

Board of Education Regular Meeting

Monday, March 10, 2014 7:00 PM

Conference Room
1501 Front Street
Henderson, NE 68371-8929

Agenda

1. Preliminary Procedures
 1. Call to Order
 2. Public Notice of the Meeting
 3. Roll Call
2. Public Comments on Agenda Items
3. Public Comments on Topics Not on the Agenda
4. Reports
 1. Superintendent's Report
 2. Principals' Reports
5. Discussion Items
 1. Board topics calendar
 2. Board policy review
 3. NRCSA spring conference
 4. Board self-evaluation
 5. Discuss ban of tobacco/alcohol/e-cigs on school grounds
 6. Calendar change for district music
 7. Review pending legislation
6. Old Business
 1. Third and final reading of crisis policy EBD
7. New Business
 1. Amend Policy CED

2. Elimination of Policy GBP
3. Amend Policy JCBD
4. Reduction in force resolution
5. Consider building security changes
6. Local Substitute Request
8. Future Agenda Items
9. Consent Agenda
 1. Approval of Minutes
 2. Approval of Treasurer's Report
 3. Approval of Claims
 4. Financial Reports
10. Adjournment

Heartland

Community Schools

School Board Self-Evaluation Documents



Developed Spring 2014

Introduction

School Board Self Evaluation

Why Evaluate?

The culture of an organization is set at the top, and it is no different for school and educational organizations. School boards must be strong, effective leaders to meet the challenges faced by public education today. School board members direct the affairs of the district by setting goals, developing policy, communicating and evaluating, all with a focus on the achievement and best interests of all students in the district.

Self-assessment by the board provides valuable information, discussion and communication.

Self-evaluation by the board:

- Holds the board accountable to themselves, the staff and the community.
- Allows for reflection by board members on their individual and collective behavior and performance.
- Fosters open communication.
- Improves decision making by enhancing a common understanding of philosophies and goals.
- Resolves differences of opinion and challenges assumptions.
- Provides insight into how and why decisions are reached.
- Allows new board members an opportunity to understand board processes.
- Identifies strengths and weaknesses of individual board member performance and that of the board as a whole.
- Holds the board accountable in its role as representative of the public.
- Provides a starting point for effective goal setting and long range planning.

Board self-evaluation provides more than just accountability and communication. It provides an opportunity for building the best possible leadership for the school system and community. Commitment to quality, excellence, continuous learning, and local control of the educational system is demonstrated when boards lead by example.

Heartland Community School *Board Self-Evaluation* document is designed to provide both a clear objective system for board evaluation and flexibility. Part 1 of the evaluation follows a set of performance standards focused on the roles, responsibilities and work of the board. Part 2 focuses on the board's performance in supporting the achievement of district goals.

Part 1. Performance Standards

Instructions

1. Attached are the forms to be completed by each board member rating each of the eleven performance standards. A separate page is provided for each performance standard. Each board member should rate all eleven of the performance standards.
2. Each performance standard has performance indicators listed below it. These performance indicators suggest objective measures to consider; do not rate each performance indicator separately. Only rate the overall performance standard.
3. Your comments in support of your rating will be helpful during the board discussion of the results of the evaluation.
4. Each board member's forms should be returned to the consultant, board chair or designated board member for compilation. Your board may also have chosen to fill it out online for electronic compilation.
5. The board will meet to discuss the results and future steps to improve or build upon the prior year's results.

Standard 1:

LEADERSHIP: MISSION, VISION AND GOALS

The board of education annually reviews the districts vision and mission statements, and annually adopts board and district goals which support the district vision and mission.

Indicators

- The board, along with the superintendent, has reviewed and re-adopted the written district vision and mission statement in a five year cycle.
- Board members can clearly articulate the vision, mission and goals of the district.
- Annually the board, with the superintendent's input and collaboration, has reviewed, rewritten, and adopted the board and district goals.
- The board has adopted objectives, activities and a calendar to monitor action plans on agreed upon goals, including periodic superintendent updates as part of regular board meetings.
- The board has delegated to the superintendent the authority to administer and evaluate the adopted action plans.
- The board and superintendent have mutually agreed which goals and expected performance indicators will be included in the superintendent's formal evaluation.
- The superintendent's evaluation instrument for the current year has been developed and adopted by the board.

