

Board of Education Policy Review & Revision
Committee
Thursday, April 25, 2019, 8:15 AM
Lincoln Public Schools District Office 5905 O
Street Lincoln, NE 68510

1. Call to Order
2. New Business
 1. Policy 8230 - Opportunities for Development
 2. Policy 8130 - Committees
 3. Policy 8441-Order of Business
 4. Policy 4825 - Employee Fundraising
 5. Annual Reviews: Policy 5520 - Student Fees and Policy 5482 - Anti-Bullying Policy
3. Standing Items
 1. Policy Minor Updates: Policy 1114-News Media
 2. Regulations Changes from Administration: 1114.2 - Online Media Accounts
 3. Committee Minutes
4. Board Goals: "In discharging its responsibilities, the Lincoln Board of Education will function as a policy-forming and legislative body." (8002)
5. Policy/Legal Updates: Included in Agenda
6. Future Budget Considerations: None
7. Follow-Up From Past Meetings
8. Future Agenda Items
9. Committee Highlights for Board Report
10. Request for Closed Session: No
11. Communication Notes for Full Board
12. Adjournment

BOARD OPERATING PROCEDURES ****

Opportunities for Development

Attendance at meetings and conferences related to education or school matters shall be encouraged for the value they have to the school system and to the professional growth of Lincoln Board of Education members.

The Superintendent shall notify Board members of scheduled meetings and conferences which might be of interest or benefit.

Lincoln Board of Education members shall be expected to maintain their effectiveness by being well informed on educational issues.

Each mMembers of the Board isare authorized to attend, at Lincoln Public School District expense, conventions sponsored by the National School Boards Association, the Nebraska Association of School Boards and other pertinent professional meetings, provided that the reimbursable expenses are less than \$1,000. Members of the Board are authorized to attend the National School Boards Association annual conference, provided the reimbursable expenses are less than \$1,000, not including the registration fee. unless the cost of such development opportunity exceeds \$1000. A Board member seeking reimbursement of expenses from the District to cover the cost of for development opportunities not authorized by this Policy exceeding \$1000 must receive advance approval from the Board President and Vice President. For the Board President and Vice President, approval must, in addition, be given by one other Board member.

Reviewed and Affirmed by the Board:

Last Revision:

2008-09-23

Original Adoption or Oldest Version:

2008-09-23

Related Policies and Regulations:

8250

Legal Reference:

Approval for Attendance at Development Opportunity

Board member _____ has asked to attend the following development opportunity and to be reimbursed for reimbursable expenses by Lincoln Public Schools:

Event	Date(s)	Location

Approval of the request is given by:

_____ Board President	_____ Date
_____ Board Vice-President	_____ Date
_____ Other Board Member*	_____ Date

- Required where the request to attend is from the President or Vice-President

BOARD OPERATING PROCEDURES

Committees

Committees shall not have legislative or administrative functions, except as specifically authorized in Lincoln Board of Education minutes or policy. All matters except those of routine or emergency nature should be referred to a committee before action by the Board.

The President shall appoint the members and chair of each committee; members will serve on an “at-will” basis until the next Annual Organizational Meeting. Any such appointment is at-will and may be removed at any time by action agreed upon by the President and Vice President of the Board.

Summaries of all committee meetings shall be reported to the Board for its information, recording and possible action, and to the Superintendent.

Committee of the Whole

The Lincoln Board of Education may function as a Committee of the Whole during a regularly scheduled or special meeting to discuss the budget, facility planning, annual goals, strategic planning, instructional programs, or when it is necessary to extend discussion on an issue. Any member may refer an item to the Committee of the Whole through a motion to commit or to refer.

The Secretary shall keep a memorandum of the matters discussed and prepare a Committee of the Whole report for submission at a regularly scheduled business or special meeting.

