

# O'NEILL PUBLIC SCHOOLS BOARD OF EDUCATION

Monday, July 11, 2022  
3:00 PM

Administrative Office  
410 E Benton  
O'Neill, NE 68763

## Board of Education Work Session Agenda

### Posted Locations:

Holt County Independent (print & website)  
KBRX Radio  
O'Neill Post Office  
O'Neill Public Schools Administrative Office  
O'Neill Jr-Sr High School  
O'Neill Elementary School  
O'Neill Public Schools Website

Posted Date: Thursday, June 30, 2022

{{Name: Agenda Item Name}}

1. **Call to Order**
  - A. Roll Call
  - B. Excused/Unexcused Board Members
2. **Pledge of Allegiance**
3. **Approve Meeting Agenda**
4. **Reception of Visitors**
5. **Oral and Written Communications**
6. **Old Business**
7. **New Business**
  - A. Review Documents
  - B. Transition Worksheet
  - C. Superintendent Evaluation
  - D. Possible Action Items
8. **Adjournment**

*The agenda sequence is provided as a courtesy only. The board reserves the right to consider each item in any sequence it deems appropriate. Therefore, we encourage visitors to attend the meeting from the beginning. As a result of a majority vote by the board, certain agenda items may be clearly necessary to discuss in executive session in order to protect the public interest or to prevent needless injury to the reputation of an individual, and if the individual has not requested a public meeting.*

# Nebraska Open Meetings Act

**84-1407. Act, how cited.** Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**84-1408. Declaration of intent; meetings open to public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**84-1409. Terms, defined.** For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Videoconferencing means conducting a meeting involving participants at two or more locations through the use of audio-video equipment which allows participants at each location to hear and see each meeting participant at each other location, including public input. Interaction between meeting participants shall be possible at all meeting locations.

**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;

(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;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

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.

**84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; 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 web site. (ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by: (A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or (B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting. (iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(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 or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) A meeting of a state agency, state board, state commission, state council, or state committee, of an advisory committee of any such state entity, of an organization created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a public power district having a chartered territory of more than one county in this state, of the governing body of a public power and irrigation district having a chartered territory of more than one county in this state, of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, or of a community college board of governors may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section 24-1204, by telephone conference, if:

(a) Reasonable advance publicized notice is given as provided in subsection (1) of this section;

(b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recodation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used;

(c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference;

(d) At least one member of the state entity, advisory committee, board, council, or governing body is present at each site of the videoconference or telephone conference, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; and

(e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or (ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing.

Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if:

(a) The territory represented by the educational service unit, member educational service units, community college board of governors, public power district, public power and irrigation district, Nebraska Brand Committee, or member public agencies of the entity or pool covers more than one county;

(b) Reasonable advance publicized notice is given as provided in subsection (1) of this section which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) A nonvoting designee designated under subdivision (3)(f) of this section;

(c) All telephone conference meeting sites identified in the notice are located within public buildings used by members of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or entity or pool or at a place which will accommodate the anticipated audience;

(d) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recodation by audio recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if a telephone conference call was not used;

(e) At least one copy of all documents being considered is available to the public at each site of the telephone conference call;

(f) At least one member of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or governing body of the entity or pool is present at each site of the telephone conference call identified in the public notice, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site;

(g) The telephone conference call lasts no more than five hours; and

(h) No more than one-half of the board's, council's, governing body's, committee's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that: (i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and (ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call.

Nothing in this subsection shall prevent the participation of consultants, members of the press, and other nonmembers of the governing body at sites not identified in the public notice. Telephone conference calls, 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 means of electronic or telecommunication equipment. 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 other than a member of the public body to appear before the public body by means of video or telecommunications equipment.

**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. 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 may require any member of the public desiring to address the body to identify himself or herself.

