

2024

NASB  
ANNUAL BOARD  
CALENDAR





## THE NASB MISSION STATEMENT

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



### NASB BOARD LEADERSHIP TEAM MISSION

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

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Since 1918, NASB has been committed to serving school boards across the state. Our mission is to ***“to provide programs, services, and advocacy to strengthen public education for all Nebraskans.”*** We are here to support the work of the school board to meet the charge of ensuring that all students within our public schools receive a quality education in a safe learning environment. The effective school board is committed to the improvement and growth of student achievement.

While at its core NASB is a resource for board training and an advocate on behalf of public education, the value of your district’s membership in NASB is far reaching. As a board member you have access to staff with experience in school law, policy, governance leadership, insurance, advocacy, communications, superintendent evaluation, board self-assessment, community engagement, strategic planning, superintendent search services, negotiations data, etc.

Support services are only part of the story. NASB works collaboratively with many educational and governmental partners representing the interests of school boards and the development of policy. We continually aspire to grow and improve our programs and services to ensure cost-savings to our members and to support your goal to provide a quality education for all students.

The NASB Board Leadership Team designed this publication to support you in your role as a school board member at the board meeting table. The first section is devoted to providing a quick reference guide that includes the board Code of Conduct, board meeting protocols, outlined responsibilities defined in law, rights of the public during a board meeting, a sample board meeting agenda, suggested content for meeting minutes and more.

The ***2024 NASB Annual Board Calendar*** highlights monthly board meeting agenda items. The material referenced in the annual calendar is not an exhaustive list, but rather provides guidance for the board president and superintendent each month when designing the draft board meeting agenda.

Thank you for your service to public education, the students, staff members, and the communities of Nebraska. NASB staff members are here to support you in your role and service as a board member.

If you wish to upload an electronic copy of this publication, you will find a copy posted on the NASB website at [www.NASBonline.org](http://www.NASBonline.org), open Board Leadership link and within the pull-down menu select Resources ***2024 NASB Board Meeting Guide and Annual Calendar***.

Please direct your questions regarding this publication to Marcia Herring, NASB Director of Board Leadership at [mherring@NASBonline.org](mailto:mherring@NASBonline.org) or [402]817-0296.

The Board of Education is committed to ensuring the public, staff, and students that school board members will govern through policy. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Conduct.

We will listen to each opinion, and act as a board. We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to focus our discussion on the issue not an individual. Once the board has collectively arrived at a decision, we will each support the will of the board.

The board president (or designee) will speak as the official voice of the board. A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state these statements are their opinion and not the position of the board.

We will be mindful of the different roles and responsibilities throughout the school district and maintain a focus on policy and governance.

We will be aware of the different roles that we play as individuals (board member, patron, parent, etc.).

#### As a Board Member

- I will listen.
- I will be honest.
- I will respect the majority decision of the board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will consistently uphold all applicable laws, rules, policies.
- I will keep confidential information that is privileged by law or that will needlessly harm the district if disclosed.
- I will focus my attention on fulfilling the board's responsibility of goal setting, policy, and evaluation.
- I will diligently prepare for and attend board meetings.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students in the district.
- I will respect the opinion of others.
- I will recognize the integrity of my predecessors and the merit of their work.
- I will encourage expressions of different opinions and listen with an open mind to other's ideas.
- I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
- 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.
- 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.
- 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.
- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- 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.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- I will express my honest and most thoughtful opinions in a professional manner during board meetings in an effort to have decisions made for the best interest of the students and the education program.

- I will abide by majority decisions of the board.
- I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
- I will not discuss the confidential business of the board.
- I will endeavor to keep informed on local, state, and national educational developments of significance.
- I will be accountable to the public by representing district policies, programs, priorities, and progress accurately.
- I will make no personal promise to take private action that may compromise my performance of my responsibilities.

## **Board Governance**

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state, and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the NASB, the Nebraska Department of Education, etc.
- Recognize that a board member's responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and the board may seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school challenges and collaborate on school improvement initiatives.

## **Board – Superintendent Relations**

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
- Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
  
- Recognize that a board member’s responsibility is to see that schools are well run, but not to run them.

## **Personnel Relations**

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

## **Community Relations**

- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

## **Conflict of Interest**

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
  - as a result of a contract accepted after a public bid.
  - in public recognition of service or achievement.
  - as expenses allowed by law for official duties performed as a member of such board.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.
- Avoid being placed in a position of conflict of interest, and refrain from using the board member position on the board for personal or political gain.



### **The purpose of the NASB Board Governance Standards:**

- Defines effective best practice and governance of the board
- Outlines the proper role and responsibilities of the governance team

- Provides a mechanism for evaluating the leadership governance of the board
- Informs district and community stakeholders of the role of the board and the importance of working with district leadership to grow and improve education for all students

To promote student growth and achievement, an effective school board will adopt and adhere to board leadership and governance standards.

**Standard I: MISSION, VISION, and GOALS**

The board annually reviews the district’s vision and mission statements, annually adopting board and district goals to support the mission.

**Standard II: POLICY GOVERNANCE**

The board continuously reviews, revises, and develops policies and procedures to ensure accountability focused on growth and student achievement.

**Standard III: COMMUNITY ENGAGEMENT**

The board establishes effective communications with stakeholders through actively engaging parents, students, staff, and community members with the intent to promote the district’s image, build positive working relationships and sustain long-term partnerships that will serve education.

**Standard IV: ACCOUNTABILITY and STUDENT ACHIEVEMENT**

The board continuously monitors the progress of district goals utilizing data to support growth and promote shared accountability for maximizing student achievement.

**Standard V: ADVOCACY**

The board advocates for children, public education, learning, and equity to support improved student achievement for all students.

**Standard VI: DISTRICT RESOURCES**

The board aligns and manages district resources in a responsible manner to meet goals and to promote growth of student achievement.

**Standard VII: BOARD OPERATIONS**

The board ensures meetings are effective, efficient, and orderly focused on policy and proper board governance and conduct.

**Standard VIII: BOARD – SUPERINTENDENT RELATIONS**

The board and superintendent establish and sustain a professional and collaborative working relationship to support and advocate for growth and student achievement.

**Standard IX: PROFESSIONAL DEVELOPMENT**

The board and superintendent participate in continuous and appropriate training and professional development to build shared knowledge and values.





# BOARD MEETING PROTOCOLS

Disclaimer: Board Meeting Procedures are not law based; the list is a recommended method of effectively conducting board meetings.

MOTION	DEBATABLE	AMENDABLE	VOTE
<b>Main Motion</b>	Yes	Yes	Majority
<b>Amend Main Motion</b>	Yes	Yes	Majority
<b>Amend Amendment</b>	Yes	No	Majority
<b>Object Consideration</b>	No	No	Majority
<b>Refer to Committee</b>	Yes	Yes	Majority
<b>Postpone Indefinitely</b>	Yes	Yes	Majority
<b>Call for Question</b>	Yes	No	Majority
<b>Lay on the Table</b>	No	No	Majority
<b>Close Debate</b>	No	No	2/3 Majority
<b>Recess</b>	No	Yes	Majority
<b>Adjourn</b>	No	No	Majority
<b>Abstention</b>	<i>To abstain means to refrain from voting. An abstention does not count as a vote.</i>		
<b>Change of Vote</b>	<i>A member may change their vote if it is before the chair announces the results of the vote.</i>		
<b>Point of Order</b>	<i>A member may raise a point of order to question a ruling or parliamentary procedure; this does not require a second, is not debatable or amendable. Chair rules on the point of order and a vote is not required.</i>		
<b>Lay on the Table</b>	<i>A temporary delay of action that does not kill the motion. The motion to delay must be seconded, is not debatable or amendable, and requires a majority vote. If action is not taken by the next regular meeting, the motion dies.</i>		
<b>Reconsider</b>	<i>Allows the board to correct a decision. The reconsideration must be made by a person on the prevailing side, carried or lost, at the same meeting; the reconsideration is debatable, cannot be amended, requires a majority vote, and cannot be reconsidered.</i>		
<b>Rescind</b>	<i>A motion to rescind cancels a previous motion, must be seconded, and is debatable. A board cannot rescind a motion that has been carried out. Example, to accept a resignation, or for actions electing or expelling a person from membership or office.</i>		
<b>Statement of Record</b>	<i>A statement for the record may be included in the minutes if a board member makes the request to the secretary before adjournment.</i>		
<b>Withdraw a Motion</b>	<i>A motion may be withdrawn if requested by the member who made the motion. The motion is not debatable, cannot be amended, and requires a majority vote to be granted.</i>		

MOTION	DEBATABLE	AMENDABLE	VOTE
<b>Amend Main Motion</b>	Yes	Yes	Majority

Purpose: Proposed change to the main motion.

- Amendment must be germane to the main motion
- Amendment requires a second
- Motion to amend is debatable and discussion must pertain to the amendment
- Amendment requires a majority vote to pass
- If amendment is adopted, the proposed amendment then becomes a part of the main motion
- Board returns to the original motion adding the modification, discuss, and vote

### DID YOU KNOW?

#### Board Meeting Agenda

- Board meeting agenda is official 24-hours before the advertised time of the board meeting
- Agenda items shall not be changed later than 24-hours before the meeting
- Board should consider a special meeting if the item cannot wait until the next regular board meeting
- As of July 1, 2022, the board is required by law to post six months of current board meeting agendas on the school district website. The board meeting agendas must be easy to locate on the district website.