Standing Committees

Standing committees provide the opportunity for staff and Board members to research and discuss issues so as to adequately prepare materials for Board consideration at School Board meetings [and review, revise and recommend policy for areas related to the committee agendas.*](#) The following are the Board’s standing committees:

Americanism ~~Civics/Equity & Multicultural Education/Wellness Transportation~~
~~Committee~~ – [The committee is responsible for required curricula reviews required by law and shall perform the functions required by the law.](#) (Policies 2130, 2135, and 5505)

Finance Committee – Review issues regarding the presentation and tracking of the General Fund Budget. (Policies 3000-3699)

BOARD OPERATING PROCEDURES

Standing Committees (Continued)

Governmental Relations and Community Engagement – The committee considers efforts of the District to share the story of the work, goals and outcomes of Lincoln Public Schools with a variety of audiences – internally and externally – through a wide variety of communication and community engagement channels and media; this includes reviewing issues regarding federal, state, and local legislation or regulations.~~NSBA and NASB resolutions, and issues of interest regarding other governmental bodies.~~ (Policies 1000-1999)

Personnel Policy – Review issues regarding human resources organization and management. (Policies 4000-4999)

Planning & Transportation Committee – Review issues regarding building facilities, safety and security, enrollment, boundaries, the Site and Building Fund budget, ~~and~~ facility bond issues and transportation. (Policies 3700-3999).

~~Policy Review and Revision—Review and revise existing policies and prepare for the adoption of new policies.~~

Student Learning & Technology – Review issues regarding strategies and systems to improve student safety and learning. (Policies 5000-7999)

~~Technology—Review issues related to technology and their impact on safety and achievement of students.~~

*The President and Vice President will be responsible for annually reviewing and recommending revisions or new policies in the 8000 series of policies covering Board Operating Procedures and the Superintendent will be responsible for recommending revisions or new policies in the 2000 series of policies covering Administration.

Temporary, Special or Ad Hoc Committees

Additional temporary, special, or ad hoc committees of the Board may be established only by Board action or by the President.

The President shall appoint such temporary and special committees as may be deemed necessary or advisable by the Board to make such appointments. Any such appointment is at-will and may be removed at any time by action agreed upon by the President and Vice President of the Board.

Special Appointments

Members of the Board may be appointed to represent the Board on joint committees with other agencies or as advisors to other agencies. The President will make such special appointments unless otherwise designated by the Board. The members so appointed will serve “at-will.” Any such appointment is at-will and may be removed at any time by action agreed upon by the President and Vice President of the Board.

BOARD OPERATING PROCEDURES

Special Appointments (Continued)

The following are the committees to which annual Board appointments are made:

Calendar Committee

The Foundation for Lincoln Public Schools

Mayor's Neighborhood Roundtable

NASB Board of Directors and Government Relations Network

NASB Legislative Committee

Lincoln Safe and Successful Kids Interlocal Board

Joint Board of the Career Academy Board

Reviewed and Affirmed by the Board:

Last Revision:

2019-03-26

Original Adoption or Oldest Version:

2014-10-28

Related Policies and Regulations:

1230, 1230.1

Legal Reference:

79-724

Order of Business*

1. Opening Procedures
 - a. Call to Order
 - b. Roll Call
 - c. Announce Open Meeting Act Posting and Location
 - d. Approval of Minutes
2. Special Reports, Presentations and Celebrations of Success
3. Public Comment
4. Consent Items
 - a. Human Resources Matters
 - b. Routine Business
 - i. Claims/Wire Transfers
 - ii. Payroll
 - iii. Gifts
 - iv. Bids, Contracts and Other Routines Business Discussed at Prior Meeting or Under \$500,000
 - v. Bids, Contracts and Other Routine Business
 - c. Option Enrollment (In/Out)
5. *First Reading, Action at Next Meeting
 - a. From Board Committees
 - b. From the Superintendent
 - c. Bids, Contracts and Other Routine Business over \$500,000
6. Second Reading, Recommended for Action
 - a. From Board Committees
 - b. From the Superintendent
 - c. Expedited/Emergency Actions
 - d. Item(s) Removed from Consent Agenda

Order of Business* (Continued)

7. *Informational Items/Reports
 - a. From Board Committees
 - b. From The Career Academy
 - c. From the Superintendent
8. Announcements of Upcoming Events for the Board
9. Public Comment
10. Request for Closed Session
11. Adjournment

If a motion for closed session has been passed at the meeting, other than as the last business item immediately prior to the closed session, the Chair immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session.