(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.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an instate location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act;

(f) Reasonable arrangements are made to provide viewing at other instate locations for a videoconference meeting if requested fourteen days in advance and if economically and reasonably available in the area; and

(g) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

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

(8) Public bodies shall make available at the meeting or the instate location for a telephone conference call or videoconference, 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. 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.**

(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, except as provided in subsection (6) of this section, and 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 the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised  
10/2020



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**Section 200 – School Board**  
**Legal Status of the School Board**  
**Powers and Responsibilities of the Board**

**File: 201.01**

The board of the O'Neill School District, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of the school district.

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

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

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

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

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

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

Legal Reference:                   Neb. Statute 79-261 to 263  
  79-501 to 524  
  79-734  
  NDE Rule 10.004.01

**Section 200 – School Board**

**Legal Status of the School Board**

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**File: 201.01**

Cross Reference	102	Educational Philosophy of the District
	104	Educational and Operational Planning
	205	School Board Policy Process
	301.03	Succession of Authority to the Superintendent
	601	Goals and Objectives of Instructional Plan

## **Section 300 – Administration**

### **Role of Administration**

**File: 300.01**

The board of education endorses an administrative organization known as the 'single executive' type of school administration wherein the board of education acts as the elected governing body and places all school district functions and programs under the direction of the board's chief executive officer, the superintendent of schools.

The superintendent of schools and administrative staff are authorized to, and are responsible for, designing, implementing, managing, and evaluating programs and activities that culminate in an effective educational experience for the district's students. In so doing, the board expects that all administrators will work within established board policies and school-related statutes, be appropriately trained and certified, and be skilled in communicating and problem solving.

The salary range for all administrative positions shall be sufficiently broad to permit adequate compensation on the basis of both the responsibility involved and the performance of the individual.

**Section 300 – Administration**  
**Administrative Structure**  
**Communication Channels**

**File: 301.04**

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns. Policies referenced at the end of this page shall serve as guidelines for additional resolution of conflicts.

Each employee of this school district except the school board attorneys, shall be responsible to the board of education through the superintendent of schools. The school board attorneys shall be directly responsible to the board of education.

All personnel shall refer matters requiring administrative action or attention to the administrator immediately in charge of the building or area in which the problem arises. If a problem is not resolved at the first administrative level, it may be forwarded to the superintendent's office for review. In turn, any significant communications or directives to staff from the superintendent of school's office will be channeled through the appropriate administrator.

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community. To seek a board audience for a complaint or problem, certificated staff members are encouraged to utilize the formal grievance procedure in the negotiated agreement. Ordinarily, formal complaints of non-certificated staff will not be carried beyond the level of the superintendent of school, unless the issue involves a recommendation for dismissal or job reassignment. The superintendent of schools shall keep the board of education informed on any major disputes or problems and the attempted resolution thereof.

Legal Reference: Nebraska Statute 79-254 et seq.

Cross Reference: 204.12 Public Participation in Board Meetings  
402.05 Employee Grievances  
504.01 Student Due Process Rights  
506.06 Student Publications  
1005.01 Public Complaints

## **Section 300 – Administration**

### **Superintendent**

#### **Superintendent Contract and Contract Nonrenewal**

**File: 302.02**

It shall be the responsibility of the board to provide the contract for the position of superintendent. The length of the contract for employment between the superintendent and the board shall be determined by the board, but shall not exceed three years. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

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

After the board approves the contract or contract amendments the board shall publish a copy of the contract, and a reasonable estimate and description of all current and future costs to the district that will be incurred as a result of the contract, within two days after the board meeting at which it was approved. Electronic publication on the web site must be prominently displayed as described above.

After approval of the contract or contract amendments, the board shall file a copy of the contract or amendments with the State Department of Education on or before August 1.

The superintendent serves the board as a probationary certificated employee, regardless of length of service. The superintendent's contract shall be deemed renewed and will remain in full force unless it is amended or not renewed. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the board's intent to address contract changes by the November board meeting, but the board wishes to keep its legal options open by leaving statutory deadlines in place. In the event of nonrenewal, termination or amendment of a contract, the board shall afford the superintendent appropriate due process, including notice of its intent by April 15. Unless continued by mutual written agreement according to statutory procedures, the board shall take final action on the contract by May 15.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference:                      Neb. Statute 79-822 et seq.