#### Closed/Executive Session

- Majority of the board must vote to move into closed session and the motion must include the subject matter and the reason necessitating the closed session in the motion to close.  
*Example: "I move to go into closed session to discuss negotiations (subject matter) for the protection of the public's interest (reason necessitating the closed session)."*
- Board meeting minutes must include the entire motion, the vote of each member, time in which the closed session started and ended.
- If the motion to close passes, the presiding officer shall restate on the record the limitation of the subject matter of the closed session immediately and prior to moving into closed session.
- During the closed session, the board cannot discuss issues not directly related to the reason for going into closed session and the board may not take formal action or reach a collective decision, i.e. vote.

### BOARD MEETING ASSESSMENT: *Questions to consider at conclusion of the meeting.*

1.	Did I/we arrive prepared to participate in the discussion and debate of items on the board meeting agenda?
2.	Did the board spend their time on what matters most?
3.	Did all board members have an opportunity to be heard?
4.	Did we consider the expertise of staff and the data and needs of the school district?
5.	Did we treat each other with respect?
6.	Did we follow appropriate rules of meeting procedure and decorum?
7.	Did we welcome community or staff observers as valued guests?
8.	Did we offer recognition to celebrate the accomplishments of students, staff, or volunteers?
9.	Did we commit time to our own learning to support informed decision making?
10.	Did we impact student achievement through the discussion and action of the meeting?



The board must follow the law which distinctively outlines the board's responsibility to transact business through the official meeting of the board.

**§ 79-554. Class III school district; school board; quorum; meetings; open to public.**

In all meetings of a school board of a Class III school district, a majority of the members shall constitute a quorum for the transaction of business. Regular meetings shall be held on or before the third Monday of every month. All meetings of the board shall be subject to the Open Meetings Act. Special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting. If a school district is participating in an approved unified system as provided in section [79-4,108](#), regular meetings of such district's school board shall be held at least twice during the school year.

**§ 79-560. Class IV school district; board of education; meetings; open to public.**

The board of education of a Class IV school district shall hold one or more regular meetings each month, the time of which shall be fixed by the bylaws adopted by such board. Special meetings may be held as circumstances may demand. All meetings of the board shall be subject to the Open Meetings Act.

**§ 79-561. Class V school district; board of education; meetings; open to public.**

The regular meetings of the board of education of a Class V school district shall be held one or more times each month. Special meetings may be held as circumstances may demand at the call of the president of the board or on petition of a majority of the members of the board. All meetings of the board shall be subject to the Open Meetings Act.

## MEETING NOTICE

**§ 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section [84-1409](#) or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting ...

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference; ...

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. ...

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

## RIGHTS OF THE PUBLIC

### § 84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state . . . .

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies 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.

### § 84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, .... the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

## REGULAR MEETING

The regular monthly board meeting is one of the primary duties of the Board of Education. The board meeting is the primary setting for the board to transact regular monthly board business, instruction, and student learning. Through the work of the board and administration, the district's mission, vision, and goals define direction for education, define policy which delegates authority and governs decision-making, continually monitors instruction and learning and how resources are managed to ensure the students, staff, and facilities receive appropriate and necessary funding to meet district needs. In short, the board meeting provides the platform for the board to conduct board duties and responsibilities.



# NASB (SAMPLE) BOARD MEETING AGENDA

**Nebraskaland School District - Board of Education**

**Day/Date/Time**

**1234 Platte River Drive, Nebraskaland, Nebraska**

The subjects to be discussed or considered, or upon which any formal action may be taken, are as follows: (Items do not have to be taken in the same order as listed.)

I. Opening the Meeting

- A. Call to Order: The regular June meeting of the Nebraskaland School District Board of Education is called to order on (day/date) at \_\_ P.M., in the Central Office Board Room, 1234 Platte River Drive, Nebraskaland, Nebraska.
- B. District Mission Statement: *The mission of the Nebraskaland Public School District, in cooperation with our community, is to strive to provide a quality education for all children to ensure that they are prepared to succeed as global citizens and life-long learners.*
- C. Nebraska Open Meetings Law- *posted in the room.*
- D. Publication of Meeting - *notice was provided according to policy.*
- E. Board Member Roll Call: *(per policy, excused/unexcused)*

Arbor, Goldenrod, Agate, Reuben, Kolache, and Cotton

Excused Absence:

Unexcused Absence:

Moved by and seconded by to excuse Board Member

Voting Aye

Voting Nay

Motion Carried / Failed

F. Pledge of Allegiance

II. Approval of Agenda (*motion to approve*)

*\*This enables the board to validate if an item was added prior to the 24-hour threshold and/or that if an item was added, the board may verify when the modifications were made and posted to the district website.*

- III. Celebration of Excellence (Staff and Student Presentations, etc.)
- IV. Public Comment –(topics related to agenda items) Nebraskaland Policy No. XXXX  
(*President Opening Statement – Included in Agenda Footnotes.*)
- V. Information Items: Reports
  - A. Building/District Administrators
  - B. Superintendent
  - C. Board Member Reports
  - D. Board Committee Reports
  - E. Strategic Plan Update/District Goals Update
  - F. Nebraskaland Foundation Report – Speaker:
- VI. Consent Agenda

Unless removed from the consent agenda, items identified will be considered under one motion.

- A. Minutes of the (date) meeting of the board
- B. Financial report
- C. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
- D. Adopt Board Policy No. 1099
- VII. Discussion/Information Items
  - A. Math Curriculum
  - B. Foundation Form 990
  - C. District Professional Development Plan
  - D. Enrollment Update
  - E. First Reading Board Policies [1100 through 1120]
- VIII. Action Items
  - A. ALICAP Insurance (All Lines Interlocal Cooperative Aggregate Pool)
  - B. Repair Piedmont Middle School Roof
  - C. Elementary Attendance Zone Boundaries
- VIII. Closed Session
  - A. Real Estate Purchase
  - B. Pending Litigation
- IX. Public Comment (*topics related to non-agenda items*)
- X. Future Agenda Items

Adjourn

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

**\*Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

**\*Action Item:** The board reserves the right to take action on an item that is on the adopted board agenda.





# PUBLIC COMMENT OPENING STATEMENTS

This is the only time during this meeting when the public may speak. Any person wishing to make public comment must abide by and adhere to applicable board policies, including, but not limited to the following:

- Each person wishing to speak must sign in on the sign-in sheet (location of the document). Sign-in must include name, address, and name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.
- Each person who comes forward to speak should state your name, and the topic you are addressing before you begin.
- A time limit (per board policy No. XXXX) of X minutes is allotted for each speaker.
- Consider public comment at the beginning of the meeting for agenda items and an additional public comment at the conclusion of the meeting for non-agenda items.
- There is a total time limit of XX minutes allotted for all speakers.
- The board will not respond to comments or questions.
- The board will not take action on any comments but will direct the comments to appropriate staff members.
- Offensive language and hostile or disorderly conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language or hostile or disorderly conduct, then the Board President will declare the person out of the order and the person will be prohibited from speaking further.
- Patrons who wish to address a personnel related matter are asked to follow the district Chain of Command Policy No. XXXX.
- If any person is unruly, abusive, or otherwise disrupts the meeting or the board's conduct of business, such person may be removed from the meeting by law enforcement.

## SPECIAL MEETING

If a special meeting is necessary to address a district matter, the statute states that a "...special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting." (§ 79-554) Once a special meeting is called, the district shall provide "reasonable advanced publicized notice" of the special meeting, which is the same legal standard as for a regular meeting of the board. However, be certain to review policy to ensure specific guidelines are followed.

## EMERGENCY BOARD MEETING

If conditions warrant, an emergency meeting of a public body is allowed without providing reasonable advanced public notice. State law provides that the board shall make reasonable efforts to provide advance notification to the news media of the time and place of each meeting and the subjects to be discussed at the meeting. The district is to maintain a list of the news media that request such notification. To determine if it is acceptable to hold an emergency meeting, you must assess the circumstance and need. There are two criteria you must consider when assessing whether you have a need for an emergency meeting:

1. Was the "emergency" that created the need for a meeting unforeseen or unanticipated?  
State law provides that public bodies can hold a meeting where it is not possible to provide reasonable advanced public notice. However, the meeting must be conducted due to an "emergency." The most important area of inquiry is whether the event qualifies as an "emergency" for the purposes of the law. According to case law discussing these issues, an emergency is defined as: *any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency;*

*a sudden or unexpected happening; an unforeseen occurrence or condition.*

2. Can the board wait to address the issue at the next regularly scheduled meeting or schedule a special meeting in order to allow reasonable advanced publicized notice to the public and interested parties?  
If the emergency was not anticipated and the board cannot wait to address the emergency until a special meeting can be called, the board may legitimately call an “emergency” meeting. These same two criteria should be applied when trying to determine whether or not to alter the agenda less than 24 hours before a meeting.

If such emergency exists, then the board must state the reason for the emergency in the public minutes; *be careful* to limit discussion and any actions to issues associated with the actual emergency during the meeting; make sure minutes and the reason for the emergency meeting will be made available to the public by no later than the end of the next regular business day; and make certain a reasonable effort is made to notify news media members, include in your notification the time, place, and the subject matter to be discussed at the meeting. Note: In addition, according to § 84-1411(5) “**emergency meetings may be held by virtual conferencing.**”

It is rare for a board to call an emergency meeting; however, it does happen. If an issue **can** wait, it is recommended that the best approach would be to call a special meeting.

