

Committee of the Whole
Thursday, April 30, 2026 5:30 PM
Adams Middle School
1200 McDonald Avenue
North Platte, NE 69101

1. **Call to Order**
2. **Posting of the Open Meetings Act**
3. **Roll Call**
4. **Approval of Publication of this April 30, 2026 Committee of the Whole Meeting**
5. **Approval of Agenda of this April 30, 2026 Committee of the Whole meeting**
6. **Pledge of Allegiance**
7. **Superintendent's Report**
8. **Board Engagement**
9. **Public Comment**
10. **Agenda**
 - 10.1. Adams Middle School Report
 - 10.2. Discuss and consider amending the 2025-26 School Calendar
 - 10.3. Electronic Records Access Policy #3023
 - 10.4. Facilities Update
11. **Adjournment**



2009 Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not 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. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: October 12, 2020

Reviewed on: June 27, 2024

Revised on: July 8, 2024

3023 Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

If the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. ~~Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.~~ Retrieval of electronic communications or other electronically stored information that has been vaulted may be performed only by the domain administrator or other designated technology staff acting at the direction of authorized personnel.

Vaulted records may be accessed only upon documented request by one of the following:

- the Superintendent or Associate Superintendent;
- the Board of Education, by vote or direction of the Board President when authorized by policy or law; or
- the district's legal counsel.

Vault access shall not be used for the purpose of surveilling staff, students, or Board members, nor for routine monitoring of communications. Access is permitted solely to address documented, lawful purposes, including:

- compliance with a public records request;
- records retention or litigation hold obligations;
- reasonable suspicion of misconduct, safety concerns, or violations of law or policy by staff or students; or
- other circumstances required by law.

All Vault access requests and activity shall be documented, including the date, scope, purpose, authorizing individual(s), and personnel involved. The procedures governing Vault access shall be outlined and reviewed annually in the district's handbook and maintained by the technology department.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

When security camera footage is accessed outside of routine investigation or real-time building monitoring by the district's law enforcement unit, administrators or their designees, such access shall be documented. Documentation shall include the date of access, purpose, individual(s) accessing the footage, and any action taken.

The procedures governing non-routine access to security camera footage shall be outlined and reviewed annually in the district's handbook and maintained by the technology department.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: November 9, 2020

Effective on: August 10, 2021

Reviewed on: June 12, 2023

Reviewed on: April 24, 2025

Reviewed and Revised: August 11, 2025

Google Vault

2026 # Searches	
IT	186
Supt	56
SS	24

2025 # Searches	
IT	224
Supt	335

2024 # Searches	
IT	103

2023 # Searches	
IT	517
Supt	30

2022 # Searches	
IT	178

2021 # Searches	
IT	444

2020 # Searches	
IT	280

2019 # Searches	
IT	112

2018 # Searches	
IT	191
Associate Supt	389

2017 # Searches	
IT	130

2016 # Searches	
IT	219

2015 # Searches	
IT	49

2014 # Searches	
IT	313

2013 # Searches	
IT	41