**Section 300 – Administration**  
**Superintendent**  
**Superintendent Duties**

**File: 302.04**

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

1. Serves as the chief executive officer of the Board of Education.
2. Serves as the educational leader of Holt County School District No. 7.
3. Administers the school in conformity with the adopted policies of the board of education rules and regulations of the State Department of Education in accordance with state law and in accordance with the guidelines set forth by the North Central Association of Colleges and Schools.
4. Defines educational needs, formulates proposed policies and plans and makes recommendations to the board of education for the implementation of programs.
5. Makes board of education policies accessible to school board members and interprets these policies to school personnel and the general public.
6. Supervises, either directly or through the delegation of authority, all activities of the school system and sees that these activities are carried out in compliance with the policies established by the board of education.
7. Informs the board of education concerning decisions that are made which are not covered in board of education policies.
8. Prepares and sends out agenda, special reports and minutes for board of education meetings as soon as possible the week prior to, but no later than three days before the regular meeting of each month.

## Section 300 – Administration

### Superintendent

#### Superintendent Duties

File: 302.04

9. Attends and participates in all regular and special board meetings unless excused at his or her request, except for those executive sessions in which his or her own re-election is under discussion. Makes recommendations and advises the board of education on subjects affecting the school district.
10. May request, at his or her discretion or at the request of the board of education, the attendance of school district personnel at meetings of the board of education to explain programs in use or planned for use by the school district.
11. Reports to the board of education such matters as deemed material to the understanding and proper management of the school or as the board of education may request.
12. Keeps up-to-date on trends and laws in education by attending local, district, state, and national meetings or conferences with prior board of education approval. (The expenses incurred by attending these meetings will be paid by the school district.)
13. Prepares the annual budget for the ensuing year with the assistance of the staff and submits this budget to the board of education for review and approval. After adoption he or she should make every attempt possible to operate within the limits set forth by the budget.
14. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with accounting procedures set forth by the Nebraska Department of Education, the Office of the State Auditor, and as may be recommended by the auditor retained by board of education.
15. Acts as the purchasing agent for the board of education and orders or approves the ordering of all supplies, textbooks, library material, A/V materials, equipment furniture, etc., when covered by the budget or by specific order of the board of education.
16. Lets bids in terms of price, quality of product and service rendered when needed. On large items in which the board requests bids, the board of education shall determine the bid to be accepted.
17. Directs the annual audit of school district funds: General Fund, Sinking Fund, Activity Fund, School Lunch Fund, Building Fund, Asbestos and American Disabilities Fund, all Federal Programs, and the Special Education Program.

## Section 300 – Administration

### Superintendent

#### Superintendent Duties

File: 302.04

18. After consultation with the other administrators and the appropriate staff, shall recommend to the board of education the selection of new textbooks or textbook series.
19. Shall keep an up-to-date inventory of textbooks, library books, moveable equipment, A/V equipment, athletic equipment, music equipment, uniforms, typewriters, computers, etc.
20. With board of education approval, he or she shall advertise, hold interviews, and offer contracts to teachers.
21. Assigns or transfers all school personnel to their particular school, jobs, and responsibilities as may be best for the school system and in conformance with each individual's qualifications.
22. Hires, replaces, supervises, or causes to be supervised, all classified and certified personnel to see that the methods used and practices employed are in the best educational interest of the students.
23. Approves vacation schedules of all classified district personnel.
24. Suspends any employee for just cause and promptly reports such action to each board member.
25. Recommends to the board of education for their final action the promotion, demotion, dismissal, or salary changes for all employees.
26. Represents the board of education as liaison between the school district and the community. Establishes and maintains a program of public relations that will keep district patrons well informed of the activities of the school district. Maintains a public relations program which will result in a wholesome and cooperative working relationship between the school and the community.
27. Develops the school calendar and presents it to the board for board of education approval.
28. Completes, or oversees the completion, of all forms required by Federal, State, or County agencies or as may be required for local needs and sees that they are properly filed before their due date.
29. Shall be responsible for all short term and long-range planning concerning school facilities.