If during the course of the Emergency Meeting, discussion of any item on the agenda should be held in a closed session, the board will conduct a closed session in accordance with the Nebraska Open Meeting Laws. Before any closed session is convened, the presiding officer will publicly identify the subject matter immediately prior to going into the session. All final votes, actions or decisions will be taken in open meeting.

## BOARD WORK SESSION

A Board Work Session provides a setting for the board, superintendent, administrators, and appropriate staff to discuss board and district related business. A work session must be advertised in the same fashion as a board meeting if a quorum of the board is present. The board does not take formal action at a work session; however, an agenda is required to state the matters to be discussed at the time of the publicized notice which shall be kept continually current and readily available for public inspection. The board does not need to receive public comment during a work session but should provide seating to accommodate patrons who wish to observe the board and administration at work.

## SUBCOMMITTEE MEETINGS

A subcommittee meeting of the board does not require advanced publicized notice unless a quorum of the board attends and the committee is holding hearings, making policy, or taking formal action on behalf of the board.

## BOARD MEETING MINUTES

**§ 79-580. Class III school district; board of education; claims against; record of proceedings; secretary; duty to publish.**

The secretary of the school board or board of education of each Class III school district shall, within ten days after any regular or special meetings of the board, publish one time in a legal newspaper published in or of general circulation in such district a list of the claims, arising on contract or tort, allowed at the meeting. The list shall set forth the name of the claimant and the amount and nature of the claim allowed, to consist of not more than ten words in stating the nature of each such claim. The secretary shall likewise cause to be published a concise summary of all other proceedings of such meetings. Publication of such claims or proceedings in a legal newspaper shall not be required unless the publication can be done at an expense not exceeding the rates provided by law for the publication of proceedings of county boards.



# CONTENT OF MEETING MINUTES

Each public body *shall* keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes shall also include:

- The identity of the school board by district name, number, and county
- School board members recorded as either present or absent and how each member votes
- A statement by the president declaring a quorum present following the list of members identified as present or absent
- A statement that the meeting was called to order by whom, the hour and whether the meeting was a regular, reconvened, special, or emergency meeting  
(Note: If it is a reconvened meeting, the original meeting date should be noted. If it is a special or emergency meeting, a copy of the official notice and agenda should be included or referenced. This provides record to the public should the meeting be challenged as a violation of the Nebraska Open Meetings Law.)
- A statement that the meeting was advertised according to the Nebraska Open Meetings Law, the agenda was kept current and available to the public, and the location or room is referenced where the agenda will be made available to the public for review  
Note: The district should be certain the copy of the Open Meetings Law posted in the boardroom is kept current at all times.
- Notation of any board members who arrive late or leave early, including a record of the time
- Record of reports from committees and members of the board
- Record of reports requested from administrative staff, such as the business manager, the architect, the athletic director, principals, etc. If written, the reports may be filed as documents and reference made to them in the minutes by file and document number
- Record of reports from the superintendent
- A summary of discussion on all agenda items proposed, deliberated, or decided, and a record of any vote taken
- The “yeas” and the “nays” of each board member should be recorded on all agenda items requiring a roll call vote
- The motions should include the names of the board member making the motion and the second (if needed)
- The time and vote of each board member present when a vote is taken to hold a closed session and the reason for the closed session
- Record of any motion to close the meeting to the public and the votes of individual members of the board on the motion; record of the times at which the meeting was closed, purpose for the closed session, and restated motion prior to entering closed session by the president, and time the board resumed to open session
- Record of action taken in open session immediately following closed session
- Record of the motion to adjourn and time of adjournment

\*\*As of July 1, 2022, the board is required by law to post six months of current board meeting minutes on the school district website. The board meeting minutes must be easy to locate on the district website.

## CLOSED SESSION

The closed session is a private meeting of the board and to protect the reputation of an individual or to protect the interest of the public. The board cannot take formal action in closed session and must move into open session to do so. According to:

**§ 84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an



individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct; or

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; ...

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes. (...)

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

The principal reason for open meetings is the public's right to know the business of the governing board. The provisions for a closed session enable the board to receive information on certain matters which are not suited for public discussion. The board must adhere to the very narrow purpose of the law to gain public trust. Once a board convenes a closed session, no action can be taken, minutes are not taken, and discussion must be limited to the specific matter and information related to the matter for which the session was convened. A closed session must be conducted within an open meeting due to the language of state statute.

**Note: The minutes must reflect the motion stating the purpose including the legal limitations for the closed session, the time the board entered closed session, and the time the board exited closed session.**



# SUPERINTENDENT PAY TRANSPARENCY ACT

## STATUTORY REQUIREMENTS

Superintendent/ESU Administrator approved contracts and amendments are to be filed with the Nebraska Department of Education by August 1 each school year. Updated contracts/amendments may be uploaded at any time. Note: If the school district and/or ESU has a change during the school year, NDE requires that the old contract and amendments be removed and updated with the new contract and supporting documentation.

Supporting Documentation - For each school district and Educational Service Unit, a separate identification and description of all current and future costs of the contract that are reasonably anticipated as a result of any contract, and any adopted amendments, for services rendered by the superintendent or ESU Administrator, must be included in the budget statement and reported to the Auditor of Public Accounts (APA) per statute.

SUPERINTENDENT PAY TRANSPARENCY ACT STATUTORY REQUIREMENTS [§79-2402 through §79-2405]	
<b>Step I. Board Notice to Public</b>	<b>REQUIRED TIMELINE AND ACTION OF THE BOARD</b>
<p><i>(Prior to Board Action.)</i></p> <p style="text-align: center;"><b>CURRENT</b></p> <p>Superintendent or ESU Administrator</p>	<p>At least <b>three days</b> before the Board Meeting:</p> <ul style="list-style-type: none"> <li>▪ Publish/Post Meeting Notice to approve proposed contract or amendment to the contract that provides detailed contract costs, date, time, and location of the Board Meeting.</li> <li>▪ Publish/Post a (PDF) of the proposed contract or amendment.</li> <li>▪ Publish in a newspaper <b>or</b> post the proposed contract or amendment and proposed costs on the school district website in a prominent location that is accessible to the public.</li> </ul>
<b>Step II. Board Notice to Public</b>	<b>REQUIRED TIMELINE AND ACTION OF THE BOARD</b>
<p><i>(Following Board Action.)</i></p> <p style="text-align: center;"><b>NEW HIRE</b> of the Superintendent or ESU Administrator</p>	<p>At least <b>two days</b> following board action to approve the contract or amendment:</p> <ul style="list-style-type: none"> <li>▪ Publish/Post a (PDF) of the approved contract or amendment.</li> <li>▪ Publish/Post the contract/amendment costs for current year and estimate of costs for future years of the contract.</li> <li>▪ Publish in a newspaper <b>or</b> post the contract or amendment and complete proposed cost information on the school district website in a prominent location that is accessible to the public.</li> </ul>
<b>Step III. Administrator</b>	<b>DISTRICT/ESU ADMINISTRATOR RESPONSIBILITIES FOLLOWING BOARD ACTION</b>
<p>Annually, on or before <b>August 1st</b></p>	<p>The school district Superintendent or ESU Administrator will submit a (PDF) copy of the approved contract or contract with amendment through the Consolidated Data Collection (CDC) in the NDE Portal.</p> <p><i>Instructions for filing may be found at:</i>  <a href="https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf">https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf</a></p>

Annually, on or before <b>September 20th</b>	The school district Superintendent or ESU Administrator will submit Budget Schedule D with the budget documents.
Annually, on <b>October 1</b>	NDE will withhold state and local funds for those districts/ESUs that have not submitted their approved contract/contract with amendment for the current year.

Note: If the school district and/or ESU has a change in the superintendent or ESU Administrator during the school year, the respective district or ESU must update the information with NDE and post according to the guidelines outlined above. Remove the old information including contracts and/or amendments and update with the new contract.

**§ 79-2402. School board; board of educational service unit; contract or amendment; publication; contents; contract approval; publication.**

(1) Before the school board of any school district or the board of any educational service unit approves a proposed contract, or any proposed amendment to an existing contract, for future superintendent services to be rendered to such school district by the current superintendent or future administrator services to be rendered to such educational service unit by the current administrator, the board shall publish a copy of such proposed contract or amendment, and a reasonable estimate and description of all current and future costs to the school district or educational service unit if the proposed contract or amendment were to be approved, at least three days before the meeting of the board at which such proposed contract or amendment will be considered. Such publication shall also specify the date, time, and place of the public meeting at which the proposed contract or amendment will be considered. Electronic publication on the web site of the school district or educational service unit shall satisfy the requirement of this subsection if such electronic publication is prominently displayed and allows public access to the entire proposed contract or amendment.

(2) After the school board of any school district or the board of any educational service unit approves a contract for future superintendent services to be rendered to such school district by a new superintendent or future administrator services to be rendered to such educational service unit by a new administrator, the board shall publish a copy of such contract, and a reasonable estimate and description of all current and future costs to the school district or educational service unit that will be incurred as a result of such contract, within two days after the meeting of the board at which such contract was approved. Electronic publication on the web site of the school district or educational service unit shall satisfy the requirement of this subsection if such electronic publication is prominently displayed and allows public access to the entire contract.

