

Board of Education Regular Meeting

Monday, November 13, 2023 6:00 PM

1. Call to Order

2. Flag Salute

3. Open Meeting Act

3.1. The "Open Meetings Act" has been duly posted at the front of the room. It has also been advertised in the Beacon-Observer Newspaper ahead of time.

4. Roll Call

4.1. - Excuse Absent Board Members

5. Approval of Agenda

Approve the agenda as presented. This motion, made by JC Ourada and seconded by Cole Brodine, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

6. Citizens Comments

The purpose of public participation is not to provide an opportunity for the board to act upon matters concerning the public, but instead, it is a forum for the public to provide information and be heard by the members of the board. To acknowledge the purpose of public participation, the chair may wish to recognize the public comment received during this portion of the agenda, while emphasizing the board will not respond and/or act pertaining to matters brought before the board.

7. Consent Agenda

Motion to Approve the Consent Agenda. This motion, made by Morgan Fouts and seconded by Hannah Hild, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

7.1. Elm Creek Public Schools Mission Statement:

At Elm Creek Public Schools we will:

Be Kind

Be Respectful

Be Responsible

Be Trustworthy

Be Accountable

Be Honest

and Give Great Effort.

7.2. Minutes

7.3. Claims

7.4. Staff Adjustments

7.4.1. Coltan Sperl - Long term substitute for art.

7.5. Treasurer's Report

8. Information Items

8.1. Kent Cordes will give an update on the elementary construction project.

8.2. Superintendent Search

8.2.1. December 6 - Special Board Meeting 4:30 PM

December 12 - Superintendent Interviews 4:00 PM

December 13 - Superintendent Interviews 4:00 PM

8.3. FFA students' report on National Convention

8.4. Transfer \$45,000 from the Building fund to the Bond Fund.

8.5. Cancel \$100,000 transfer from the General Fund to the Depreciation Fund.

9. Action Items

9.1. Transfer \$45,000 from Building Fund to the Bond Fund.

Approve transferring \$45,000 from the Building Fund to the Bond Fund. This motion, made by Cole Brodine and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

9.2. Cancel the transfer of \$100,000 from the General fund to the Depreciation fund.

Motion to Cancel the transfer of \$100,000 from the General fund to the Depreciation fund. This motion, made by JC Ourada and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

10. Reports

10.1. Superintendent's Report

10.1.1. Board Member Election Information

Incumbent Filing Deadline - February 15, 2024

Non-incumbent Filing Deadline - March 1, 2024
Primary Election - May 14, 2024
General Election - November 5, 2024

10.1.2. Superintendent Evaluation
December 18 Board meeting

10.2. Principals' Report

10.2.1. Junior High and High School
ACT Test
Wall Mats for Activity Room
JAG (Jobs for America's Graduates)
One Act Festival

10.2.2. Elementary Principal
New Building
Teacher Trainings

11. Upcoming Board Meetings

11.1. December 6 - Special Board Meeting for Superintendent Search, 4:30 PM
December 12 - Superintendent Interviews 4:00 PM
December 13 - Superintendent Interviews 4:00 PM
December 18 - Regular Board Meeting 5:30 PM

12. Executive Session

Motion to move into executive session. This motion, made by Alicia Beavers and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

12.1. The Board will go into Closed Session to discuss 1) Negotiations/Collective Bargaining Discussion shall be confined to this issue. This action is consistent with applicable state law; i.e., Nebraska Revised Statute 84-1410, is clearly necessary for the protection of the public interest and/or for the prevention of needless injury to the reputation of an individual and such individual has not requested a public meeting.

Move to enter executive session at 6:57 PM. This motion, made by Alicia Beavers and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

13. Adjournment

Americanism Committee Meeting Minutes

Called to order at 5:30

Americanism committee members – Cole, Hannah and Lynette all present

Superintendent presented Constitution Curriculum and plans for Veteran's Day Program

Adjourned at 5:34

Board of Education Regular Meeting

Monday, October 9, 2023 6:00 PM

1. Call to Order

Called to order at 6:00 PM by Board President Alicia Beavers.

2. Flag Salute

3. Open Meeting Act

3.1. The "Open Meetings Act" has been duly posted at the front of the room. It has also been advertised in the Beacon-Observer Newspaper ahead of time.

