

## **Board of Education Regular Meeting**

Monday, May 11, 2015 7:30 PM

Media Center at the Palmyra District OR-1 Public Schools

50 Dogwood

Bennet, NE 68317

1. Call to Order and Pledge of Allegiance
2. Announcement of the Open Meetings Act Posting
3. Staff and Student Presentations
4. Consent Agenda
  - 4.1. Approval of minutes of previous meetings
  - 4.2. Approval of Claims/Payment of Bills and Payroll
  - 4.3. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
  - 4.4. Financial Report
5. Public Comment
6. Administrative Reports
  - 6.1. Superintendent Report
  - 6.2. High School Principal
  - 6.3. Elementary Principal
7. Discussion Items- Committee Reports
  - 7.1. Building and Grounds Committee
  - 7.2. Transportation Committee Report
  - 7.3. Budgeting Committee Report
8. Action Items
  - 8.1. Action Item Number 1
  - 8.2. Action Item Number 2
  - 8.3. Action Item Number 3
9. Closed Session
10. Board of Education Development
11. Topics for Next Month's Agenda
12. Adjournment

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Chairperson

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Superintendent

# NASB Consent Agenda

NEBRASKA ASSOCIATION OF SCHOOL BOARDS  
MARCIA R. HERRING, DIRECTOR BOARD DEVELOPMENT

## THE CONSENT AGENDA

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**E**fficient and effective use of time is critically important to both board members, and administrators. To make the best use of time, consider the benefit of a consent agenda. The consent agenda groups several items together as one, to be approved with a single motion and vote.

A consent agenda should be used primarily for items that are considered routine and non-controversial in nature, such as previous meeting minutes, claims, field trip requests, schedule changes, hire and reassignments, etc. It may also be used for items that will not generate questions and board discussion, such as approval of items the board has already discussed or adoption of policies under consideration for second reading.

**It is important that the board understands that placing an item on the consent agenda does not prohibit the board from asking questions in the meeting.** The president should always ask, before entertaining a motion to approve the consent agenda, if any board member wishes to remove an item for discussion. If a board member would make such a request, the board president calls for a motion to approve the consent agenda with the remaining items. Immediately following the vote, the chair will entertain discussion on the item removed from the consent agenda. If action is needed on that item, it is taken separately after the discussion.

## NASB AGENDA

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**Nebraskaland School District  
Board of Education  
Day/Date/Time  
1234 Platte River Drive, Nebraskaland, Nebraska**

*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.*

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. Nebraska Open Meetings Law

- C. Publication of Meeting
- D. Roll Call:
  - 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
- E. Pledge of Allegiance
- II. Approval of Agenda
- III. Staff and Student Presentations
- IV. Public Comment
- V. Reports
  - A. Building/District Administrators
  - B. Superintendent
    - 1. Progress on District Goal No.2 – increase student participation in community service activities
    - 2. Administrative Council Meetings
  - C. Board Members
    - 1. NASB Data Workshop
    - 2. Registration for State Education Conference
  - D. Board Committees
    - 1. Finance Committee Report
    - 2. Building/Grounds and Transportation
  - E. Other School Personnel
  - F. District Goals Update
- VI. Consent Agenda
 

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

  - A. Minutes of the (date) meeting of the board
  - B. Resolution to affirm Child Safety Month
  - C. Monthly financial report
  - D. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
  - E. Adopt Board Policy No. 1099
- VII. Discussion Items
  - A. Staff report on reading assessment program
  - B. K-6 Reading Curriculum
  - C. Staff Professional Development
  - D. Enrollment Update
  - E. First Reading Board Policy 1100
  - F. First Reading Board Policy 1111
  - G. First Reading Board Policy 1121

- VIII. Action Items
    - A. Purchase of Athletic Equipment
    - B. ALICAP Insurance (All Lines Interlocal Cooperative Aggregate Pool)
    - C. Repair Piedmont Middle School Roof
    - D. Elementary Attendance Zone Boundaries
  - VIII. Closed Session
    - A. Real Estate Purchase
    - B. Pending Litigation
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### Scripted Motions for Closed Session

A vote is required in order to enter into closed session. A board may enter into closed session only if the reason is clearly necessary for the purpose of:

- The protection of the public interest, or
- The prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.

If a board is going into closed session, you must:

- Have a majority of members vote to go into closed session and include the subject matter and the reason necessitating the closed session stated in the motion to enter closed session.

### NASB Sample Motions

#### Protection of the public interest – Negotiations

Motion: "Board member Spatz moves that the board enter into closed session to discuss (state the subject matter) *negotiations* for the (state the purpose necessitating the closed session) *protection of the public's interest*. Seconded by Jorgensen, roll call vote please.