**§ 79-2403. Contract or amendment; filing with State Department of Education; public posting.**

After approval of a contract, or any amendments thereto, for superintendent services or educational service unit administrator services, the approving board shall file a copy of such contract or amendment with the State Department of Education on or before the next succeeding August 1. The department shall have no duty to review such contracts or amendments but shall publicly post all such contracts or amendments received on the web site of the department.

**§ 79-2404. Failure to file approved contract or contract amendment; Commissioner of Education; withhold funds; duties; county treasurer; duty.**

If the school board of any school district or the board of any educational service unit fails to timely file a copy of an approved contract, or contract amendment, for superintendent services or educational service unit administrator services with the State Department of Education as required in section [79-2403](#), the Commissioner of Education, after notice to the board president and either the superintendent or educational service unit administrator and an opportunity to be heard, shall direct that any state aid granted pursuant to the Tax Equity and Educational Opportunities Support Act to the school district or core services and technology infrastructure funds granted pursuant to section [79-1241.03](#) to the educational service unit be withheld until such time as the contract or amendment is received by the department. In addition, the commissioner shall direct each county treasurer of a county with territory in the school district or educational service unit to withhold all money belonging to the school district or educational service unit until such time as the commissioner notifies such county treasurer of receipt of such contract or amendment. Each such county treasurer shall withhold such money. For school

districts that are members of learning communities, a determination of school money belonging to the school district shall be based on the proportionate share of property tax receipts allocated to the school district pursuant to section [79-1073](#) in addition to the other property tax receipts belonging to the school district. If the board does not comply with this section prior to October 1 following the school fiscal year for which the state aid or core services and technology infrastructure funding was calculated, the funds shall revert to the General Fund. The amount of any reverted funds shall be included in data provided to the Governor, the Appropriations Committee of the Legislature, and the Education Committee of the Legislature in accordance with section [79-1031](#).

**§ 79-2405. Amendments to contracts; subject to act.**

All amendments to a contract for superintendent services or educational service unit administrator services shall be subject to the Superintendent Pay Transparency Act, including, but not limited to, amendments involving salary increases or benefit changes.

# 2024

## ANNUAL BOARD CALENDAR

The NASB Annual Board Calendar is a dynamic document to assist school boards regarding important conference dates, reporting deadlines, recommended work sessions, and planning reminders. The calendar is constantly evolving as issues and interests unfold. The board president and superintendent collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar does not include all items a board needs to be aware of but should serve as a starting point which includes some primary planning and policy functions. NASB is not responsible for any missing information or dates. The user is responsible for reading and understanding the requirements of each statute and deadline. Neither this document nor any of the information in this document is to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user's school attorney. NASB recommends the user contact the board school attorney for formal legal advice.

Superintendent Reports: note there are various reports superintendents must file that are not all included in the calendar. The Association suggests that the board work collaboratively with the superintendent to add any required superintendent reporting to this calendar, as needed. Many of these reports can be found in [§ 79-528](#). There are various federal laws and regulations, which require school districts to adopt certain policies, written procedures, and/or notices. To access a more extensive list of federal policies, please visit: [U.S. Department of Education](https://www2.ed.gov/policy/landing.jhtml?src=ft) at <https://www2.ed.gov/policy/landing.jhtml?src=ft> \*NASB does not verify the accuracy or update the federal policies on the above link, and users should check for updates, or consult the board's school attorney.

Download the 2024 NASB Annual Board Calendar at [www.NASBOnline.org](http://www.NASBOnline.org) which is posted under the Board Leadership Department tile.

If you have suggestions for improving the calendar or identify a task that will add value to the calendar, please contact Marcia Herring at [mherring@NASBOnline.org](mailto:mherring@NASBOnline.org).

**Note: Agenda items flagged with an (\*) may indicate the item is a statutory requirement resulting in documentation in board minutes signifying board review and/or action.**





# JANUARY BOARD AGENDA ITEMS

<b>Annual Board Reorganization Meeting</b>	<p><b>*Reorganization Meeting: Election of Officers</b></p> <p><i>The superintendent shall assume chairmanship of the meeting for the purpose of electing a board president. Ballots for officers may be cast in secret ballot but the total vote for each candidate shall be recorded by the secretary. *Officers include: President, Vice President, Secretary and Treasurer</i></p> <p><i>*Note: <b>Class III or IV School District</b>; Treasurer shall within 10 days after his/her election, secure appropriate insurance bond per <a href="#">§ 79-586</a>.</i></p> <p><i>*Note: <b>ESU Boards 79-1218</b>: Board; meetings; organization; duties. The board of each ESU shall meet and organize by naming one of its members as president, one as vice president, and one as secretary. The board shall employ a treasurer who shall be paid a salary to be fixed by the board. <a href="#">§79-1218</a>.</i></p>
	Review and Adopt Board Code of Conduct Policy
	Sign and file NADC form. [Conflict of Interest form] with School District Board Secretary
	Adopt 2024 NASB Annual Board Calendar and Board Meeting Schedule.
	Review District Strategic Plan and Progress Update
	<b>*Annually designate and approve.</b> Legal Counsel, Depository bank(s), District Newspaper(s) of record
	<b>*Appoint annually. Non-discrimination Compliance Coordinator</b> to meet federal Equal Employment Opportunity requirements and a <b>Title IX Coordinator</b> for Title IX enforcement.
	<b>*Readopt Existing Policies, Regulations, and Handbooks</b> for the governance of the school district, pending any further actions of the board.
<b>Mission, Vision, and Goals</b>	Annual Leadership Team Planning Meeting (Set Date); Strategic Plan Update; District Goals Update
	Annually review the District Mission, Vision, and Belief or Value Statements.
<b>Policy Governance</b>	Adopt Board Committee Assignments (per board policy).
	Establish and adopt a Board Policy Review Process to ensure the review, update, and adoption of board policy during monthly board meetings.
<b>Accountability &amp; Student Achievement</b>	Review the School District Report Card.
	<b>*District Assurance Statement Corrections.</b> On or before <b>February 1</b> corrections of violations must be submitted in writing to the NDE Office of Accountability, Accreditation, and Program Approval. <i>*Cross reference October.</i>
<b>Advocacy</b>	Review <a href="#">2024 Legislative Calendar</a> ; Review the NASB Advocacy Handbook; Legislative representative and contact information; Appoint a local board Legislative Committee to monitor and support district response and action;
<b>District/ESU Resources [Budget]</b>	Budget - Review Monthly Financial Reports and Finance Committee Monthly Report.
	Collective Bargaining on or <b>before February 8</b> . If an agreement is not reached, the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact finding. NOTE: The negotiations process begins in August. <a href="#">§ 48-818.01</a>
<b>Reports</b>	Negotiations Committee; Superintendent; Administrators;
<b>Board Operations</b>	*Reference Annual Board Reorganization Meeting Agenda Items
<b>Board – Superintendent Relations</b>	Collaborate with superintendent/ESU Administrator to develop new and/or updated goals to align to the individual’s recent evaluation summary.
<b>Board Leadership</b>	Administer the NASB Board Self-Assessment Survey via NASB Online Survey System.
	Register for NASB Board Leadership President Retreat – <i>See NASB Event Calendar for details.</i>
	Register for NASB Legislative Issues Conference – <i>See NASB Event Calendar for details.</i>

# JANUARY BOARD AGENDA ITEMS (CONTINUED)

Learning Community

**Diversity plan; contents; approval; report.** On or before **February 1** of each odd-numbered year the Learning Community Coordinating Council shall report electronically to the Education Committee of the Legislature the diversity and changes in diversity at each grade level in each school building within the learning community and on the academic achievement for different demographic groups in each school building within the learning community. [§ 79-2118](#)

BOARD GOVERNANCE

## NASB CODE OF CONDUCT

(Opening statements from the NASB Code of Conduct)

The Board of Education is committed to ensuring the public, staff, and students that school board members will govern through policy. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Conduct.

We will listen to each opinion, and act as a board. We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to focus our discussion on the issue not an individual. Once the board has collectively arrived at a decision, we will each support the will of the board.

The board president (or designee) will speak as the official voice of the board. A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state these statements are their opinion and not the position of the board.

We will be mindful of the different roles and responsibilities throughout the school district and maintain a focus on policy and governance.

We will be aware of the different roles that we play as individuals (board member, patron, parent, etc.).