4. Roll Call

4.1. - Excuse Absent Board Members

5. Approval of Agenda

Approve the agenda as presented. This motion, made by JC Ourada and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

6. Citizens Comments

The purpose of public participation is not to provide an opportunity for the board to act upon matters concerning the public, but instead, it is a forum for the public to provide information and be heard by the members of the board. To acknowledge the purpose of public participation, the chair may wish to recognize the public comment received during this portion of the agenda, while emphasizing the board will not respond and/or act pertaining to matters brought before the board.

No Citizens Comments

7. Consent Agenda

Motion to Approve Consent Agenda. This motion, made by Cole Brodine and seconded by Hannah Hild, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

7.1. Elm Creek Public Schools Mission Statement:

At Elm Creek Public Schools we will:

Be Kind

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Be Accountable

Be Honest
and Give Great Effort.

7.2. Minutes

7.3. Claims

7.4. Treasurer's Report

8. Information Items

8.1. Kent Cordes will give an update on the elementary construction project.

Nate is going through all the punchlist items.

2nd floor has been completed.

1st floor starting punch list.

Final Fire Marshall inspection is tomorrow.

Elevator is finished it needs to have an inspection prior to being used.

8.2. Appoint local delegate to NASB Delegate Assembly

8.3. Policies for Approval

3059 - Audio and Video Recording

5003 Admission of Part-Time Students

5004 Option Enrollment

6038 Artificial Intelligence

8.4. Superintendent Search

Met October 4th and discussed the Superintendent's search. Advertisements are currently being posted and Interviews will be conducted in the 2nd week of December.

9. Action Items

9.1. Appoint local delegate to NASB's Delegate Assembly

Lynette Mitchell was appointed to be the delegate. This motion, made by Alicia Beavers and seconded by JC Ourada, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

9.2. Approve Board Policies as Presented

3059 - Audio and Video Recording

5003 Admission of Part-Time Students

5004 Option Enrollment

6038 Artificial Intelligence

Approve Board Policies as presented. This motion, made by Alicia Beavers and seconded by Hannah Hild, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

10. Reports

10.1. Superintendent's Report

10.1.1. Submission of Rule 10 Report

10.1.2. Superintendent Evaluation

10.1.3. ALICAP Report

10.1.4. Dana Cole Audit

10.2. Principals' Report

10.2.1. Elementary

Inclusive Classrooms

Move to New Building

10.2.2. 7-12 Principal

10.2.3. Junior High and High School

10.2.3.1. Card Reader for Concession Stand Mats for Activity Room

10.3. Board Committees

10.3.1. Wednesday, October 18

5:00- Policy and Negotiations

6:00 Finance and Personal

Wednesday, October 25

5:00 - Curriculum and Technology

6:00 - Policy and Negotiations

11. Next Regular Board Meeting

November 13, 2023

November 13, 2023 @ 6:00 PM

12. Adjournment

Motion to Adjourn by Board President Alicia Beavers@ 6:28 PM

Board of Education Workshop

Wednesday, October 4, 2023 5:30 PM

1. Call to Order

The meeting was called to order by Board President Alicia Beavers at 5:30 PM.

2. Flag Salute

3. Open Meeting Act

3.1. The "Open Meetings Act" has been duly posted at the front of the room. It has also been advertised in the Beacon-Observer Newspaper ahead of time.

4. Roll Call

4.1. - Excuse Absent Board Members

5. Approval of Agenda

6. Information Items

6.1. Superintendent Search

Shari Becker of NASB presented information on the superintendent search. A time line and the interview process were discussed.

7. Next Regular Board Meeting

7.1. October 9th 2023 @ 6:00 PM

8. Adjournment

Meeting was adjourned by Board President Alicia Beavers at 7:00 PM

Checking Account ID: BUILDING

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>		
10030	11/13/2023				BDCONST	BD CONSTRUCTION	170,547.58		
10031	11/13/2023				WILKINSA	WILKINS ARCHITECTURE DESIGN	5,972.81		
Check Type Total:			Check			Void Total:	0.00	Total without Voids:	176,520.39
Checking Account Total:			BUILDING			Void Total:	0.00	Total without Voids:	176,520.39
Grand Total:						Void Total:	0.00	Total without Voids:	176,520.39

