

Work Session Template

Monday, November 3, 2025 12:00 PM

Board Room
323 N. 7th Ave
Broken Bow, NE 68822

Attendance Taken at 11:59 AM.

Colby Fisher: Present

Pam Holcomb: Present

Jennifer Jackson: Present

Tom Osmond: Present

Amy Staples: Present

JD White: Present

I. Call Work Session to Order

Work session called to order by President Tom Osmond at 12pm

II. Announce Open Meetings Act Posting and Location

III. Excuse Absentee Members

IV. Verification of Publication and Notification

Motion to verify that notice of the meeting was given by posting on the school district's website, publication in the Custer County Chief, a legal newspaper for Custer County, and by written notice to each member of the board, the designated method of giving notice
Passed with a motion by JD White and a second by Jennifer Jackson.

Colby Fisher: Yes, Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

V. Public Comment

VI. Discussion Items

VI.A. Administrator Comments

VI.A.1. Jeff Ellis, Activity Director/Asst. Principal

HS official practice starts next week. Group numbers at this time are as follows:

Girls Wrestling 10
Boy Wrestling 30
Girls Basketball 23-24
Boys Basketball 21
Play Production 28
Unified Bowling 21
Speech ?
HS Band 23
Choir ?
JH Girls Basketball 17
Boys Wrestling 15
Middle School Band 86

VI.A.2. Malachi Behrens, Elementary Principal

Mr. Behrens presented the attendance 96.2% for students. The goal this year is 96% which is up from 95%. Staff attendance is at 95.9%. MAPS scores were reviewed. 7 major 15 minor incidents with discipline.

VI.A.3. Katie Custer, Special Education

Preschool enrollment is morning 41 and afternoon 45 classes. Interventions have been going well in the Junior High.

VI.A.4. Darren Tobey, Superintendent

Carlie Wells, Assistant Principal, was available for updates. He reported that discipline is down. "Bell Ringer" has been implemented this week. It is a question or problem on the white board, so as a student enters the classroom and needs to start working on the bell ringer that is on the board in the classroom. This increases the academic challenge for all students. Mr. Tobey presented the attendance, all of which has improved from last year. Mr. Tobey has been holding a morning boot camp for 6-12 staff. It is an optional

presentation on different aspects of teaching. Advertising for a high school principal will begin next month. Veterans program is next Tuesday at 9 am in the high school competition gym.

VI.B. Financial Audit 2024-2025

Jeff Oeltjen, CPA from Dana Cole & Company, LLP presented the board with the findings on the 2024-2025 financial audit. No findings, clean audit.

VI.C. Superintendent Evaluation

Mr. Osmond will be sending out the Superintendent Evaluation and collecting the data over the next couple of months.

VI.D. Policy Review

Policies were reviewed and questions discussed regarding policies listed.

- VI.D.1. 5032 Closed Campus
- VI.D.2. 5059 Emergency Medical Treatment
- VI.D.3. 5062 Lice and Nits
- VI.D.4. 5064 Supplement, Not Supplant
- VI.D.5. 5065 Bed Bugs
- VI.D.6. 5066 Early Graduation
- VI.D.7. 5067 Student Assistance Team or Comparable Problem Solving Team
- VI.D.8. 6001 School Organization
- VI.D.9. 6002 School Calendar
- VI.D.10. 6003 Instructional Program
- VI.D.11. 6004 Curriculum Development
- VI.D.12. 6005 Academic Credits and Graduation
- VI.D.13. 6006 Commencement Ceremony
- VI.D.14. 6007 Senior Recognition
- VI.D.15. 6008 Class Rank
- VI.D.16. 6009 Grade Placement and Academic Credits of Transfer Students

VI.D.17. 6010 Special Education

VI.D.18. 6011 Fire Instruction and Prevention

VII. Set Board Meeting Agenda

Policy Review
Financial Audit

Monday, November 17th 6 pm

VIII. Adjournment

Motion to adjourn at 1:42 pm Passed with a motion by Colby Fisher and a second by Amy Staples.

Colby Fisher: Yes, Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

Board President

Board Secretary

5032
Closed Campus

The preschool, elementary and middle school campuses are closed campuses. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult.

The high school (grades 9-12) campus is open campus. Open campus is a privilege that may be revoked due to issues with student behavior and attendance or grades.

Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: September 15, 2025

5059
Emergency Medical Treatment

If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall take reasonable steps to render assistance and, when appropriate, summon medical assistance. Staff will notify a student's parent or guardian when a student needs medical attention.

The school district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. School district staff members will not honor "do not resuscitate/do not intubate" (DNR/DNI) orders, requests for transport to particular medical facilities, and any similar requests. Parents/Guardians must arrange for all such requests with rescue squad and medical providers directly.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

5062
Lice and Nits

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: June 19, 2017

Revised on: July 17, 2023

Reviewed on: _____

5064
Supplement, Not Supplant

The district will use Title I, Title II, Title IV, and any other funds subject to Supplement, Not Supplant requirements as required by law. The district will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of such funds, be spent on Title programs. The district will ensure that Title funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title programs. Title professional development will not duplicate that which the district provides for non-Title purposes which, in the absence of Title funds, would be provided to all staff.

Adopted on: June 19, 2017

Revised on: July 17, 2023

Reviewed on: _____

5065
Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

5066 Early Graduation

General Policy. Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

Requirements for Application. In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements of this policy.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Consideration by the Board of Education. The principal will make a written recommendation to the Board based on the submitted application from the student. The Board will consider but is not bound by the principal's recommendation. Along with the application, the Board may consult with members of the administration, staff, or anyone else the Board deems appropriate. The Board will grant a student's application only if it determines that the student is best served by permitting the student to graduate early.