Board performance for this standard:

0 UNACCEPTABLE

1 NEEDS IMPROVEMENT

2 GOOD

3 EXCELLENT

4 OUTSTANDING

Comments:

Standard 2:
POLICY AND GOVERNANCE

The board establishes and follows local policies, procedures and good governing practices.

Indicators:

- The board has established adopted and revised policies so that they are clear, up to date and in compliance with state and federal laws and rules.
- The board requests the superintendent's recommendation on all proposed policies.
- The board provides opportunities for public and staff review of proposed policies before they are given to the board for final action.
- A procedure is in place for established policies to be reviewed on a regular basis.
- The board follows its own policies regarding board operations.
- The board delegates all decisions regarding district operations, personnel management and procedures to the superintendent.
- The board sets annual goals and keeps those goals at the forefront of all board and district decisions throughout the year.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Standard 3:
COMMUNITY RELATIONS

The board establishes and promotes effective two way communication with parents, students, staff and community members.

Indicators:

- The board and individual board members demonstrate respect and cooperation in their relationships with the community and staff.
- The board works with the superintendent to seek and receive input from citizens on matters relating to the school district using an agreed upon process.
- The board has collaboration agreements with local and state agencies.
- The board communicates with the community using the media and/or other vehicles.
- The board communicates the district mission/vision and goals to district patrons.
- The board maintains legislative and local city government awareness and responds in support of the best interest of education for the district.
- All board members serve as district ambassadors advancing complaints and/or concerns onto the appropriate administrators/superintendent when received.
- Maintains an appropriate and professional relationship with the superintendent, staff, and community.
- The board refrains from committing to a position on an issue before all relevant facts are presented.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Standard 4:
FINANCIAL MANAGEMENT

The board develops, monitors, and adjusts responsible budgetary and fiscal practices to provide for quality education experiences for students and staff.

Indicators:

- The board understands the basic principles of school finance, including state, federal, and local sources of revenue.
- The board ensures that the budget reflects the district's short and long term goals and priorities.
- The board monitors the financial status of the school district.
- The board considers quality education while recognizing cost.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Standard 5:

***ACCOUNTABILITY AND PERFORMANCE
MONITORING***

The board constantly monitors progress towards district goals and compliance with written Board policies using data as the basis for assessment.

Indicators:

- The board regularly conducts a self-evaluation to monitor its performance.
- The board models a culture of high expectations throughout the district.
- The board’s priority and focus are on curriculum, student achievement, and student success.
- The board appropriates resources based on student achievement priorities.
- The board supports reward, consequence, and recognition systems to encourage high levels of staff and student achievement.
- Student results are measured against expectations set by district standards.
- The board and all stakeholders clearly understand, and are held accountable for, their roles and responsibilities in creating and supporting a culture of high expectations throughout the system.
- The board uses data to identify discrepancies between current and desired outcomes.
- The board identifies and addresses priority needs based on data analysis.
- The board is familiar with state standards and assessments.

Board performance for this standard:

0 UNACCEPTABLE

1 NEEDS IMPROVEMENT

2 GOOD

3 EXCELLENT

4 OUTSTANDING

Comments:

Standard 6:
BOARD OPERATIONS – Meetings

Board meetings are effective, efficient, orderly and respectful. The board members focus on the policy and governance roles of the board.

Indicators:

- The board follows the Nebraska Open Meetings Act to ensure the development of a proper board agenda, post agendas for public review, provides an opportunity for the public to address the board and conducts board meetings in accordance to the law.
- The chair runs an orderly meeting, with clear instructions and directions to the public as well as board members.
- The board discusses only those topics that the majority of board members wish to take up.
- Everyone in attendance can clearly hear board discussion.
- Board discussions are effective and result in clear decisions.
- Minutes properly record actions of the board and are maintained as required by the public records law.
- Board members respect the confidentiality of executive sessions.
- Board members do not surprise the administration or fellow board members at meetings.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Standard 7:

BOARD OPERATIONS –Board member communications

Board members are all kept equally fully informed on matters of board business, and communicate with each other in a respectful and lawful manner.