Checking Account ID: GENERAL

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
19799	11/13/2023				AGDRYER	AG DRYER SERVICES	42.00
19800	11/13/2023				ALPHAREH	ALPHA REHABILITATION P.C.	2,897.51
19801	11/13/2023				ANDERSONB	ANDERSON BROS.	328.37
19802	11/13/2023				ANDERSONO	OLIVIA ANDERSON	105.00
19803	11/13/2023				AVELE	AVEL ECARE LLC	9,607.00
19804	11/13/2023				BEACONO	BEACON OBSERVER	548.98
19805	11/13/2023				BLACKHILLS	BLACK HILLS ENERGY	649.51
19806	11/13/2023				WALMART	CAPITAL ONE	121.27
19807	11/13/2023				CAVENEET	TANNER CAVENEE	85.15
19808	11/13/2023				COLLEGE B	COLLEGE BOARD	11,300.00
19809	11/13/2023				CONDITION	CONDITIONED AIR MECHANICAL SYSTEMS	14,406.25
19810	11/13/2023				USBANK	CORPORATE PAYMENT SYSTEMS	4,415.73
19811	11/13/2023				DANAF	DANA F COLE & COMPANY, LLP	3,625.00
19812	11/13/2023				EAKESOFF	EAKES OFFICE PRODUCTS	6,690.25
19813	11/13/2023				ECOLAB	ECOLAB PEST ELIMINATION	76.69
19814	11/13/2023				ESU10	EDUCATIONAL SERVICE UNIT 10	1,709.34
19815	11/13/2023				ENGINEER	ENGINEERED CONTROLS	1,407.97
19816	11/13/2023				FLINNS	FLINN SCIENTIFIC INC	1,100.00
19817	11/13/2023				FOSTERC	CURT FOSTER	100.00
19818	11/13/2023				FOSTFAM	FOSTER'S FAMILY FOODS	221.19
19819	11/13/2023				GRACZYKL	GRACZYK LAWN & LANDSCAPE	4,393.00
19820	11/13/2023				GREATM	GREAT MINDS	4,371.99
19821	11/13/2023				HOMETOWN	HOMETOWN LEASING	1,320.00
19822	11/13/2023				HUSKERLAND	HUSKERLAND HEARING CENTER	450.00
19823	11/13/2023				JAMF	JAMF SOFTWARE, LLC	550.00
19824	11/13/2023				JUNIOR	JUNIOR LIBRARY GUILD	24.00
19825	11/13/2023				PEPPERJW	JW PEPPER	80.84
19826	11/13/2023				KSBSCHOOL	KSB SCHOOL LAW, PC LLO	247.50
19827	11/13/2023				LONGK	KATHY LONG	255.00
19828	11/13/2023				MARQUEZB	BRANDON MARQUEZ	189.95
19829	11/13/2023				LINWELD	MATHESON TRI GAS	5,832.21
19830	11/13/2023				MIDSTATEI	MID-STATES INSURANCE AGENCY	150.00
19831	11/13/2023				NASB	NEBRASKA ASSN OF SCHOOL BOARDS	2,166.00
19832	11/13/2023				NPPD	NEBRASKA PUBLIC POWER DISTRICT	6,909.95
19833	11/13/2023				PAYFLEX	PAYFLEX SYSTEMS USA	300.00
19834	11/13/2023				RAVSAN	RAVENNA SANITATION LLC	1,087.70
19835	11/13/2023				SAHLING	SAHLING KENWORTH-KEARNEY	1,161.14
19836	11/13/2023				SCHOOL670	SCHOOL SPECIALTY	174.80
19837	11/13/2023				STATENE	STATE OF NEBRASKA	267.63
19838	11/13/2023				SWIFT	SWIFTREACH	576.19
19839	11/13/2023				TRUCKC	TRUCK CENTER COMPANIES	2,673.74
19840	11/13/2023				UNKED	UNIVERSITY OF NEBRASKA -- KEARNEY	2,000.00
19841	11/13/2023				VILLAGEE	VILLAGE OF ELM CREEK	856.70
19842	11/13/2023				VILLAGEU	VILLAGE UNIFORM	238.96
19843	11/13/2023				VKELECT	VK ELECTRONICS & APPLIANCES	39,804.72
19844	11/13/2023				VVS	VVS SURVEILLANCE SYSTEMS	80.00
19845	11/13/2023				WPCI	W.P.C.I.	325.00
19846	11/13/2023				WEXBANK	WEX BANK	3,370.64
19847	11/13/2023				WOODWARDS	WOODWARDS DISPOSAL SERVICE	30.00
19848	11/13/2023				YANDAS	YANDA'S MUSIC	361.99
19849	11/13/2023		X	11/10/2023	KIDWELL	KIDWELL INC.	7,307.50
19850	11/13/2023				KIDWELL	KIDWELL INC.	5,242.00
Check Type Total:			Check		Void Total:	7,307.50	Total without Voids: 144,928.86
Checking Account Total:			GENERAL		Void Total:	7,307.50	Total without Voids: 144,928.86
Grand Total:					Void Total:	7,307.50	Total without Voids: 144,928.86