## Section 300 – Administration

### Superintendent

#### Superintendent Duties

File: 302.04

30. Shall be in charge of all buildings, grounds, and equipment and sees to their maintenance and safety.
31. Prescribes the procedures for the classification and advancement of students and for the transfer of students from one building to another in accordance with guidelines set forth by the Nebraska Department of Education and existing policies of the board of education.
32. Calls, or causes to be called, meetings of school district employees as may be necessary to efficiently and effectively carry out the educational program of the school district.
33. Is responsible for the general operation of the school system, for the development of the staff, and for the educational growth and welfare of the students.
34. Shall have a census taken each year of all people under the age of twenty-one whose parents or guardians live within the boundaries of the district.
35. Shall be directly responsible (or responsible through the delegation of responsibility) for scheduling the use of buildings and grounds by all groups and organizations.
36. Maintaining confidentiality of sensitive information related to staff, students, and parents;
37. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors.
38. Maintaining consistent attendance for the benefit of the students and the District.
39. Facilitating Medicaid eligibility determination.
40. Assisting with transportation related activities in support of Medicaid covered services.
41. Translation related to Medicaid services.
42. Program planning, policy development, and interagency coordination related to Medicaid services.
43. Medicaid related training.
44. Referral, coordination and monitoring of Medicaid services
45. Performs such other tasks as may, from time to time, be assigned by the board of education.

Section 300 – Administration  
Superintendent  
Superintendent Duties

File: 302.04

46. Adheres to the "Code of Ethics" set forth by the American Association of School Administrators.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent.

Cross Reference:     205     School Board Policy Process  
                          301     Administrative Structure

**Section 300 – Administration**  
**Superintendent**  
**Superintendent Evaluation Instrument**

**File: 302.05 - R1**

The following process is recommended for the evaluation of the Superintendent of Schools.

1. In September, the superintendent and individual board members should review and complete the Superintendent Evaluation Instrument in draft form and set aside for review. By reviewing, you have the opportunity to provide additional comments and/or make necessary corrections.
2. It is important that each board member enter comments on the appraisal to substantiate a score that falls in the "Exceeds Expectations", "Needs Improvement", or "Does Not Meet Expectations" on a specific item.
3. By October 1<sup>st</sup> all board members and the superintendent shall submit their completed evaluations to the Board President who will then compile all ratings by the October board meeting.
4. At the October board meeting the Board President will meet with board members in closed session as needed to review the compiled ratings. Such discussion may include the identification of strengths, and areas for improvement as determined.
5. At the November board meeting the Board President will meet with board members and the superintendent in closed session as needed to review the compiled ratings.
6. At the November board meeting the Board will consider contract renewal and compensation. Official board action to approve the superintendent's contract will be taken in open session at the December board meeting following the required posting of the proposed contract.
7. Superintendent evaluations are to be administered in September of each calendar year. (A first year superintendent will be evaluated in September and March of his/her first year.)

Section 300 – Administration  
 Superintendent  
Superintendent Evaluation Instrument

File: 302.05 - R1

SUPERINTENDENT EVALUATION INSTRUMENT

Standard #1: Educational Leadership	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Administers all activities of the school system according to school district policy.					
2. Articulates and promotes high expectations for teaching and student learning.					
3. Provides leadership to the board in the annual establishment of short- and long-term district goals that support student achievement.					
4. Systematically reports to the board on the status of the adopted district goals. (Per reports to the board)					
5. Maintains a general knowledge of educational and professional trends through participation in national and state workshops and conferences.					
6. Maintains effective relationships with legislative representatives, NDE personnel, and Education Service Unit administrators. (Per reports to the board)					

Comments:

Areas for commendation

  
  
  