Indicators:

- Board members all receive the same information from the district office on matters of board business.
- Board members share information appropriately through the chair between meetings and do not surprise each other in public.
- Board members respect the right of the public to observe discussion of board and district business by board members.
- All deliberation and discussion between board members is held at properly posted public meetings.
- The board focuses debate on issues and does not allow discussion to stray to other topics or to become personal.
- Each board member respects the rights of individual members to express opposing viewpoints.
- Each member of the board honors board decisions even when the vote is not unanimous.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Standard 8:

BOARD OPERATIONS – Board-staff relations

Board members are respectful of staff members in all communications and follow board- staff communication policy and procedures.

Indicators:

- The board recognizes and protects the chain of command.
- The board works with the superintendent to provide a process, and the board follows that process, to receive input from the staff in decision-making on significant issues where staff input is appropriate.
- Board members treat staff members in a respectful manner at all times.
- The board authorizes the employment, assignment and dismissal of personnel only on the recommendation of the superintendent.
- The board recognizes and celebrates the successes of students, staff, and administration.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Standard 9:

BOARD OPERATIONS – Board-superintendent relations

The board and superintendent have an established operating agreement, treat each other honestly and respectfully and communicate openly in a professional manner.

Indicators:

- The board recognizes and protects the proper chain of command.
- The board works to maintain a collegial working relationship with the superintendent in leading the district.
- The board and superintendent have a shared understanding of their respective roles.
- The board established the conditions of the superintendent’s employment and regularly provides fair and honest performance evaluations based on agreed upon criteria and goals.
- The board supports the school administration before critical groups and individuals in the community.
- The board reserves statements critical of the superintendent’s actions, and evaluation of the superintendent for executive sessions.
- Board members do not interfere in district operations, and fully delegate and respect the delegations of, operational decisions to the superintendent and administration.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Standard 10:

VALUES, ETHICS AND RESPONSIBILITY FOR SELF

The board, collectively and individually, takes full responsibility for Board activity and behavior, the work it chooses to do and how it chooses to do the work.

Indicators:

- The board polices its own members when they step outside of board policy and agreements.
- The board leads the district with clear goals, policies and expectations and does not expect others to interpret the boards' intent.
- Board members do not participate in discussion or deliberation of those topics which may result in a decision which might bring them personal benefit or avoidance of a detriment.
- Board deliberations and actions are limited to board work, not staff work.
- Board members only exercise their authority as a board of the whole at properly posted meetings.
- All board members model a positive attitude toward board responsibilities and behavior.
- All board members publicly support board decisions.
- Each member of the board maintain confidentiality of restricted communication.

Board performance for this standard:

0 UNACCEPTABLE

1 NEEDS IMPROVEMENT

2 GOOD

3 EXCELLENT

4 OUTSTANDING

Comments:

Standard 11:

BOARD SYSTEMATIC IMPROVEMENT

The board participates in annual training and professional development, and at least annually participates as a team with the superintendent in a team building retreat focused on assessment and goals.

Indicators:

- Each board member participates in training and professional development available through NASB conferences, conventions, and workshops or online.
- The board annually evaluates its performance in fulfilling the board’s duties, responsibilities, and the Board’s ability to work as a team.
- The board regularly evaluates student growth and achievement using relevant data presented by district administrators.
- The board values, the district vision/mission and goals to guide deliberations, decisions, and actions in the best interest of student achievement.
- The Board and Superintendent meet in a retreat environment to review, study and explore:
 - Progress made on, and revision of, action plans to accomplish the district’s vision/philosophy/goals.
 - The strengths and improvements needed in the district.
 - Any compelling problem(s) or emerging issue(s).
 - Education trends, opportunities, and anticipated challenges in the school district.
 - Board leadership and educational philosophy and performance.
 - Board/superintendent operational agreements and evaluation documents.

Board performance for this standard:

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

Comments:

Part 2: Goals

The board of directors has primary responsibility for setting district goals and monitoring the progress towards achieving them.