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR NOVEMBER 13, 2023
 OCTOBER 2023 FINANCIALS

GENERAL FUND - ACCT NO. 137766

BALANCE OCTOBER 1, 2023		\$	950,765.10
RECEIPTS	BUFFALO COUNTY - TAXES	\$	98,914.53
	Dawson County	\$	15,041.23
	CENTRAL COMMUNITY COLLEGE (KOTSCHWAR)	\$	125.00
	ESU 10	\$	275.00
	PHELPS COUNTY	\$	10,149.81
	Preschool	\$	300.00
	STATE OF NEBRASKA - AID	\$	78,808.00
	STATE OF NEBRASKA - ESSER II	\$	112,532.00
	2023 FY DEPOSIT ERROR	\$	(3,826.96)
	TOTAL RECEIPTS	\$	312,318.61
AVAILABLE BALANCE		\$	1,263,083.71
DISBURSEMENTS:			
	BILLS PAID OCTOBER 9, 2023	\$	57,147.44
	Payroll	\$	350,063.57
		\$	-
	TOTAL DISBURSEMENTS	\$	407,211.01
	BALANCE OCTOBER 31, 2023	\$	855,872.70

DEPRECIATION FUND - ACCT NO 14832

ACCT 14832	BALANCE OCTOBER 1, 2023	\$	269,500.32
	INTEREST	\$	-
	BALANCE OCTOBER 31, 2023	\$	269,500.32
CD 31722	BALANCE OCTOBER 1, 2023	\$	506,705.17
	INTEREST	\$	7,085.79
	TRANSFER FROM GENERAL FUNDS	\$	-
	BALANCE OCTOBER 31, 2023	\$	513,790.96
	DEPRECIATION BALANCE OCTOBER 31, 2023	\$	783,291.28

<u>UNEMPLOYMENT CD #2232</u>	BALANCE OCTOBER 1, 2023	\$	11,489.78
	INTEREST	\$	160.67
	BALANCE OCTOBER 31, 2023	\$	11,650.45

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR NOVEMBER 13, 2023
 OCTOBER 2023 FINANCIALS

<u>BUILDING FUND</u>	BALANCE OCTOBER 1, 2023	\$ 227,364.34
	BUFFALO COUNTY	\$ 3,991.04
	DAWSON COUNTY	\$ 733.32
	PHELPS COUNTY	\$ 471.26
	INTEREST	\$ 403.30
	BALANCE OCTOBER 31, 2023	\$ 232,963.26
BOND FUND OPENED 01/01/2023	BALANCE OCTOBER 1, 2023	\$ 629,067.20
	BUFFALO COUNTY	\$ 17,257.81
	DAWSON COUNTY	\$ 3,170.90
	PHELPS COUNTY	\$ 1,480.76
	BALANCE OCTOBER 31, 2023	\$ 650,976.67
ELEM CONSTRUCTION (NLAF)	BALANCE OCTOBER 1, 2023	\$ 1,176.31
	DIV REINVESTMENT	\$ 5.06
	BALANCE OCTOBER 31, 2023	\$ 1,181.37
ELEM CONSTRUCTION (FIRSTIER)	BALANCE OCTOBER 1, 2023	\$ 2,351,573.77
	SEPTEMBER 2023 INTEREST CORRECTIONS	\$ (0.01)
	INTEREST TO SWEEP ACCOUNT	\$ (6,615.55)
	OCTOBER INTEREST	\$ 5,643.03
	B2 ENVIRONMENTAL	\$ (3,100.00)
	BD CONSTRUCTION	\$ (200,105.43)
	KIDWELL	\$ (6,254.00)
	WILKINS ARCHITECTURE DESIGN	\$ (5,422.50)
	BALANCE OCTOBER 31, 2023	\$ 2,135,719.31
SWEEP SAVINGS ACCOUNT	BALANCE OCTOBER 1, 2023	\$ 155,624.17
	EARNED INTEREST ON ACCOUNT	\$ -
	INTEREST TRANSFER FROM CONSTRUCTION ACCT	\$ 6,615.55
	BALANCE OCTOBER 31, 2023	\$ 162,239.72

