to speak only on the issue for which the public hearing is being held. Citizens wanting to speak at the meeting may be asked to sign-in, stating their name and address. The sign-in sheet shall be kept with the board minutes. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board shall conduct public hearings in an orderly fashion. At the beginning of the hearing statements, background materials and public hearing rules and procedures will be presented by the board president or administrators. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings shall be asked to leave.

Legal Reference: Neb. Statute 84-1408 et seq.

Cross Reference: 204.01 Regular Board Meetings

204.12 Public Participation at Board Meetings

702.03 Budget Adoption Process

1005.03 Parental Involvement in the Schools

Approved	Reviewed	Revised	

File: 204.04 Page 1 of 1

WORK SESSIONS AND RETREATS

Work sessions are considered open board meetings for which all of the requirements of the open meetings law apply as well as the requirement that board minutes be published. The board may or may not choose to allow for a public comments period as at regularly scheduled meetings.

The board may, as needed or desired, schedule work sessions and retreats in order to provide its members and the administration with the opportunity to conduct planning, research, and thoughtful discussion without taking immediate action. The board has the authority to hire an outside facilitator to assist them in these work sessions.

Public notice shall be given for work sessions and retreats, and will be conducted in open session. However, no board action will take place at the work session.

Legal Reference:

Neb. Statute 84-1408 to 1414

Cross Reference:

204.05 Open Meetings

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File: 204.05 Page 1 of 1

OPEN MEETINGS

The conduct of board meetings is governed by the open meetings laws.

A gathering of a majority of board members for the purposes of briefing, discussion of board business, formation of policy or taking formal action is a board meeting. Meetings of the board shall be conducted in a meeting open to the public unless the board is temporarily convened in a closed session.

Chance or social gatherings, attendance at or travel to conventions or workshops or other occasions when there is no discussion of or action on any matter within the board's supervision, control, jurisdiction, or advisory power will not constitute a meeting.

Legal Reference:

Neb. Statute 84-1408 to 1410

Cross Reference:

204.06 Closed Sessions

Approved	Reviewed	Revised	

File: 204.06 Page 1 of 1

CLOSED SESSIONS

Board meetings must normally be conducted as open meetings. This policy describes the conditions and requirements for conducting a closed session during the board meeting.

A closed, or executive, session will take place as part of an open meeting of the board. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, including its subject matter and the reason necessitating the closed session, shall be made and seconded during the open meeting, and approved by a majority of the voting members. The minutes shall state the entire motion for the closed session, the roll call vote to enter closed session, and the time the closed session began and ended. Following approval of the motion to close, the presiding officer shall restate on the record the limitation of the subject matter of the closed session immediately prior to the closed session.

The board shall restrict its considerations to only those matters set forth in the minutes as the reason for the closed session. Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

- 1. Strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
- 2. Discussion regarding the use of security personnel or devices;
- 3. Investigative proceedings regarding allegations of criminal misconduct;
- 4. Evaluations of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if that person has not requested a public meeting.

No formal action may be taken until the board has reconvened in open session.

Any board member may challenge the continuation of a closed session if he or she believes the session has exceeded the reason stated in the motion to hold the closed session. A majority vote of the board is required in order to overrule the challenge. The challenge and its disposition shall be recorded in the meeting minutes.

Approved	_ Reviewed	_ Revised
Cross Reference:	204.05 Open Meetings	
Legal Reference:	Neb. Statute 84-1410	

File: 204.07 Page 1 of 1

MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the board in a local newspaper designated and recorded in the board minutes and, if available, on the newspaper's web site. The board may also, but is not required to, post notice of the meeting in public places throughout the district. Public notice shall indicate the meeting's time, place and date, and shall include a statement that the agenda shall be readily available for public inspection at the district office. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting and a copy kept readily available for public inspection at the principle office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible in light of the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings.

It shall be the responsibility of the superintendent to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Statute 84-1408 to 1414
79-554
79-560
79-561

Approved _	Reviewed	Revised	

File: 204.08 Page 1 of 1

QUORUM

Action by the board regarding the business of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting.

While board members are encouraged to attend board meetings, a simple majority of the members shall constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast shall be sufficient to pass a motion or take action unless law or board policy specifically requires a vote of a greater number. It is the responsibility of each board member to attend board meetings.

Legal Reference:

Neb. Statute 79-554

79-562

Cross Reference:

204 School Board Meetings

Approved	Reviewed	Revised	
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File: 204.09 Page 1 of 1

RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner. Any "special orders" adopted by the board to expedite meetings should also be included in this policy.

It shall be the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it shall be the responsibility of the presiding officer to conduct the board meeting within these rules.

The board will follow *General Rules of Order/Parliamentary Procedure in conducting their business.*

The purposes of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made. The Rules of Order are followed generally to produce efficient productive meetings and are not intended as a technicality for overturning the work of the board.