** The above Order of Business may be modified and/or some listed components may be reordered or eliminated for special meetings, retreats, work sessions or as circumstances may demand at the discretion of the chair. The Lincoln Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the time or order listed. Pages listed, or further detail, are available upon request. The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent *of Schools*.*

Reviewed and Affirmed by the Board:

Last Revision: 2016-10-11

Original Adoption or Oldest Version: 2015-05-18

Related Policies and Regulations: 8460

Legal Reference:

HUMAN RESOURCES

Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowdfunding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

This policy is not applicable to fundraising efforts by employees in their private capacities.

Original Adoption:

Related Policies and Regulations: 1112, 1330, 1340

Legal Reference:

STUDENTS

Anti-Bullying Policy

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff. Bullying means any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The School District shall review the anti-bullying policy annually.

Reviewed and Affirmed by the Board:

Last Revision:

2010-05-25

Original Adoption or Oldest Version:

2010-05-25

Related Policies and Regulations:

**2130, 2131, 4770, 4770.1, 5480, 6411,
6411.1**

Legal Reference:

**79-2,137; State Board of Education
Minutes of February 2003; Anti-Bullying;
Reaffirmed December 2006**

COMMUNITY RELATIONS

Media Releases

The Lincoln Board of Education is committed to the use of ~~all news~~ [a variety of](#) media for keeping the public continuously informed concerning school operations, curriculum, budget, special events and other items of public interest.

Reviewed and Affirmed by the Board:	2017-01-10
Last Revision:	2009-10-27
Original Adoption or Oldest Version:	2009-10-27
Related Policies and Regulations:	
Legal Reference:	

Policy Review and Revision Committee

Lincoln Public Schools

April 25, 2019, 8:15 a.m., Conference Room 302,

LPSDO 5905 "O" Street, Lincoln, NE 68510

1. **Call to Order** – Mr. Boswell called the meeting to order at 8:20 a.m.
Present: Mr. Boswell, Ms. Danek, Ms. Mumgaard
LPS Staff Present: Mr. Neal, Dr. Larson, Dr. Standish
2. **New Business**
 1. **Policy 8230 – Opportunities for Development** – This policy was returned to Committee after first reading and has been revised and returned to the committee to recommend new language in last paragraph. The committee discussed unexpected travel costs and the implications from removing the word “advanced” from the policy. After discussion it was decided to keep the word “advanced” and to work with Board leadership to insure that an advance request form for travel expenses be completed anytime that travel expenses may come close to the \$1000.00 cap.
 2. **Policy 8130 – Committees**

Revisions to this policy would consolidate the Board’s standing committees for better organization and streamlining the number of meetings. The first change concerns the Americanism, Multicultural and Transportation Committee. State law requires a change from Americanism to American Civics. Transportation would move out of this committee and into the Planning committee. Finance Committee would see no change. Governmental Relations and Community Engagement and Communications would merge – Community Engagement and Communications would no longer be an ad hoc but would be blended in to Governmental Relations. Personnel Policy no change. Recommend eliminating the Policy Committee and take each policy series and assign to Standing Committees. Makes each committee focus on board as policy makers. The committee discussed the changes. Board members expressed concern over making sure that committees stay on top of policy revisions and review. Mr. Neal will continue to monitor the calendar and insure that committees Mr. Neal will make a list of policies and align them to the appropriate committee. Concern – Pres. & VP oversee rules for Board and Supt for Administration.

Discussion took place in regard to making a district wide definition of Equity and creating an ad hoc committee to help guide and oversee this process and whether Equity should be included as part of American Civics, Equity, Wellness Committee or whether Equity should be an ad hoc committee.

Mr. Boswell suggested that the Board should collectively discuss what equity means. At summer retreat as part of setting annual goals have a kickoff session – where we start with equity and have a collective discussion to define equity before putting into policy anywhere else. Then from this discussion could morph into an Equity ad hoc committee much like the Strategic Plan committee to guide the process and steer through. The committee is not sure yet about developing an ad hoc and noted the importance of setting a time limit if an ad hoc was formed.

Discussion regarding time limit – Equity committee wouldn't last forever, but outcome would permeate discussion throughout. What do we do for equity – each committee – how is it implemented in committee.

The Policy Committee does not recommend an ad hoc committee as it is not the role of this committee and does not recommend adding the word Equity in the American Civics committee.