Participation in District Activities. Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

5067

Student Assistance Team or Comparable Problem Solving Team

Pursuant to the Rules of the Nebraska Department of Education, the school district uses a general education student assistance team ("SAT") or a comparable problem solving team ("Team"). The SAT or Team will use and document problem-solving and intervention strategies to assist teachers in the provision of general education and to meet the needs of students who may be struggling in the general curriculum or who are struggling to comply with the student code of conduct or to meet acceptable behavioral and social norms.

If the SAT or Team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. The referral shall comply with the requirements of the Rules of the Nebraska Department of Education.

All teaching staff must:

- 1) Support the SAT or Team process by appropriately referring students who may benefit from the SAT or Team process; and
- 2) Faithfully and consistently implementing the intervention strategies recommended by the SAT or Team.

The failure to support the SAT or Team process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

Adopted on: June 19, 2017

Revised on: November 16, 2020

Reviewed on: November 16, 2020

6001
School Organization

The school district shall be organized under a system whereby kindergarten through 5th grade shall be designated the elementary school, grades 6 through 8 shall be designated the middle school, and grades 9 through 12 shall be designated the high school.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

6002
School Calendar

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be 1,080 for grades 9 through 12, 1,032 for grades 1 through 8, and 400 for kindergarten, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: June 19, 2017

Revised on: July 17, 2023

Reviewed on: _____

6004 Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Curriculum and Textbook Adoption Schedule

The district will review curriculum and adopt associated textbooks on the following schedule.

Broken Bow Public Schools
Curriculum Review Plan

Budget Year	Curricular Area	Development Phase	Evaluation/Textbook (Purchase Spring)	Budget
2021/22	Spanish, 6-12 ELA	2021-2022		\$90,000
			GF Transfer- \$100,000	\$40,000
2022/23	K-5 ELA	2022-2023	2023	\$125,000
			GF Transfer- \$100,000	\$90,000
2023/24	OFF	2023-2024	2024	
			GF Transfer- \$30,000	\$170,000
2024/25	Science	2024-2025	2025	\$95,000
			GF Transfer- \$30,000	\$155,000
2025/26	S.S./Business/Vocational Ed./Tech.	2025-2026	2026	\$90,000
			GF Transfer- \$30,000	\$145,000
2026/27	Math	2026-2027	2027	\$140,000
			GF Transfer- \$30,000	\$85,000
2027/28	Art/Spanish/Music/PE/Health	2027-2028	2028	\$40,000
			GF Transfer- \$30,000	\$125,000
2028/29	OFF	2028-2029		
			GF Transfer- \$30,000	\$205,000
2029/30	LA (Reading, Writing, Phonics, Spelling)	2029-2030	2029	\$85,000
			GF Transfer- \$30,000	\$165,000

The Broken Bow Curriculum Review Plan provides for a systematic review of all K-12 curriculum on a continual basis. The plan provides for consideration of time, individual academic disciplines, and resource allocation.

Development/Implementation Phase:

- Administration will appoint 1 teacher/grade level (K-6) and teachers representing curricular area (7-12) to serve on curriculum review committee
- Curriculum review committee will have an organizational meeting with each member given the task to gather information from grade levels/departments about curriculum and instructional practices
- The Curriculum Director will set summer work dates for curriculum work to be completed: review and revision of current curriculum in regards to State Standards and 21st Century Skills—resulting in updated curriculum (draft)

Evaluation/Textbook Phase:

- Draft curriculum provided to all staff (teachers and administration)
- Staff will utilize and evaluate curriculum for the current school year
- Committee will meet as needed to evaluate and revise curriculum
- Curriculum will be presented to the board for approval
- If needed, sample textbooks/series will be reviewed by appropriate staff members utilizing a textbook evaluation tool to assist in decision making & recommendation of new textbooks/series
- Professional development will be provided to implement new textbooks/series

Adopted on: June 19, 2017

Revised on: July 17, 2023

Reviewed on: _____

6005 Academic Credits and Graduation

A student must have completed and passed a minimum of 240 credits to graduate. Students must receive the full 5 credits per semester for all required classes.

In addition, a student is normally required to have 8 semesters of high school attendance. Certain situations can cause the students to be graduated from school in less than eight semesters but this can only be decided in a joint conference between the student, the parent, the guidance counselor, and the principal.

- English or Vocational English 4 years 40 credits
 Junior and Senior English require 4 semester classes including Grammar, at least one writing class, and at least one literature class.
- American Studies I & II 2 years 20 credits
- Science 3 years 30 credits
- Mathematics 3 years 30 credits
- Physical Education 1 semester 5 credits Health 1 semester 5 credits
- Info Tech I 1 semester 5 credits
- Speech Communications 1 semester 5 credits
- Personal Finance 1 semester 5 credits
- Social Science 4 semesters 20 credits
 Requires 4 semester classes including Geography, Political Behavior (senior year) and two electives from the following classes; Current Issues, Entrepreneurship, Psychology, Sociology, World History or any other administratively approved social science class.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

6006
Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

6007
Senior Recognition

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

Broken Bow Public Schools Honors 4.0 GPA senior students at graduation.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

6008
Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Adopted on: July 15, 2019

Revised on: _____

Reviewed on: _____

6009

Grade Placement and Academic Credits of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Diagnostic test data
- Achievement test data
- Criterion-referenced test data

Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience and transcript
- Standardized achievement test data
- Criterion-referenced test data
- Final examination test data
- Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirement in order to be awarded a diploma from the district.

Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

6010
Special Education

All children with verified disabilities who are eligible for special education services are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow state and federal law as well as the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

6011
Fire Instruction and Prevention

The school district will provide regular periods of instruction in fire danger and fire prevention, and will observe State Fire Day.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____