President restates: It has been moved by Spatz and seconded by board member Jorgensen for the board to enter closed session to discuss negotiations and for the purpose of protecting the public's interest." Motion Carried 6/0.

The minutes must reflect the entire motion, each board members vote, and the time in which the closed session started and ended.

#### Protection of the public interest - Litigation

Motion: "Board member Spatz moves that the board enter into closed session to discuss (state the subject matter) *litigation* for the (state the purpose necessitating the closed session) *protection of the public's interest*. Seconded by Jorgensen. Roll call vote please.

President restates: It has been moved by Spatz and seconded by board member Jorgensen for the board to enter closed session to discuss litigation and for the purpose of protecting the public's interest." Motion Carried 6/0.

The minutes must reflect the entire motion, each board members vote, and the time in which the closed session started and ended.

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## IX. Future Agenda Items

### Adjourn

*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 Law.*

\*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.

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## ALTERING THE PUBLISHED AGENDA

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It is not uncommon that a matter will surface that warrants being placed on the agenda. It is critically important that the board president and superintendent proceed cautiously. Under NEB. REV. STAT. § 84-1411 Section 1: "...Except for items of an emergency nature, the agenda shall not be altered later than (a) twenty-four hours before the scheduled commencement of the meeting..."

The statute is very specific and the board president and superintendent must ensure that no items are added to the agenda within 24 hours prior to the publicized meeting. Prior to that, items may be added to the agenda; however, the Association suggests that if an agenda is revised new copies should be issued to all board members so that if they have questions about the item they may contact the superintendent prior to the meeting. The revised agenda should also be made available at the district office as the official copy. Remember that within the 24 hour period prior to the meeting only items of an emergency nature may be added to the agenda. "Emergency" is defined as something that is unforeseen and cannot wait two-days for a special meeting to deal

with the issue. Remember: Poor planning does not excuse violation of the Nebraska Open Meetings Law.

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## PREPARING FOR THE BOARD MEETING

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The board president and superintendent will discuss jointly the development of board meeting and work session agendas. The expectations of both parties must be defined and agreed upon to avoid misunderstandings and confusion. The effective agenda is designed with purpose to focus attention and discussion toward specific topics and to produce results efficiently.

**NEB. REV. STAT. § 84-1411. Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; video conferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.**

“Each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. Such notice shall be transmitted to all members of the public body and to the public. 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 (a) twenty-four hours before the scheduled commencement of the meeting...”

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## DEVELOPING THE AGENDA

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The superintendent will follow the board adopted annual calendar and bring forth matters, which require board discussion and/or action. The superintendent is responsible to develop the draft agenda to discuss/present to the board president for review prior to distribution to the full board.

The board president will review the agenda with the superintendent. This process ensures that the president has the opportunity to ask questions or request changes before the agenda is final and the meeting notice is posted.

Upon the review of the agenda, the board president should consider the inclusion of these essential items:

- Number of items on the agenda. A two-hour meeting should provide sufficient time to conduct board business.
- Policy governance items. A responsibility of the president or superintendent is to ensure

items placed on the agenda are supported with sufficient information for the board to discuss and deliberate. Surprises are not permissible by the board or by the superintendent. Note: To follow best practices, the board will not take action on an item on the agenda that has not previously been discussed and/or deliberated based upon all available information.

- Agenda items should be categorized as discussion/action and should reflect sufficient information for the board, staff, and community to understand the issue under consideration.
- Public comment is required by law and important to the board's process. The agenda must provide for public comment that typically occurs early on the agenda. Board policy defines in detail the parameters for how long an individual has to speak and/or the timeframe for this item on the agenda.
- "Future Agenda Items" brings closure to the meeting and permits a board member to place an item on the next agenda. Board policy also identifies proper procedures for placing an item on the agenda.

The successful progression of a meeting is predetermined by the act of scheduling items requiring extended discussion, deliberation, and analysis by board members early in the meeting. Consider balancing controversial items with routine business to aid in the flow of the meeting. Do not overlook the importance of staff reports and staff/student presentations. As president, ensure the meeting agenda is observed and followed. Fellow board members respect the leader who conducts an efficient and orderly meeting.

As you define your expectations as board president, commit to the review of the draft agenda as a monthly routine. Actively participate in review of the agenda with the superintendent, this enables you to ask questions or request changes before the agenda is final and the meeting notice is posted.

*What background information will accompany each agenda item?*

The superintendent and board must collectively determine how much or what type of information is needed for understanding agenda items. Review and discuss with the board members what information is useful in advance to adequately analyze or summarize the issue before the body. Background information may be presented in supporting notes from the superintendent. Providing information and/or rationale for a discussion item is of great value to board members to answer questions that arise when reviewing the agenda. In addition, the Association supports the use of the Board AIM (Agenda Information Management) document to ensure appropriate, complete, and timely information is presented to the board.