Legal Reference:	Neb. Statute 84-1408 to 14 79-570, 571	14
Cross Reference:	204 School Board Meet	ings
Approved	Reviewed	Revised

File: 204.10 Page 1 of 2

AGENDA

There is no legal requirement for the method used in developing the board agenda. This policy states the common procedure for drafting the board agenda, but boards may include other requirements such as requiring either the president or two board members to request a specific agenda item before it is brought before the board for action.

The tentative agenda for each board meeting shall state the topics for discussion and action at the board meeting. It shall be kept continuously current and shall be readily available for public inspection at the district office during normal business hours.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, purpose of the presentation, action desired and pertinent background information. Adding such requests will be at the discretion of the superintendent after consultation with the board president.

The tentative agenda and supporting documents should, if possible, be sent to the board members three days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the principle office of the district.

The board shall take action only on the items listed on the tentative agenda made available at the time of the public notice. All action items need to be on the agenda, but all agenda items do not need to be action items. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting shall state the reason justifying the immediate action. Only items of an emergency nature may be added to the agenda later than twenty-four hours before the scheduled meeting.

It shall be the responsibility of the board president and superintendent to develop the agenda for each board meeting.

A consent agenda may be presented by the president and used by the board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A board member may ask that any item be removed from the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the board.

Legal Reference:	Neb. Statute 84-71	2	
	84-1408 to 1414		
Approved	Reviewed	Revised	

File: 204.10 Page 2 of 2

Cross Reference:

203 Organization of the School Board
403.05 Public Complaints about Employees
503 Student Rights and Responsibilities
1003 Public Examination of District Records

File: 204.11 Page 1 of 1

MEETING MINUTES

The board shall keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings, documentation received or disclosed in open session of the meetings, and other required records of the board. The minutes may be kept as an electronic record.

It shall be the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting shall record when and where the meeting notice was published. They shall also include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed shall be attached. In addition, they shall include all required information regarding any closed sessions as stated in policy 204.06. This information shall be available within 10 days of the board meeting or prior to the next convened meeting, if earlier. Minutes shall be forwarded to the newspaper designated as the official newspaper for publication. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes awaiting approval at the next board meeting will be available for inspection at the central office of the district after the office transcribes the notes into a document which has been proofread for errors and corrected.

Legal Reference:

Neb. Statute 79-577

79-580

84-712

84-1408 to 1414

Cross Reference:

203 Organization of the School Board

1003 Public Examination of District Records

1004 Press, Radio and Television News Media

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File: 204.12 Page 1 of 2

PUBLIC COMMENT IN BOARD MEETINGS

This policy reflects typical practice. Boards may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. A board need not allow citizens to speak at each meeting, but it may not forbid public participation at all meetings. Boards that follow other practices or other time limits on public comment should amend this policy accordingly. Boards may not require that the name of a member of the public be placed on the agenda prior to the meeting in order to speak about items on the agenda.

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for public comment. The board sets aside time for public comment during the "recognize visitors" agenda item. Public comments may be allowed prior to or during discussion of an agenda item at the board's discretion. If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting and will announce that decision at the beginning of the meeting. The orderly process of the board meeting shall not be interfered with or disrupted. Subjects for comment should involve areas within the board's proper responsibility. Discussion on unrelated matters will be discouraged.

The board has the discretion to limit the amount of time set aside for public comment. The board president shall specify the total amount of time available for public comment prior to opening the public comment period. If public comment is allowed prior to individual agenda items, that limit on the total comment period should also be defined. Individual comments will be limited to 5 minutes for each participant. The board president will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the board on a certain agenda item should notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the board relating to that item may do so at this time. However, the board will only receive the petitions and will not act upon them or their contents.

Individuals who have a complaint about employees or students who have complaints shall follow policies 403.05 and 504.01 respectively. The board will follow policy 1005.01 in handling public complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent at least three working days prior to the board meeting. Adding such information to the agenda packet will be at the discretion of the superintendent after consultation with the board president.

Approved	Reviewed	Revised
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<u>File</u>: 204.12 Page 2 of 2

Legal Reference:

Nebraska Statute 84-1408 to 1414

Cross Reference:

201.07 Board Member Liability 403.05 Public Complaints about Employees

File: 205.01 Page 1 of 1

POLICY DEVELOPMENT

This is a mandatory policy.

The board has jurisdiction to determine the policies which will govern the operations of the school district with the force and effect of law.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas shall be submitted to the superintendent's office for possible placement on the board agenda. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference:

Neb. Statute 79-526

79-532

79-539

NDE Rule 10.004.01A1

Cross Reference:

102 Educational Philosophy of the District

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File: 205.02 Page 1 of 1

POLICY ADOPTION

This is a mandatory policy, but there is no legal requirement for the number of readings that a board policy needs to have prior to its adoption by the board. Typically two or three meetings are required and this policy is written to reflect that practice.