Instructions

1. Attached are forms to be completed by each board member rating the board's performance in meeting the goals agreed to by the board at the beginning of the year. Each goal statement needs to be inserted into a separate form before the forms are distributed.
2. Each board member should rate the performance level for each goal.
3. The board will meet to discuss the results

Goal Statement 1:

Continue to expand technology access for both students and staff and provide the necessary training for teachers to implement into the classroom.

The board's performance rating:

(circle one rating only for each goal)

0 UNACCEPTABLE

1 NEEDS IMPROVEMENT

2 GOOD

3 EXCELLENT

4 OUTSTANDING

Comments:

Goal Statement 2:

Develop and prioritize strategies to insure the Guidance Program is meeting the current needs of the students and district. A strong emphasis will be placed on communication with students, parents, and the public.

The board's performance rating:

(circle one rating only for each goal)

0 UNACCEPTABLE

1 NEEDS IMPROVEMENT

2 GOOD

3 EXCELLENT

4 OUTSTANDING

Comments:

Goal Statement 3:

Maximize the additional time provided by the Professional Development Schedule to provide teachers with the most up to date research-based teaching strategies training. (Note: This will be a minimum of a two-year process to make certain that all teaching strategies will align with the teacher evaluation process being developed by the Nebraska Department of Education).

The board's performance rating:

(circle one rating only for each goal)

0 UNACCEPTABLE

1 NEEDS IMPROVEMENT

2 GOOD

3 EXCELLENT

4 OUTSTANDING

Comments:

Goal Statement 4:

Develop a plan to promote the Heartland Schools to students, parents, and patrons within the district, with an emphasis on the Bradshaw area.

The board's performance rating:

(circle one rating only for each goal)

0 UNACCEPTABLE

1 NEEDS IMPROVEMENT

2 GOOD

3 EXCELLENT

4 OUTSTANDING

Comments:

EBD - Crisis Response Policy

The following objectives apply to dealing with a crisis situation:

- Ensuring the safety and emotional security of students.
- Formulating a plan of action immediately that provides uniformity in the treatment of each crisis.
- Identifying those students and staff who will likely be most strongly affected by grief.
- Preserving, to the extent possible, the daily school routine and pre-scheduled activities so as not to draw others into deeper levels of grief than they would normally experience.
- Monitoring students' progress through the stages of the grief process.
- Making the school's resources available to parents and guardians who become concerned about their child's reaction to a crisis.

Policy

1. School Hours

- 1.1. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- 1.2. If, during a crisis situation, the parent(s) or guardian of a student, decide that the student needs to be absent, this absence will be excused.

2. Access to School Facilities

- 2.1. In recognition that schools are designed primarily to support learning, the school's facilities may not be used for funeral or memorial services.

- 2.2. This policy does not discourage the presentation of traditional memorial services, which promote patriotism.

3. Memorials

- 3.1. At times, in the immediate aftermath of a crisis or death, memorials are proposed without full consideration of the potential implications for students, staff, families, and the community.
- 3.2. Temporary memorials at school, as approved by the school principal, may be displayed until the day of the funeral, at which time, will be offered to the family of the deceased.
- 3.3. Requests to memorialize an individual or event during a school sponsored activity must be approved by the school administration and may not detract from the activity or planned purposes of scheduled classes or the scheduled event.
- 3.4. Permanent memorials for deceased students and staff are limited to endowments, scholarships, books, or items with educational significance. Such items may include a small label with the words, "Donated in memory of", the deceased name, and that of the donating party. Examples of permanent memorials that are not acceptable include: plaques, statuary, plantings, or those that require the retirement or discontinued use of school property. The school district reserves the right to accept or decline all permanent memorials.
- 3.5. Dedications in the school yearbook are subject to approval by the school district and limited to the publically purchased (parent) pages of the publication.
- 3.6. Memorials established prior to the adoption of this policy are not affected by this policy.

Adopted on:

Revised on:

Reviewed on:

**Minutes for
Heartland Community Schools
Board of Education Regular Meeting**

February 10, 2014 7:00 PM
Conference Room

MISSION STATEMENT: Heartland Community Schools - Henderson/Bradshaw is dedicated to educating all students by providing challenging opportunities to learn according to individual needs.