# FEBRUARY BOARD AGENDA ITEMS

Mission, Vision, & Goals	Review update from administration regarding the Strategic Plan Update; District Goals Update.
Policy Governance	Review, update, and adopt policy per board adopted Policy Review Process.
Accountability & Student Achievement	<p><b>Accountability of school and district performance.</b> Review each school performance score and district performance score measured by graduation rates, student growth and student improvement on the assessment instruments provided in section § <a href="#">79-760.03</a> , student discipline, and other performance indicators.</p>
	<p>Review the district adopted Mentor Teacher Program. Per NDE developed guidelines. § <a href="#">79-761</a> Review district adopted Staff On-Boarding Process.</p>
Advocacy	Review <a href="#">2024 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Committee Report.
District/ESU Resources [Budget]	<p><b>*Collective Bargaining.</b> On or before <b>March 25</b> (or within 25 days after certification of amounts, whichever occurs last in time). Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission. <a href="#">§ 48-818.01</a></p>
	Budget - Review Monthly Financial Reports and Board Finance Committee Report
Reports	Board Committees; Superintendent; Administrators
Board Leadership Development	Review NASB Board Self-Assessment Summary
	NASB Legislation Committee Meeting
	NASB President Retreats
	NASB Budget & Finance Workshops
Learning Community	<p><b>Diversity plan; limitations; school building maximum capacity; attendance areas; school board; duties.</b> The board shall provide notice to parent whose student is currently attending a school outside of the attendance area state what school the student shall be allowed to attend as a continuing student. <a href="#">§ 79-2110</a></p>
<b>NASB BOARD RETREATS</b>	
	<p style="text-align: center;">SCHEDULE A BOARD RETREAT TO BUILD, SUPPORT, AND SUSTAIN A COHESIVE BOARD-SUPERINTENDENT WORKING RELATIONSHIP.</p> <p style="text-align: center;"><b>Option I – Board Retreat</b></p> <p style="text-align: center;">Review and discuss board- superintendent roles and responsibilities.</p> <p style="text-align: center;"><b>Option II – Goal Planning</b></p> <p style="text-align: center;">Facilitate the discussion of district needs and priorities, develop goals, and performance indicators to support success.</p> <p style="text-align: center;"><b>Option III – New Board Member Orientation</b></p> <p style="text-align: center;">A board retreat to engage <i>newly elected or appointed</i> board members.</p> <p style="text-align: center;">Contact Marcia Herring at <a href="mailto:mherring@NASBonline.org">mherring@NASBonline.org</a> Stacie Higgins at <a href="mailto:shiggins@NASBonline.org">shiggins@NASBonline.org</a> 1.800.422.4572</p>



# MARCH BOARD AGENDA ITEMS

<b>Mission, Vision, and Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	<p>Review, update, and adopt policy per board adopted Policy Review Process.</p> <p><b>Review Student Attendance policies.</b> A child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. <a href="#">§ 79-201</a></p>
	<p><b>*Option Enrollment Application period.</b> On or before April 1, the option school district shall provide the resident school district with the name of the applicant. *Note: If the application submitted after March 15, within sixty days after submission. The option school shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1, or in the case of an application submitted after March 15, within sixty days after submission. <a href="#">§ 79-237</a></p>
<b>Accountability &amp; Student Achievement</b>	Review School Improvement Plan
	Review Alternative Education Program
<b>Advocacy</b>	Review <a href="#">2024 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Notes Report; Consider Senator outreach and/or visit Capital;
<b>District/ESU Resources [Budget]</b>	Board/Administrators Budget Work Session
	<p>ESU staff - Tenure; certificated employee; contract amendment, termination, or nonrenewal; procedure; <b>on or before April 15</b>, of each year, any certificated employee whose contract of employment may be amended, terminated, or not renewed for the following school year shall be notified in writing of such possible action on the contract. Final action by the board shall be taken on or before May 15 of each year. <a href="#">§ 79-1236</a></p>
	<p>School District staff - Certificated employee; contract amendment, termination, nonrenewal, or cancellation; On or before <b>April 15</b>, of each year, for any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee's contract for the next school year. Final action on this contract must be taken on or before May 15. <a href="#">§ 79-831</a></p>
	Board Finance Committee Report;
<b>Reports</b>	Board Committees; Superintendent; Administrators;
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard I. Mission, Vision, and Goals
	Renew NASB Membership
<b>Learning Community</b>	<p><b>Learning Community Attendance Application.</b> On or before <b>April 1</b>, a Learning Community Attendance Application is due. A school district must accept or reject any applications made by a parent or guardian requesting to attend a school that is not in an attendance area where the applicant resides. <a href="#">§ 79-232 through § 79-246</a></p>





# APRIL BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy</b>	* <b>Review Student Handbooks</b> and relative policies; review, update, and adopt policies. Include the following in the district student handbook.
	<b>Federal Family Educational Rights and Privacy Act (FERPA)</b> . Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education.
	<b>Federal Asbestos Hazard Emergency Response Act (AHERA)</b> . Requires school districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring.
	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	Review ELL Program
	* <b>Academic Content Standards; school district; duties</b> . Review district adopted measurable quality academic content standards in the subject areas of reading, writing, mathematics, science, and social studies. Note: The standards may be equal to or exceed in rigor, the measurable academic content standards adopted by the state board and shall cover at least the same grade levels.
<b>Advocacy</b>	Review <a href="#">2024 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Committee Report;
<b>District/ESU Resources [Budget]</b>	Board Finance Committee Report
	Review all Grants [Current grant status, term, purpose, value received, and proposed grant applications.]
<b>Reports</b>	Remind board members to review their NASB Awards of Achievement points report.
	Board Committees; Superintendent; Administrators
<b>Staff</b>	Certified Staff Non-Renewal, RIF, and Termination Notices; Due April 15 <a href="#">§ 79-831</a>
	Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 <a href="#">§ 79-1236</a>
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard II. Policy Governance
<b>Foundation Filing Deadline</b>	<p>School Board will <b>Review the Annual Foundation Board Filing Forms</b></p> <p>Original tax deadline for exempt organizations (Form 990): On or before <b>May 15, 2024</b></p> <ul style="list-style-type: none"> <li>○ Extension tax deadline for exempt organizations: <b>November 15, 2024</b> (must complete IRS Form 8868 Application for Automatic Extension of Time to File an Exempt Organization Return</li> </ul> <p>Foundation Boards – Schedule A (Form 990 or 990-EZ), Public Charity Status and Public Support</p> <ul style="list-style-type: none"> <li>○ Form 990 is <b>not complete</b> without fully completing Parts I through XI and a proper signature in Part II, Signature Block.</li> <li>○ An officer of the organization must sign the return. This signature must come from the Superintendent if the foundation does not have a designated tax officer.</li> <li>○ Schedule B Parts I and II must also be completed if contributions totaling \$5,000 or more (in money or property) were recognized from any one contributor.</li> </ul>



# MAY BOARD AGENDA ITEMS

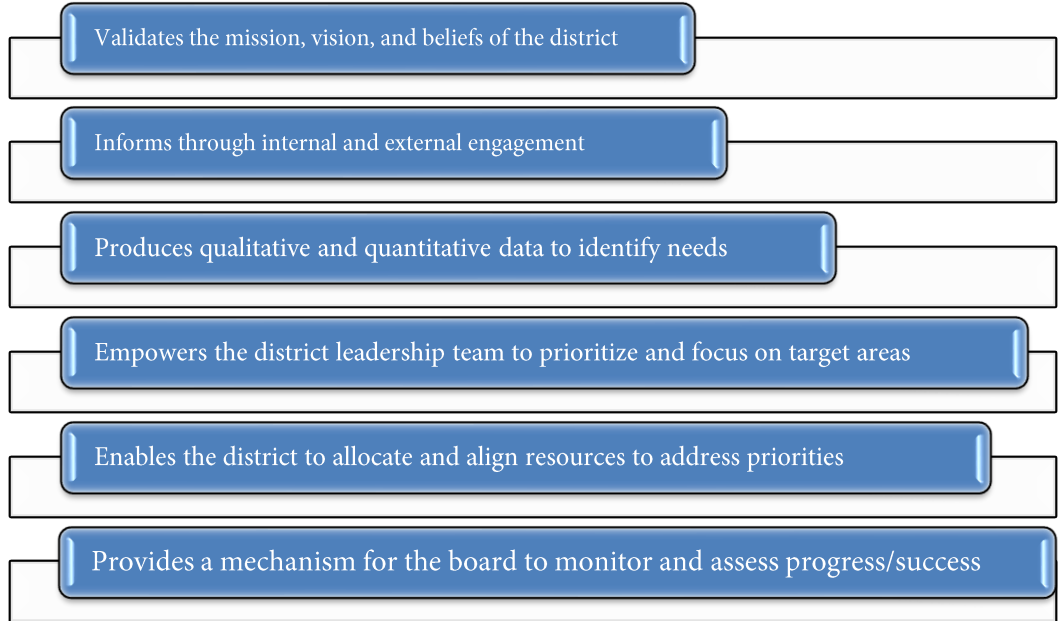
<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	<p>Review, update, and adopt policy per board adopted Policy Review Process.</p> <p><b>*Student Discipline/Law Enforcement Policies.</b> On or before <b>August 1</b> the board will annually review board adopted policies, rules, and standards pertaining to student conduct and review with county attorney.</p> <p><a href="#">§ 79-262</a></p>
	<p><b>*Student Attendance; Nonattendance; Referral to County Attorney.</b> Annual review of policy on attendance, excessive absences due to illness, services to address barriers to attendance, and collaboration with county attorney. <a href="#">§ 79-209</a></p>
<b>Accountability &amp; Student Achievement</b>	<b>*Review Statewide Assessment Results</b>
	<b>*Review current District Graduation Requirements</b> and proposed changes as appropriate.
	Review all expanded learning opportunities [Report: Career College Readiness courses, community partnerships, Advanced Placement courses, Distance Learning courses, Inter-local Agreements]
	Review <b>English Language Learners Program</b> [Report: enrollment, programming provided, staff support, curriculum]
	Review <b>Early Childhood Program</b> [Report: enrollment, programming, staff support, curriculum, etc.]
	Review <b>Special Education Program</b> [Report: supports provided, # of certified and classified staff, other]
	Review <b>HAL Program</b> [Content: current # of students identified, staff, curriculum, etc.]
	<p><b>*Reports; filing requirements; contents.</b> On or before <b>June 30</b>, the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a></p>
<b>Advocacy</b>	Review the 2024 Legislative Session, board's impact.
<b>District/ESU Resources [Budget]</b>	State Aid Certification and Distribution <a href="#">§ 79-1022</a>
	Board and Administrator Budget Work Session
	<b>NSAA Cooperative Sponsorship Agreement</b> submit request for new program or renewals to NSAA on or before July 1 for fall Activities, September 1 for winter and January 1 for spring.