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR NOVEMBER 13, 2023
 OCTOBER 2023 FINANCIALS

LUNCH FUND

BALANCE OCTOBER 1, 2023 \$ 31,093.76

RECEIPTS

LUNCH SALES	\$	7,968.30
EFUND PAYMENTS	\$	2,727.75
Federal Reimbursement Breakfast	\$	1,965.67
Federal Reimbursement Lunch	\$	6,667.19
State Reimbursement Lunch	\$	-
State Reimbursement Breakfast	\$	-
EQUIPMENT GRANT	\$	-
TOTAL RECEIPTS	\$	19,328.91

AVAILABLE BALANCE \$ 50,422.67

DISBURSEMENTS

Food/Groceries/Milk Etc.	\$	24,494.29
Supplies	\$	826.82
Miscellaneous (Reimbursements, Bank Fees)	\$	91.69
Payroll	\$	8,041.78

TOTAL DISBURSEMENTS \$ 33,454.58

BALANCE OCTOBER 31, 2023 **\$ 16,968.09**

NOVEMBER BILLS AS OF 11-9-23

BERNARD	\$	267.24
CASHWA	\$	18,501.66
DOLLAR GENERAL	\$	-
FOSTERS	\$	292.76
HILAND (MILK)	\$	2,095.69
NOVEMBER PAYROLL (ESTIMATE)	\$	8,000.00
US FOODS	\$	-
VILLAGE UNIFORM (TOWELS ETC)	\$	148.36
	\$	29,305.71

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR NOVEMBER 13, 2023
 OCTOBER 2023 FINANCIALS

ACTIVITY FUND (CURRENT CASH BALANCE SUMMARY)

	BALANCE OCTOBER 1, 2023	\$	96,552.59
RECEIPTS	ATHLETICS & ACTIVITIES	\$	11,712.15
	CLUB & CLASS ACCOUNTS	\$	2,920.85
	DISTRICT ACTIVITIES	\$	5,762.66
	FUNDRAISING	\$	450.00
	TRANSFER FROM GENERAL	\$	-
	TOTAL RECEIPTS	\$	20,845.66
EXPENSES	ATHLETICS & ACTIVITIES	\$	13,640.19
	CLUB & CLASS ACCOUNTS	\$	6,829.72
	DISTRICT ACTIVITIES	\$	6,118.09
	FUNDRAISING	\$	299.22
	TOTAL EXPENSES	\$	26,887.22
	BALANCE OCTOBER 31, 2023	\$	90,511.03

Cash Flow Report

School District #9

Page: 1

11/09/2023

Processing Month

10/2023

User ID: LKJ

FUND NI Account	BEGINNING CASH 09/01/2023	REVENUES	EXPENSES	ENDING CASH
01 GENERAL FUND	449,017.95	1,259,708.24	(852,853.49)	855,872.70
02 DEPRECIATION	269,466.36	33.96	-	269,500.32
02 DEPRECIATION CD	506,705.17	7,085.79	-	513,790.96
03 EMPLOYEE BENEFIT	11,489.78	160.67	-	11,650.45
05 ACTIVITY FUND	84,573.22	71,872.16	(65,934.35)	90,511.03
06 NUTRITION FUND	48,786.44	30,866.17	(62,684.52)	16,968.09
07 BOND FUND	456,197.39	194,779.28	-	650,976.67
08 BUILDING FUND	185,634.55	47,328.71	-	232,963.26
08 EL BLDG FUND-NLAF	1,171.44	9.93	-	1,181.37
08 EL BLDG FUND-FIRSTIER	2,960,133.93	12,258.59	(836,673.21)	2,135,719.31
08 EL SWEEP ACCT (INTEREST)	147,416.10	14,823.62	-	162,239.72
	5,120,592.33	1,638,927.12	(1,818,145.57)	4,941,373.88

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) during the first semester of the academic year; on or before the December board meeting, and (2) during the second semester of the academic year; on or before the June board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and

adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The

superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: December 14, 2020 December 14, 2020 Revised on: April 22, 2021

Reviewed on: _____