3. **Policy 8441 – Order of Business**

The committee began conversation about the proposed change in the Order of Business policy. The committee members asked for the following information to be provided prior to finalizing their deliberations on the proposal

- How many schools do this in Nebraska?
- How many have dropped this practice and why?
- Is it the only way you can show patriotism?
What are the religious objections (and other objections)? How would this be addressed?
- How have other elected bodies dealt with this. Does this have to be put into policy? Can it be an official agenda and policy or is this a practice? Does it include the elected members or invite entire audience? Any restrictions on the involvement of staff?
- What is continuum of practices and where would the proposal place us along this continuum?
- What are origins and history of practice of elected bodies saying it?
[Overview, not in-depth]

4. **Policy 4825 – Employee Fundraising**

New policy – that provides oversight of employee fundraising, reflects requirement with MOA in Foundation all online fundraising through Foundation – and must be approved in advance. Greg and Jim developed policy – social media has instigated this policy. Discussion took place in regard to private fundraising. This policy doesn't apply to employee fundraising in a private capacity. It is intended to be used when employees are fundraising in a district capacity. The policy does not apply to clubs not sponsored by LPS. For clarification the committee suggests changing the last sentence to read... "This policy is not applicable to employees fundraising in their private capacities." A question arose in regard to how this policy might affect classroom teacher putting a fundraising event on Fund-a-Need? The answer is the change in policy fully supports the teacher's use of Fund-a-Need through the Foundation.

5. **Annual Reviews: Policy 5520 - Student Fees & 5482 – Anti-Bullying Policy**

Review of fees. Lance Nielsen has provided rationale for changes in Music fees. Proposing to increase elementary and secondary rental fees from \$50 to \$60 to reflect actual cost of maintenance for an instrument. This fee hasn't changed in last 8 years. We have a waiver for students receiving free and reduced lunches. Additionally, we are proposing a new fee for percussion use. It is the most expensive of all instruments. The District doesn't expect students to purchase all percussion instruments. The proposed \$30 fee covers all normal wear and tear on percussion instruments. No percussion rental. The proposed percussion fee would

be eligible for fee waiver. Committee asks that the district monitor whether this fee makes a difference in the number of kids who participate in percussion.

Audition fees – will be reduced from \$30 to \$20. There has been a reduction in Music All-State fees.

Eliminates fees for synchronized swimming because it is no longer a District activity. Music Honor society – only support Tri M – honor society – revision made to recognize the District’s connection to this organization.

Fee waiver hearing will be at next Board Meeting to match up with the first reading of the policy. It will occur right before the Board meeting. Ashley will arrange the hearing

Anti-Bullying policy was reviewed with no proposed language changes. Discussion took place in regard to electronic bullying, and it was shared that the District does address this in policies. Mr. Perry discussed the evolution of LPS policy from state law rule that required districts to adopt a policy – then became part of rule 10 and this is why we have a stand-alone policy. Student Discipline Act – could be put in policy but changes would have to be monitored in both places.

A question was brought up with how to make the information about services for families and students regarding bullying stronger beyond just the policy language. Mr. Neal and Ms. Mumgaard will meet to discuss her concerns and recommendations for how the parameters established in policy are implemented through District and building anti-bullying practices can be better communicated to parents through regulations or on the District’s Parent Page or on individual building webpage.

Mr. Boswell has asked that the future Governmental Relations and Communications committee look into seeing how the district could do better in communicating policy and regulation.

3. **Standing Items**

1. **Policy Minor Updates: Policy 1114 – News Media** – Regulation put in place – matches existing practices.
2. **Regulation Changes from Administration: 1114.2 – Online Media Accounts**
3. **Minutes**

4. **Board Goals:** “In discharging its responsibilities, the Lincoln Board of Education will function as a policy-forming and legislative body.” (8002)

5. **Policy/Legal Updates:** Included in the agenda

6. **Future Budget Considerations:** None

7. **Follow-up from Past Meeting:**

8. **Future Agenda Items**

9. **Committee Highlights for Board Report**

10. **Request for Closed Session – No**
11. **Communication Notes for Full Board**
12. **Adjournment – 9:30 a.m.**