## MAY BOARD AGENDA ITEMS (CONTINUED)

	Board Committees; Superintendent; Administrators;
<b>Reports</b>	<p><b>Rule 10 Compliance Checklist</b> (<a href="#">Rule10-Checklist.pdf (ne.gov)</a>): Accreditation is granted for one school year from each July 1 through the following June 30. Renewal is based upon the school system’s compliance with Rule 10 during the prior school year. Failure to comply with mandatory requirements for legal operation in Section 003 of Rule 10 may cause a school system to lose its accreditation during the school year.</p> <p><b>Reports; filing requirements; contents.</b> On or before <b>June 30</b>, the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a></p> <p><b>Option Enrollment Report:</b> On or before July 1, schools will provide option enrollment information to NDE and identify capacity for upcoming year: <a href="#">§79-238</a></p>
	<p><b>Review annually the compliance with Federal Requirements for Asbestos Management including the Asbestos Management Plan (AMP).</b> Every three years the district must retain the services of a licensed asbestos inspector to reinspect each area of every building that is leased, owned, or otherwise used as a school building. The AMP/Records retained by the district must include a copy of prior inspections, documentation related to training provided to district staff, periodic surveillance forms, dated statements regarding operations and maintenance activities, a copy of the annual notice of the plan availability, copy of all reports on response/actions taken, and a copy of the updated management plan in each school.</p>
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard III. Community Engagement
<b>Board Elections</b>	ESU Board - On or before <b>June 15</b> , the ESU must notify County Clerk or Election Commissioners of member seats to be filled at general election. <a href="#">§ 32-404</a> and <a href="#">§ 32-601</a>



## NASB STRATEGIC PLANNING PROCESS



The NASB process is designed to meet two, central goals: the collection of high-quality data necessary for the creation of prioritized strategies and to engage stakeholders’ perspective, ideas, and suggestions for growing education.

To learn more about the NASB Strategic Planning contact:

**Marcia Herring, NASB Director of Board Leadership**

[mherring@NASBonline.org](mailto:mherring@NASBonline.org)

**Kari Stephens, Board Leadership Development and Learning Specialist**

[kstephens@NASBonline.org](mailto:kstephens@NASBonline.org)

**Caden Frank, Board Leadership Community Engagement Specialist**

[cfrank@NASBonline.org](mailto:cfrank@NASBonline.org)



# JUNE BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process. <b>*Bully Prevention Policy Review.</b> On or before <b>July 1</b> , the board will annually review and update (as needed) the bullying prevention policy. <a href="#">§ 79-2,137</a>
	<b>*Policy regarding appropriate relationships with students; contents.</b> The board shall adopt/review policy regarding appropriate relationships between a student and a school employee, a student teacher, or intern. <a href="#">§ 79-879</a>
	<b>*Annual Review Parental and Family Engagement Policy; § 79-532; § 79-533;</b> On or before <b>July 1</b> , each public school district in the state shall develop and adopt a policy stating how the district will seek to involve parents in the schools and what parents' rights shall be relating to access to the schools, testing information, and curriculum matters. The policy required by section <a href="#">§ 79-531</a> shall be developed with parental input and shall be the subject of a public hearing before the school board or board of education of the school district before adoption by the board. The policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.
<b>Accountability &amp; Student Achievement</b>	<b>*Reports; filing requirements; contents.</b> On or before <b>July 20</b> in all school districts, the superintendent shall file with the State Department of Education a report showing the number of children from five through eighteen years of age belonging to the school district according to the census taken as provided in sections <a href="#">§ 79-524 and 79-578</a> . Neglect to report may result in penalty.
	Year End Assessment and Curriculum Review
	<b>*Review School Improvement Plan</b>
<b>Advocacy</b>	Submit Legislative Resolution or Standing Position to NASB Legislation Committee
<b>District/ESU Resources [Budget]</b>	Board/Administrators Budget Work Session
	Review certificated staff [Report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc.]
	Review all <b>Maintenance and Upkeep Contracts</b> [Report: status, renewal, cost, ROI, etc.]
	Review the <b>Food Service Program</b> [Report: staff, finances, lunch prices, guidelines for collection of delinquent meal charges, equipment maintenance and upkeep, summer food services, backpack program, etc.]
	Review <b>TeamMates Program</b> [Report: # of Mentors, # of Mentees, etc.]
	Review <b>Backpack Program</b> [Report: partners, # students served, need, etc.]
	Review <b>Transportation Program</b> [Report: staff, bus and vehicle fleet age condition, replacement cycle for vehicles, drivers, mechanics, etc.]
	Review classified staff [Report: staff, positions by building and department, etc.]
<b>Reports</b>	Board Committees; Superintendent; Administrators
	Remind board members to review their NASB Awards of Achievement points report.
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard IV. Accountability and Student Achievement
	NASB Golf Outing
	NASB School Leaders and Law Conference



# JULY BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	<p>Review, update, and adopt policy per board adopted Policy Review Process.</p> <p><b>*Student Fees Policy.</b> On or before <b>August 1</b>, every school board is required to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook. The written Meal Charge Policy and guidelines shall be in place and ready to be communicated to staff and households. <a href="#">§ 79-2,134</a></p> <p><b>*Student Conduct.</b> On or before <b>August 1</b>, each year, all school boards shall annually review in collaboration with the county attorney of the county in which the principal office of the school district is located the rules and standards concerning student conduct adopted by the school board. <a href="#">§ 79-262</a></p>
<b>Accountability &amp; Student Achievement</b>	<p><b>*Review Summer School Program</b> [Content of report: staff, # students served, purpose and value, etc.]</p> <p><b>*Review the Alternative Education Program</b> [Content of report: staff, # students served, curriculum, etc.]</p> <p><b>*Review Multi-Cultural Education Program</b></p> <p><b>Apply for Distance Education Incentives.</b> On or before <b>August 1</b>, School districts and educational service units shall apply for Distance Education Incentives (through 2024) <a href="#">§ 79-1337</a></p> <p><b>Students receiving instruction in another district; contracts authorized.</b> On or before <b>August 15</b>, if the school district is contracting with a neighboring district(s) for instruction of all or any part of pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district. <a href="#">§ 79-598</a></p>
<b>Advocacy</b>	<b>Deadline for District Legislative Proposals to NASB July 1, 2024</b>
<b>District/ESU Resources [Budget]</b>	<p><b>*Conduct a Public Hearing on the Proposed Budget Statement.</b> <a href="#">§ 13-506</a> The hearing shall be held separately from any regularly scheduled meeting and shall not be limited by time. Notice of place and time of such hearing, together with a summary of the proposed budget statement, shall be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the governing body's jurisdiction. For purposes of such notice, the four calendar days shall include the day of publication but not the day of hearing. When the total operating budget, not including reserves, does not exceed ten thousand dollars per year or twenty thousand dollars per biennial period, the proposed budget summary may be posted at the governing body's principal headquarters. At such hearing, the governing body shall make at least three copies of the proposed budget statement available to the public and shall make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the governing body at the hearing and shall be given a reasonable amount of time to do so. After such hearing, the proposed budget statement shall be adopted, or amended and adopted as amended, and a written record shall be kept of such hearing. The amount to be received from personal and real property taxation shall be certified to the levying board after the proposed budget statement is adopted or is amended and adopted as amended. If the levying board represents more than one county, a member or a representative of the governing board shall, upon the written request of any represented county, appear and present its budget at the hearing of the requesting county. The certification of the amount to be received from personal and real property taxation shall specify separately (a) the amount to be applied to the payment of principal or interest on bonds issued by the governing body and (b) the amount to be received for all other purposes.</p>