Areas for improvement

**Section 300 – Administration  
Superintendent  
Superintendent Evaluation Instrument**

File: 302.05 - R1

Standard #2: Staff Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Monitors and makes recommendations for the appropriate staffing levels needed for the effective operation of the schools.					
2. Ensures that fair, equitable, and effective evaluation processes are in place for all district personnel and that all staff are evaluated regularly according to board policy the applicable laws.					
3. Ensures that job descriptions for all district personnel are maintained and updated regularly.					
4. Provides motivation and resources for staff members to engage in professional development activities. <i>(Continues to report to the board periodically)</i>					
5. Provides leadership and oversight to the administrative team through regular communication, supervision, and evaluation. <i>(Continues to report to the board indicating when evaluations have been done)</i>					
6. Provides leadership to the board in the negotiations process with the district's recognized bargaining units.					
7. Continues to build strong staff relations. <i>(Monthly reports to staff)</i>					

Comments:

Areas for commendation

  
  
  

Areas for improvement

**Section 300 – Administration  
Superintendent  
Superintendent Evaluation Instrument**

**File: 302.05 - R1**

Standard #3: Board Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Provides leadership to maintain the board’s focus on student achievement.					
2. Attends and participates in all board meetings unless specifically excused by the board from its consideration of the superintendent’s performance, contract, or salary.					
3. Develops in cooperation with the board president the agenda for each board meeting.					
4. Ensures that all board meetings are legally conducted and communicated to the public in accordance with the Nebraska Open Meetings Act.					
5. To the greatest extent possible, ensures that the board has adequate information and sufficient time to make critical decisions on behalf of the district.					
6. In cooperation with the board, develops and maintains an annual board calendar that ensures timely consideration of: (a) routine matters requiring board approval, (b) follow-up reports requested by the board, (c) regular updates on district goals and the school improvement plan, (d) regular updates on student achievement data, and (e) continuous policy review.					

**Section 300 – Administration  
 Superintendent  
Superintendent Evaluation Instrument**

File: 302.05 - R1

<p>7. Ensures that administrative recommendations to the board identify: (a) the situation necessitating the recommendation, (b) how the recommendation relates to district and/or school improvement goals and district policies, (c) the options reviewed and the reason for selecting this recommendation, (d) the benefit that is expected to result from the implementation, (d) the personnel that will be involved in or affected by the implementation, (e) the immediate and long-term cost of the implementation (f) how the staff will measure the results of the implementation, and (g) how and when progress will be reported to the board (see AIM document for format).</p>					
<p>8. Using agreed-upon methods, communicates with the board between meetings to ensure that all members have current information about district issues and activities.</p>					

Comments:

Areas for commendation

  
  

Areas for improvement

**Section 300 – Administration  
 Superintendent  
Superintendent Evaluation Instrument**

File: 302.05 - R1

Standard #4: Policy Management	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Provides leadership in the development and implementation of district policy. <i>(Continues to research necessary changes and works with Policy Committee to develop recommendations)</i>					
2. Ensures policy is consistent with the requirements of state and federal law and NDE rules.					
3. In cooperation with the administrative team, develops the necessary rules and regulations to carry out board policy.					
4. In cooperation with the board, ensures that policies and supporting administrative rules and regulations are systematically reviewed and updated.					

Comments:

Areas for commendation

  
  
  
  

Areas for improvement

**Section 300 – Administration  
 Superintendent  
Superintendent Evaluation Instrument**

File: 302.05 - R1

Standard #5: Financial Management	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Schedules timely and appropriate budget work sessions to ensure board input into the development of the district budget.					
2. Develops the budget according to district policy and state requirements.					
3. Implements and manages the budget according to sound business and fiscal practices and district policy.					
4. Provides monthly Claims and Revenue Summary Reports that ensure the board is knowledgeable about the status of the budget.					
5. Maintains the district's financial records and ensures that they are audited annually by a qualified accounting firm.					