Attendance Taken at 7:04 PM:

Present Board Members:

Mr. Kent Allen
Mr. Gary Braun
Mr. Paul Brune
Mr. Glenn Larson
Mr. Boyd Stuhr
Mrs. Debra Wilhelm

1. Preliminary Procedures

- 1.1. Call to Order**
- 1.2. Public Notice of the Meeting**
- 1.3. Roll Call**

2. Public Comments on Agenda Items

3. Public Comments on Topics Not on the Agenda

4. Reports

4.1. Technology Presentation

Discussion:

Instructor Lynn Hall presented a demonstration on Garage Band and other applications that are being utilized in the Vocal Music Department.

4.2. Superintendent's Report

4.3. Principals' Reports

Discussion:

Mrs. Huebert shared information on the Geography Bee and the Spelling Bee. She also gave an example of an elementary teacher's electronic communication with parents.

Mr. Carr shared student successes including Heartland Beat, Honor Choirs, and Honor Bands. Pep band will be playing at Nebraska Danger game on March 1 in Grand Island. He also gave many examples of technology usage in the classroom. Heartland also hosted over 400 Jr. High students for a Choral Festival on January 31 with over 600 audience members at the evening concert. Finally he informed the board about upcoming events in February.

5. Discussion Items

5.1. Superintendent Evaluation Timeline

5.2. Board Self-Evaluation Tools

5.3. Discuss Legislation

5.4. Upcoming conferences

6. Old Business

6.1. Policy EBD - Crisis Response

Motion Passed: To approve the 2nd reading of Crisis Response Policy EBD passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson .

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

6.2. Summer Projects

Motion Passed: To approve the Elementary A/C bid from York Heating & Air in the amount of \$34,316.00. passed with a motion by Mr. Paul Brune and a second by Mrs. Debra Wilhelm.

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

6.3. Board/Admin Goals

7. New Business

7.1. 2014-15 School Calendar

Motion Passed: To adopt the 2014-15 school calendar as discussed passed with a motion by Mr. Kent Allen and a second by Mr. Glenn Larson .

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

8. Personnel

8.1. Resignation of L. Zuehlsdorf

Motion Passed: To accept the resignation of Linda Zuehlsdorf with gratitude for her service to Heartland Community Schools passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson .

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes

Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

8.2. Elementary Principal's Contract

Motion Passed: To enter into a contract with Sadie Houck to serve as elementary principal for the 2014-15 school year at the discussed salary passed with a motion by Mr. Gary Braun and a second by Mr. Paul Brune.

Mr. Kent Allen Yes
Mr. Gary Braun Yes
Mr. Paul Brune Yes
Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

8.3. High School Principal's Contract

Subsidiary Motion Passed: To enter into executive session at 9:15 pm with the purpose of discussing high school principal and Superintendent contracts and compensation passed with a motion by Mr. Paul Brune and a second by Mrs. Debra Wilhelm.

Mr. Kent Allen Yes
Mr. Gary Braun Yes
Mr. Paul Brune Yes
Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

Motion Passed: President Braun declared executive session to be over at 9:41 pm. A motion to approve the contract and compensation as discussed for Tim Carr to serve as secondary principal for the 2014-15 school year passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson .

Mr. Kent Allen Yes
Mr. Gary Braun Yes
Mr. Paul Brune Yes
Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

8.4. Superintendent's Contract

Motion Passed: To approve the superintendent's compensation as discussed for the 2014-15 school year passed with a motion by Mr. Gary Braun and a second by Mr. Boyd Stuhr.

Mr. Kent Allen Yes
Mr. Gary Braun Yes
Mr. Paul Brune Yes
Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

9. Future Agenda Items

10. Consent Agenda

Motion Passed: Motion to approve the consent agenda passed with a motion by Mr. Paul Brune and a second by Mrs. Debra Wilhelm.

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

10.1. Approval of Minutes

10.2. Approval of Treasurer's Report

10.3. Approval of Claims

10.4. Financial Reports

10.5. Out of State Travel Requests

11. Adjournment

Discussion:

The next scheduled meeting to be held on March 10, 2014 at 7:00 pm.

Motion Passed: Motion to adjourn the meeting at 10:01 pm. passed with a motion by Mr. Glenn Larson and a second by Mr. Kent Allen.

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

Board President

Board Secretary