# JULY BOARD AGENDA ITEMS (CONTINUED)

<p><b>District/ESU Resources [Budget]</b></p>	<p><b>*Conduct a Public Hearing on the Proposed Budget Statement. §13-506</b> (continued) If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of such changes shall be published within twenty calendar days after its adoption in the manner provided in this section, but without provision for hearing, setting forth the items changed and the reasons for such changes.</p> <p>(2) Upon approval by the governing body, the budget shall be filed with the auditor. The auditor may review the budget for errors in mathematics, improper accounting, and noncompliance with the Nebraska Budget Act or sections <a href="#">13-518</a> to <a href="#">13-522</a>. If the auditor detects such errors, he or she shall immediately notify the governing body of such errors. The governing body shall correct any such error as provided in section <a href="#">13-511</a>. Warrants for the payment of expenditures provided in the budget adopted under this section shall be valid notwithstanding any errors or noncompliance for which the auditor has notified the governing body.</p> <p>(3) Each school district shall include in the notice required pursuant to subsection (1) of this section the following statement: <b>For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <a href="https://nep.education.ne.gov">https://nep.education.ne.gov</a> In addition, each school district shall electronically publish such statement on the school district website. Such electronic publication shall be prominently displayed with an active link to the Internet address for the website established pursuant to section <a href="#">79-302.01</a> to allow the public access to the information.</b></p> <p><b>*Budget Authority and Allowable Reserve Percentage Certification §79-1023</b></p>
<p><b>Board – Superintendent Relations</b></p>	<p>Complete first year superintendents second evaluation and review goals.</p> <p><b>*Superintendent Pay Transparency Act.</b> On or before <b>August 1</b>, file with NDE a copy of approved contracts or any amendments, for superintendent/ESU administrator services. <a href="#">§ 79-2403</a> the board shall publish a copy of such contract, and a reasonable estimate and description of all current and future costs to the school district or educational service unit that will be incurred as a result of such contract, <b>within two days</b> after the meeting of the board at which such contract was approved.</p>
<p><b>Reports</b></p>	<p>Board Committees; Superintendent; Administrators</p>
<p><b>Board Leadership Development</b></p>	<p>Review and discuss Board Governance Standard V. Advocacy</p> <p>NASB Board Member Candidate Webinar/Workshops (*Election year.)</p> <p>NASB New Member Orientation (New Superintendents, Board President, District Administrative Assistant)</p> <p>NASB Legislation Committee Meeting</p> <p>Review NASB Board Awards of Achievement Points (<b>July 31<sup>st</sup></b> deadline for updating points earned.)</p>
	<p style="text-align: center;"><b>BOARD SELF-ASSESSMENT AND TEAM BUILDING</b></p> <p>The board that expects to operate effectively will periodically engage in some form of reflection. Conducting a board self-assessment is an opportunity for the board to evaluate how well it is functioning as a body while also focusing on the board-superintendent working relationship as well. Assessment identifies strengths and areas of improvement the board must consider to ensure that board members are unilaterally engaged and serve to improve and grow learning for all students. <i>Interested or have questions?</i></p> <p style="text-align: center;"><b>Contact Katie Corfield, Board Leadership Evaluation and Assessment Specialist</b> kcorfield@NASBonline.org</p>



# AUGUST BOARD AGENDA ITEMS

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy</b>	<p><b>*Option Enrollment Application period.</b> School districts will accept option enrollment applications between September 1 and March 15 for attendance during the following and subsequent school years. The option school district shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. The option school district shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.</p> <p>** An option school district that is a member of a learning community may not approve an application pursuant to this section for a student who resides in such learning community. <a href="#">§ 79-237</a></p>
	<p><b>Personnel Report.</b> On or before <b>September 15</b>, all schools shall file with the Department of Education a fall personnel report, which shall specify the names of all individuals employed by the school who are certificated. <a href="#">§ 79-804</a></p>
	<p><b>Federal Protection of Pupil Rights Amendment (PPRA).</b> Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.</p>
	<p><b>Federal Child Nutrition Programs.</b> If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form.</p>
	<p><b>Federal McKinney-Vento Homeless Assistance Act.</b> Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary, in their native language. Downloadable poster: <a href="http://center.serve.org/nche/pr/er_poster.php#youth">http://center.serve.org/nche/pr/er_poster.php#youth</a></p>
	<p><b>Federal Non-Discrimination.</b> Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.</p>
	<p><b>Federal Individuals with Disabilities Education Act (IDEA).</b> Annual notice to parents of a child with a disability of the district’s procedural safeguards. A notice must also be placed on the district’s website. The notice must be easily understandable and in the native language of the parents. Sample Notice: <a href="http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf">http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf</a></p>
<b>Advocacy</b>	Discuss the NASB Legislative Committee Report and outcome of proposals submitted for consideration



# AUGUST BOARD AGENDA ITEMS (CONTINUED)

<b>District/ESU Resources [Budget]</b>	<p><b>Collective Bargaining; Timelines.</b> On or before <b>September 15</b>, negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years. <a href="#">§ 48-811</a>, <a href="#">§ 48-816</a>, and <a href="#">§ 48-818</a></p>
	<p><b>Collective Bargaining Timeline.</b> On or before <b>September 1</b>, of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1 <a href="#">§ 48-818.01</a></p>
	<p>Board/Administrators Budget Work Session</p>
	<p><b>*Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget;</b> Due on or before <b>September 20</b> <a href="#">§ 13-508</a> <a href="#">§ 79-1084</a>, <a href="#">§ 79-1085</a>, <a href="#">§ 79-1086</a>, <a href="#">§ 13-506</a>, <a href="#">§13-518</a></p>
	<p><b>*Board Adopted Budget.</b> On or before <b>September 30</b>, General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget. <a href="#">§ 13-508</a></p>
	<p><b>Report to County Board.</b> On or before <b>September 30</b>, a [<i>Class III school district boards</i>] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year. <a href="#">§ 79-1084</a></p>
	<p><b>Class IV District Report to County Board.</b> On or before <b>September 30</b>, [<i>Class IV school district boards</i>] are required to report to the county board an estimate of the amount of funds required for the next school fiscal year. <a href="#">§ 79-1085</a></p>
	<p><b>Class V District Report to County Board.</b> On or before <b>September 20</b>, [<i>Class V school district boards</i>] that is a member of a learning community is required to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year. <a href="#">§ 79-1086</a></p>
<p style="text-align: center;"><b>*Provision is subject to revision in the 2024 Legislative Session. NASB will update.</b>  <a href="#">§ 77-1632</a> <b>Property tax request; procedure; public hearing; resolution or ordinance; contents.</b>  <b>[LB 644]</b> This does not apply to ESUs.</p>	
<b>Reports</b>	<p>Board Committees; Superintendent; Administrators</p>
	<p><b>*American Civics Committee.</b> Beginning of every school year, the school board must appoint a committee of three to be known as the Committee on American Civics. The committee will hold no fewer than two public meetings annually, at least one when public testimony is accepted. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section <a href="#">§ 79-724</a>. *Reference: (January) Board Committee Appointments.</p>
<b>Board Leadership Development</b>	<p>Review and discuss Board Governance Standard VI. District Resources</p>
	<p>NASB Area Membership Meetings</p>
<b>Learning Community</b>	<p><b>Learning Community Attendance Reports.</b> On or before <b>September 1</b>, each district that is a member of a learning community needs to report to the learning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports. <a href="#">§ 79-201</a></p>
	<p><b>Learning Community Budget.</b> On or before <b>September 1</b>, the Learning Community shall file a copy of the adopted budget statement with member school districts. <a href="#">§ 13-508</a></p>



# SEPTEMBER BOARD AGENDA ITEMS

Mission, Vision & Goals	Strategic Plan Update; District Goals Update
Policy Governance	Review Annual District Report
	Review, update, and adopt policy per board adopted Policy Review Process.
Accountability & Student Achievement	Review Summer School Programs
	Review ACT Results
	*Review Certified Staff Professional Development Calendar and Budget
	*Review School Improvement Plan
	<p>*<b>District Membership Report.</b> On or before <b>October 15</b>, of each year, the superintendent of each school district shall file with the commissioner the fall school district <b>membership report</b>, which report shall include the number of children from birth through twenty years of age enrolled in the district on October 1 of a given school year. The report shall enumerate (i) students by grade level, (ii) school district levies and total assessed valuation for the current fiscal year, (iii) students enrolled in the district as option students, resident students enrolled in another district as option students, students enrolled in the district as open enrollment students, and resident students enrolled in another district as open enrollment students, and (iv) such other information as the Commissioner of Education directs.</p> <p><a href="#">§ 79-528</a></p>
	<p>*Pending in Legislature - Distance Education Incentives Denial Appeal – Due October 1(through 2028)</p> <p><a href="#">§ 79-1337</a></p>
District/ESU Resources [Budget]	Negotiations contract dispute decision (year of contract, if needed); Due September 15 <a href="#">§ 48-818.01</a>
	<p>*<b>Collective Bargaining Timeline.</b> On or before September 1 of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1. <a href="#">§ 48-818.01</a></p>
	<p>*<b>Collective Bargaining Mediation Decision.</b> On or before <b>September 15</b>, the commission will render a decision on any contract dispute in regard to a non-agreed upon agreement that was due March 25. <i>Negotiations board must respond to agent request; Due October 1</i> <a href="#">§ 48-818.01</a></p>
	<p>*<b>Elementary site allowance; calculation.</b> On or before October 15, each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE. <a href="#">§ 79-1007.15</a></p>
	<p>*<b>Poverty Allowance Calculation.</b> Each school district shall designate a maximum poverty allowance on a form prescribed by the department on or before October 15, of the school fiscal year immediately preceding the fiscal year for which the aid is being calculated. <a href="#">§79-1007.07</a></p>
	<p>*<b>Limited English Proficiency Calculation Allowance.</b> Each school district shall designate a maximum limited English Limited Proficiency Allowance on or before October 15 of the school fiscal year immediately preceding the fiscal year for which aid is being calculated. <a href="#">§79-1007.09</a> The school district may decline to participate in the LEPA by providing NDE a maximum limited LEPA allowance of zero dollars on such form on or before October 15.</p>
Reports	Board Committees; Superintendent; Administrators
	Annual Emergency Safety Plan – Annual Adoption

# SEPTEMBER BOARD AGENDA ITEMS (CONTINUED)

<b>Board Leadership Development</b>	Review and discuss Board Governance Standard VII. Board Operations
	NASB Area Membership Meetings
	NASB Facilities & Construction
<b>Board-Superintendent Relations</b>	Review current superintendent evaluation, policy specific to the evaluation, contract language to ensure it aligns to the policy, and review superintendent contract language outlining the responsibilities of the superintendent and board regarding the contract extension or renewal. Place each item on the board meeting agenda as specified.
<b>Learning Community</b>	<b>Learning Community Coordinating Council Only.</b> On or before <b>October 15</b> , the learning community levies and total assessed valuation for the current fiscal year; <a href="#">§ 77-1632</a>

## NASB PROGRAMS AND SERVICES

NASB is where you will find your membership support, information, resources, programs, services, advocacy support, ALICAP Insurance connection, Superintendent Search Service, policy services, educational learning opportunities, networking and so much more. As a starting point, visit our website at [www.NASBonline.org](http://www.NASBonline.org), follow our socials, or call us at 1.800.422.4572. We look forward to working with you!