Comments:

Areas for commendation

  
  
  
  

Areas for improvement

**Section 300 – Administration  
 Superintendent  
Superintendent Evaluation Instrument**

**File: 302.05 - R1**

Standard #6: Facilities Management	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. In cooperation with the board, maintains and updates a short- and long-range plan that includes: (a) a schedule for the routine maintenance of all school properties, (b) a schedule for the repair and/or replacement of school equipment, and (c) a facilities needs assessment for future renovation or construction.					
2. Oversees the implementation of the facilities plan and ensures that the board is knowledgeable about the status of the facilities.					

Comments:

Areas for commendation

  
  
  

Areas for improvement

**Section 300 – Administration  
 Superintendent  
Superintendent Evaluation Instrument**

**File: 302.05 - R1**

Standard #7: Community Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Maintains accessibility and visibility in the community.					
2. Acts as a unifying force within the district, striving to reconcile divergent viewpoints in order to do what is best for students.					
3. Promotes and supports parent/student/community involvement in the school.					
4. Maintains a sound working relationship with the media.					
5. Routinely creates opportunities to seek staff and community input on significant issues where and when appropriate.					

Comments:

Areas for commendation

  
  
  

Areas for improvement

Section 300 – Administration  
**Superintendent**  
**Superintendent Evaluation Instrument**

File: 302.05 - R1

Standard #8: Personal Qualities	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Demonstrates ethical, trustworthy and professional behavior.					
2. Is cordial, patient, personable, and treats everyone fairly, equitably, and with dignity and respect.					
3. Expresses ideas in a logical, forthright, and professional manner.					
4. Possesses the health and energy necessary to fulfill their responsibilities.					

Comments:

Areas for commendation

  
  
  
  

Areas for improvement

Section 300 – Administration  
Superintendent  
Superintendent Evaluation Instrument

File: 302.05 - R1

In reviewing your goals:

\_\_\_\_\_  
Signature – Board President

\_\_\_\_\_  
Signature - Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Section 300 – Administration  
Superintendent  
Superintendent Evaluation Instrument

File: 302.05 - R1

SUPERINTENDENT GOALS FORM

Date of Adoption \_\_\_\_\_

Review Period From \_\_\_\_\_ to \_\_\_\_\_

The signatures below indicate that the school board and superintendent have agreed on performance requirements for the superintendent, the indicators that the school board will examine to determine whether the superintendent has met each requirement, and the information the school board will need in order to measure performance.

Performance Goal #1: (Goal Statement)

Indicators: (The superintendent will . . . )

Evidence needed to measure progress and achievement:

\_\_\_\_\_  
Signature – Board President

\_\_\_\_\_  
Signature - Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Section 300 – Administration**  
**Superintendent**  
**Superintendent Evaluation**

**File: 302.05**

The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

During the first year of employment, the superintendent of schools shall be evaluated twice, once in September and once in March. Thereafter, the superintendent of schools will be evaluated at least once each year. This evaluation shall occur during the month of September. The superintendent of schools' contract will be considered for renewal during the month of November.

At the regular November board meeting--in closed session, if necessary to prevent damage to the reputation of any individual--the evaluation results will be shared with the superintendent of schools and open discussion invited on any different viewpoints.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
4. The board as a whole shall discuss its evaluation with the superintendent in closed session; and
5. The board will complete the evaluation process by reaching consensus on goals or priorities for the superintendent for the next period of evaluation.

The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Neb. Statute 79-828  
Cross Reference: 204.06 Closed Sessions  
302.01 Superintendent Qualifications, Recruitment, Appointment

**Section 300 – Administration**  
**Superintendent**  
**Superintendent Professional Development**

**File: 302.06**

The board of education expects its administrative staff to be informed on contemporary educational issues, and therefore encourages active participation in the respective professional administrative organizations, including state, regional, and national associations for the superintendent and principals. Accordingly, the board of education authorizes and will fund, within budgetary limits, attendance to state, regional, and national conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship which is in agreement with the school district's educational objectives.

The superintendent of schools may attend a national convention annually.

Periodic reports will be given to the board of education regarding administrator attendance at conferences, including prior announcement of intended national conferences. Ordinarily, the board of education will automatically authorize conference attendance with adoption of the annual budget, but it may, in its discretion, limit or deny administrator conference attendance as the school year progresses.