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular or special board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action.

The final action taken to adopt the proposed policy may be approved by a simple majority vote of the board at the second meeting. The policy will be effective on the later of the date of passage or the date stated in the motion.

If a majority of all the members of the board of education vote to do so, the requirement to consider a proposal at two scheduled meetings may be waived to permit specific action to be taken after one reading of the proposal if notice of the pending action has appeared in the published agenda.

Legal Reference:

Neb. Statute 79-520

79-526

84-712 et seq.

NDE Rule 10.004.01A1

Cross Reference:

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File: 205.03 Page 1 of 1

POLICY REVIEW AND REVISION

The Nebraska Department of Education no longer requires annual approval and review of all district policies. However, some individual policies including those related to student fees and parental involvement still require annual review.

The board will periodically review, update and approve the board's policy manual.

It shall be the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent shall also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Legal Reference:

Neb. Statute 79-526

79-532 79-539

NDE Rule 10.012.01A

Cross Reference:

102 Educational Philosophy of the District

Approved	Reviewed	Revised
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File: 205.04 Page 1 of 1

POLICY COMMUNICATION

A board policy manual shall be housed in each school attendance center and in the central administration office. Each board member shall have a personal copy of the board policy manual(which may be an electronic version). The board's policy manual is a public record and shall be open for inspection at the administrative offices of the district.

It shall be the responsibility of the superintendent to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Copies of changes in board policy shall also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It shall be the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.

Legal Reference:

Neb. Statute 84-712 et seq.

84-1408 to 1414

Cross Reference:

302.04 Superintendent Duties

Approved Reviewed Revised				
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File: 205.05 Page 1 of 1

POLICY SUSPENSION

It shall be within the discretion or amendment of the board to suspend a policy. Policies of the board may be temporarily amended or suspended by a majority vote of board members present at an official meeting of the board if the board determines its necessity. This does not apply to any section of board policies established by law or by contract. Reasons for amendment or suspension of board policy shall be documented in board minutes.

Legal Reference:

Nebraska Statute 79-526

Cross Reference:

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File: 205.06 Page 1 of 1

ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately, keeping in mind the educational philosophy and financial condition of the school district.

It shall be the responsibility of the superintendent to document the action taken and to inform the board of the situation. If needed, the superintendent shall draft a proposed policy for the board to consider.

Legal Reference:	Nebraska Statute 79-526

Cross Reference: 302.04 Superintendent Duties

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File: 205.07 Page 1 of 1

REVIEW OF ADMINISTRATIVE REGULATIONS

Boards differ regarding whether they review or approve administrative regulations. Boards need to insert their practice in the policy accordingly.

The Superintendent has responsibility for carrying out the policies established by the board.

When necessary, it shall be the responsibility of the Superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be adopted by the board when specific state or federal laws require the board to do so or when the board or superintendent considers such approval desirable.

The administrative regulations will be available no later that the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Neb. Statute 79-526

Cross Reference: 201.01 Board Powers and Responsibilities

302.04 Superintendent Duties

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File: 205.08 Page 1 of 1

BOARD POLICY AND TEMPORARY WAIVERS OF NDE RULES

The Board understands that due to local, state or national emergency situations, the Nebraska Department of Education may occasionally issue temporary waivers of NDE Rules and Regulations. In the case of contradictions between waivers and existing board policy, all temporary waivers of NDE Rules and Regulations shall also apply to and have priority over respective district policies for the duration of their active status.

Approved	 	Reviewed	Revised	

File: 206.01 Page 1 of 1

NEW BOARD MEMBER ORIENTATION

Each new board member shall be given an orientation program prior to the new member's first scheduled board meeting. The orientation will consist of two parts:

The first session will be conducted under the direction of the board president or vice president. This briefing shall include a current copy of the board policy manual, the budget, the latest annual report and such other documents as the superintendent may include to foster an understanding of the operation of the district. The superintendent shall set aside such time as is necessary to answer any questions arising from the study of these documents, and shall cooperate fully in assisting the new member to become an informed and active board member.

The second session will be conducted by the president and/or vice president of the local board.

This briefing shall focus on issues of local board ethics, conflict of interest and the superintendent evaluation process. Copies of related board policies, the board calendar and the superintendent evaluation form should be at hand to facilitate the discussion. The experienced local board members should review current-year superintendent goals and discuss their relationship to current district goals. Members shall also review the district's policies regarding training in

boardsmanship and provide information on upcoming opportunities for the new board member to gain additional training.

Cross Reference: 201.02 Board Membership-Elections/Appointment

202 School Board Member Conduct

Approved: April 2009