Nebraska Association of School Boards

1311 Stockwell Street

Lincoln, Nebraska

**Website:** [www.NASBonline.org](http://www.NASBonline.org)

**Twitter:** [www.twitter.com/NASBonline](https://www.twitter.com/NASBonline)

**Facebook:** [www.facebook.com/NASBonline](https://www.facebook.com/NASBonline)



# OCTOBER BOARD AGENDA ITEMS

Mission, Vision & Goals	Strategic Plan Update; District Goals Update
Policy Governance	Review, update, and adopt policy per board adopted Policy Review Process.
Accountability & Student Achievement	Review Statewide Assessment Results
	* <b>District Assurance Statement.</b> On or before <b>November 1</b> , the school district must submit their Rule 10 Accreditation Assurance Statement to NDE. The statement must be signed either by the superintendent and/or a member of the governing board. The Assurance Statement should be presented to the board for review once complete.
	* <b>ESU Assurance Statement.</b> On or before <b>November 1</b> , the ESU must submit their Rule 84 Assurance Statement to NDE. This rule is intended to support educational service units in effectively and efficiently supporting school systems in this state and to establish the minimum level of performance for accreditation of the Nebraska education service units.
	* <b>Fall Membership Report.</b> On or before <b>November 1</b> , the superintendent of each school district shall submit to the Commissioner of Education a report described as the annual financial report showing (i) the amount of money received from all sources during the year and the amount of money expended by the school district during the year, (ii) the amount of bonded indebtedness, (iii) such other information as shall be necessary to fulfill the requirements of the Tax Equity and Educational Opportunities Support Act and section <a href="#">§ 79-1114</a> , and (iv) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a>
	* <b>Fall Membership Report (Failure to meet deadline).</b> If a school district fails to submit the fall membership report by <b>November 1</b> , the commissioner shall, after notice to the district and an opportunity to be heard, direct that any state aid granted pursuant to the Tax Equity and Educational Opportunities Support Act be withheld until such time as the report is received by the department. In addition, the commissioner shall direct the county treasurer to withhold all school money belonging to the school district until such time as the commissioner notifies the county treasurer of receipt of such report. The county treasurer shall withhold such money. <a href="#">§ 79-528</a>
Advocacy	Appoint <b>Local Board NASB Delegate Assembly Representative</b>
District/ESU Resources [Budget]	* <b>Superintendent file Financial Report.</b> On or before <b>November 1</b> , all superintendents must submit to the Commissioner of Education, an Annual Financial Report. <a href="#">§ 79-528</a>
	* <b>Authorize School District Audit.</b> On or before <b>November 5</b> , a copy of the Audit Report shall be filed with the Commissioner of Education and Auditor of Public Accounts. Annually, the school district shall authorize the examination of all financial records. The audit is to be conducted by a public accountant or by a certified public accountant. <a href="#">§ 79-1089</a>
	* <b>Collective Bargaining.</b> On or before <b>November 1</b> , negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent. <a href="#">§ 48-818.01</a>
Reports	Board Committees; Superintendent; Administrators;
	* <b>Educational Service Unit Yearly Report.</b> On or before <b>November 1</b> , each ESU is required to publish a Report of Yearly Activities of the ESU Board. The report shall include the amount of the revenue received and expenditures itemized by categories. This publication shall be for one time in a newspaper of general circulation distributed in each county in the educational service unit. A copy of the report shall be distributed to each member school district. <a href="#">§ 79-1228</a>
	* <b>Review Annual Emergency Safety Plan</b> as filed with the State School Security Director. <a href="#">§ 79-2,144</a>

# OCTOBER BOARD AGENDA ITEMS (CONTINUED)

<b>Board-Superintendent Relations</b>	Distribute the superintendent evaluation to be completed by each board member. *NASB Online Survey System, direct the Association to distribute links to each individual board member to complete the superintendent evaluation. Note: Review board policy and superintendent contract to ensure the board is meeting the directives of both documents.
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard VIII. Board-Superintendent Relations
	NASB Board Member Candidate Webinar (even-numbered years only)
	Labor Relations Conference
<b>Foundation Filing Forms</b>	<p>School Board will <b>Review the Annual Foundation Board Filing Forms</b></p> <p>Original tax deadline for exempt organizations (Form 990): On or before <b>May 15, 2024</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>○ Extension tax deadline for exempt organizations: <b>November 15, 2024</b> (must complete IRS Form 8868 Application for Automatic Extension of Time to File an Exempt Organization Return</li> </ul> <p>Foundation Boards – Schedule A (Form 990 or 990-EZ), Public Charity Status and Public Support</p> <ul style="list-style-type: none"> <li>○ Form 990 is <u>not complete</u> without fully completing Parts I through XI and a proper signature in Part II, Signature Block.</li> <li>○ An officer of the organization must sign the return. This signature must come from the Superintendent if the foundation does not have a designated tax officer.</li> <li>○ Schedule B Parts I and II must also be completed if contributions totaling \$5,000 or more (in money or property) were recognized from any one contributor.</li> </ul>

## COMMUNITY ALIGNMENT



*“THE VIABILITY OF THE COMMUNITY IS  
DEPENDENT UPON THE VIABILITY  
OF THE SCHOOL DISTRICT AND VICE VERSA”*

What is the role of the school district in community development?  
How can collaborative partnerships with local entities create new and meaningful learning opportunities for students?

*Community Alignment explores how the school district  
can contribute to the collective development of our communities.*

**Contact**

**Caden Frank**, Board Leadership Community Engagement Specialist  
[cfrank@NASBonline.org](mailto:cfrank@NASBonline.org)



# NOVEMBER BOARD AGENDA ITEMS

<b>Mission, Vision &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	<b>*Review District and [each] Building AQuESTT Classification</b>
	<b>On or before December 31, 2024</b> , and on or before December 31 of each year thereafter, in order to promote and support financial literacy education, each school district shall provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year. <a href="#">§79-3004</a>
	<b>*Review District Audit Report</b>
<b>District/ESU Resources [Budget]</b>	Distribute the superintendent evaluation to be completed by each board member. *NASB Online Survey System, direct the Association to distribute links to each individual board member to complete the superintendent evaluation. Note: Review board policy and superintendent contract to ensure the board is meeting the directives of both documents.
<b>Board-Superintendent Relations</b>	Board Committees; Superintendent; Administrators
<b>Reports</b>	Review and discuss Board Governance Standard IX. Professional Development
<b>Board Leadership Development</b>	NASA/NASB State Education Conference
	NASB Delegate Assembly
<b>BOARD LEADERSHIP ONLINE SURVEY SERVICES</b>	<p>Contact Katie Corfield, Board Leadership Evaluation and Assessment Specialist</p> <p><a href="mailto:kcorfield@NASBonline.org">kcorfield@NASBonline.org</a></p> <p>to learn more about the Online Survey Service</p> <p><i>Superintendent Evaluation</i></p> <p><i>Board Self-Assessment</i></p> <p><i>Facility-Bond Referendum Surveys</i></p> <p><i>District Reorganization Surveys</i></p> <p><i>Custom Surveys</i></p> <p><i>Satisfaction Surveys</i></p>





# DECEMBER BOARD AGENDA ITEMS

<b>Mission, Vision &amp; Goals</b>	Review School Improvement Plan
	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Advocacy</b>	Review the [Tentative <i>as of October 2022</i> ] <a href="#">2024 Legislative Session Calendar</a>
<b>District/ESU Resources [Budget]</b>	<p><b>ESU Annual Financial Report</b> – On or before <b>January 31</b>, the ESU Administrator of each ESU will submit to the Commissioner of Education an Annual Financial Report. <a href="#">§ 79-1229</a></p> <p>*<b>ESU Audit. On or before January 31</b>, the ESU Audit Report will be presented to the ESU board for review. The board of each educational service unit shall cause a complete and comprehensive annual audit to be made of the books, accounts, records, and affairs of the educational service unit. The audits shall be conducted annually, except that the Auditor of Public Accounts may determine an audit of less frequency to be appropriate but not less than once in any three-year period. <a href="#">§ 79-1229</a></p>
<b>Reports</b>	Board Committees; Superintendent; Administrators
	Review the NDE State of Schools Report
<b>Board-Superintendent Relations</b>	* <a href="#">Review the Superintendent Evaluation Summary</a>
<b>Board Leadership Development</b>	*NASB New Board Member Workshop – Election Year Event
<b>Learning Community</b>	<b>Report Evaluation and Research Results.</b> On or before <b>January 1</b> , each learning community coordinating council shall use any funds received pursuant to section <a href="#">§ 79-1241.03</a> for evaluation of programs related to the community achievement plan. <a href="#">§ 79-2104.02</a>
<b>Board Election</b>	<b>Notify the County Clerk/Election Commissioner.</b> On or before <b>February 1</b> , the board must notify the County Clerk of Election Commissioner of the member seats open for the upcoming election.

## NASB BOARD LEADERSHIP TEAM

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

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