Cross Reference:       303.07 Administrator Professional Development  
                              402.08 Employee Travel Compensation

# School District Superintendent/Board Operating Protocol

The purpose of the operating protocol is to provide a framework for the school superintendent and board of education to enhance the professional working relationship by clarifying the roles and responsibilities of the superintendent and board of education. The following items are not meant to be all-inclusive but are designed to initiate the opportunity for clear and effective communication and better understanding of roles and responsibilities that will lead to a more effective and productive leadership team.

**1. Keep Kids First When Making All Decisions.** The paramount responsibility for both the superintendent and board of education is to provide a meaningful, quality educational experience for students with a focus on student learning and achievement. The superintendent and board of education will represent the interests of all children of the district and will be cognizant of this important responsibility when making decisions on behalf of the district.

**2. No Surprises or No Secrets.** It is the responsibility of the superintendent and board of education to **not** bring forth issues that would be considered a surprise – to either party and especially at board meetings. Handle issues in a manner that will allow the superintendent to gather the appropriate information and resources prior to addressing the issue as part of a board meeting. Plan the agenda and conduct the meeting in accordance to the agenda. No secrets - also works to the advantage of everyone involved on the board/administrative team. Secrets have the ability to destroy trust. And finally it is important to remember, a board meeting is the board's meeting in public and not the "public's meeting with the board".

**3. Communication.** All parties are responsible to anticipate issues that may become important to the district, are sensitive to district staff and stakeholders and to communicate such items in a timely, open, and honest manner. The superintendent is responsible to provide all board members with the same information. The superintendent shall notify board members when information received is to be considered confidential. It is the responsibility of the superintendent and board of education members to handle confidential information in an ethical and professional manner.

**4. Follow the Chain of Command.** All school personnel, including the

superintendent and board of education will support and follow the chain of command. In addition all administrators and board of education members will assist staff, parents, and patrons in order to allow them to follow and support the chain of command. While the superintendent and board of education members are eager to listen to staff, parents, and patrons, each inquiry is to be referred to the administrative personnel that can properly and expeditiously address the issue. Requests to board members or requests from board members will be referred to the superintendent. All personnel criticisms or complaints received by the board or its individual members will be directed to the superintendent.

**5. Govern by Policy.** The superintendent and board of education members will lead and govern the district by supporting the policies that have been adopted through proper board action and that are currently in place. When a policy decision is made by the board of education, the superintendent and individual board members will support the decision both in spirit and in fact. Job descriptions should be defined in policy. District policies will be consistently applied while recognizing the potential uniqueness of a given situation that creates a need for continuous policy review.

**6. Plan for Continuous School Improvement.** The superintendent and board of education will collectively and collaboratively develop and utilize a process to set goals for continuous school improvement. The process will set forth clear goals, the evidence that will be accepted that the goal has been accomplished, and the individual responsible for the goal, and benchmarks or a timeline for the goal to be completed or when progress will be reviewed.

**7. Budget.** The superintendent will recommend a budget for board of education approval. The budget shall be developed collaboratively with attention to the allocation of resources necessary to accomplish district goals as set forth in the plan for continuous school improvement. The superintendent shall be responsible for the administration of the budget as adopted.

**8. Personnel.** The superintendent is hired by the Board of Education to provide leadership to the district. The superintendent evaluates staffing considerations and needs and is responsible for recommending new hires to the board of education for approval. The board of education is responsible for the evaluation of the superintendent and the superintendent is responsible for the evaluation of all district employees.

**9. Board Meetings.** The superintendent is responsible to prepare the

board agenda and to provide the appropriate materials so that board members will be able to adequately prepare for the meeting and will come to the meeting prepared to participate. The agenda is prepared in concert with the board president and includes a procedure that will allow individual board members to bring forth agenda items to be considered as a part of the planned agenda. It is noted that individual board members have no authority and will not take unilateral action on behalf of the board unless duly authorized by the board of education at an official board meeting. The superintendent and board of education members will conduct themselves in a professional manner, will demonstrate common courtesy and respect to all meeting participants, and agree to maintain a focus on the issues and not personalities. All meetings of the board will be conducted in accordance with Nebraska Statutes with respect to "Open Meetings". The superintendent will refrain from conducting meetings after the meeting.

**10. Evaluations.** The board will assess its accomplishments and activities as a board by annually conducting a self-assessment evaluation. In addition, the board of education will conduct a superintendent evaluation in accordance with Nebraska Statutes. The board will set (in consultation with the superintendent) clear and measurable performance goals including criteria to determine if the goals have been met.

### **Summary:**

A successful board and administration alignment can be defined as a connected group of individuals working together, not as separate entities, but a **team** with clear purpose and understanding of roles with a common goal of making decisions that are in the best interests of students, staff, and community. The Board and Administration are not in competition with each other, but are competing to meet the individual and collective needs of students.

### **Contact Information**

Dr. Dan Ernst, Associate Executive Director  
Nebraska Council of School Administrators  
800-793-6272  
dan@ncsa.org



## NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

July 11, 2022

O'Neill Public School  
Transition Worksheet

**Before** the Board meeting, **each Board Member and Mike** should:

1. A. Review documents:

- 201.01 Powers and Responsibilities of the Board
- 300.01 Role of Administration
- 301.04 Communication Channels
- 302.02 Superintendent Contract Renewal and Contract Nonrenewal
- 302.04 Superintendent Duties
- 302.05 Superintendent Evaluation
- 302.05 R1 Superintendent Evaluation Instrument
- 302.06 Superintendent Professional Development
- Review NCSA School District Superintendent/Board Operating Protocol

B. Complete the following four questions and bring with you to the board meeting.

C. Review the Goal Development questions for discussion.



## Sample Superintendent Action Plan (1)

### Goal: Develop a School Improvement Plan

#### Action steps

#### Timeline

- |   |                              |
|---|------------------------------|
| 1. Announce plan to faculty/staff               | August                       |
| 2. Contact ESU consultant to lead process       | August                       |
| 3. Select Steering Committee                    | September                    |
| 4. Organizational meeting of Steering Committee | October                      |
| 5. Initial Faculty/Staff and Community meetings | October                      |
| 6. Gather data from school/community sources    | October/November             |
| 7. Analyze data                                 | January                      |
| 8. Develop school improvement goals             | January/February             |
| 9. Develop action plans                         | March/April                  |
| 10. Implement action plans                      | May through next school year |

#### Progress Report:

We are right on track. We have an excellent committee comprised of both principals, teachers from each building, parents, community members, and students. A consultant from the ESU is leading the process and doing a great job. We have met twice and have a timeline for the rest of the school year.

#### Evaluation:

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## Sample Superintendent Action Plan (2)

### **Goal: Maintain our strong financial position**

<u>Action steps</u>	<u>Timeline</u>
1. Attend the NDE budget workshop for new Superintendents	July
2. Attend the budget session at Administrator Days	August
3. Meet with a school finance consultant at NDE	August/September
4. Meet with my NCSA finance mentor	July-September
5. Update monthly finance Board reports	September
6. Meet with the district auditor	October/November
7. Apply for federal grant funding/Title funds	Ongoing
8. Keep community informed of our financial status	Ongoing
9. Attend workshops, seminars, etc. on budget and finance	Ongoing
10. Develop annual budget plans for staffing, facilities, transportation, etc.	Throughout budget year

### Progress Report:

I have attended the budget workshop for new administrators, attended the budget session at Administrator Days, and have met frequently with my NCSA school finance mentor. I have also been in contact with the finance consultants at NDE. The budget for the coming year is coming together and meetings with the Board Finance Committee are scheduled. I have begun work on plans for staff needs and costs, facilities, transportation, and other major expenditure areas. I have also developed a monthly financial report for the Board that will give us a picture of where we are financially both currently and historically.

### Evaluation:

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