

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

Monday, August 12, 2013 8:00 PM  
Conference Room  
1501 Front Street  
Henderson, NE 68371-8929

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

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

1. Preliminary Procedures

1. Call to Order

2. Public Notice of the Meeting

3. Roll Call

President Brune excused Kent Allen from attending.

2. Public Comments on Agenda Items

3. Public Comments on Topics Not on the Agenda

4. Public Hearing and Review of Student Fees, Parental Involvement, and Anti-bullying Policies

5. To keep current policies on student fees, parental involvement and anti-bullying. Passed with a motion by Mr. Boyd Stuhr and a second by Mr. Gary Braun.

6. Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

7. Reports

1. Superintendent's Report

2. Principals' Reports

## 8. Discussion Items

### 1. NASB Area Membership Meeting

### 2. Labor Relations Conference

### 3. Technology Update

### 4. NASB State Conference

## 9. Old Business

### 1. First reading of Enrollment Option Policy

2. To approve the first reading of policy JBA for enrollment option Passed with a motion by Mr. Gary Braun and a second by Mr. Boyd Stuhr.

3. Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

## 10. New Business

### 1. Striv TV Agreement

2. To approve the contract terms with Striv TV and Taylor Siebert for broadcasting of school activities in 2013-14 Passed with a motion by Mr. Glenn Larson and a second by Mrs. Debra Wilhelm.

3. Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

### 4. Enrollment Option Request

5. To waive the deadline for an enrollment option request based upon special circumstances Passed with a motion by Mr. Glenn Larson and a second by Mr. Gary Braun.

6. Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

### 7. Preliminary review of 2013-14 budget proposal

## 8. Access to Additional Budget Authority

9. To approve application for an expenditure exclusion of \$89,017 for additional budget authority Passed with a motion by Mr. Boyd Stuhr and a second by Mr. Gary Braun.

10. Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

## 11. Future Agenda Items

12. Consent Agenda

13. Motion to approve the consent agenda Passed with a motion by Mr. Glenn Larson and a second by Mrs. Debra Wilhelm.

14. Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

1. Approval of Minutes

2. Approval of Treasurer's Report

3. Approval of Claims

4. Financial Reports

5. Out of State Travel Requests

15. Adjournment

A special meeting scheduled on August 26 at 8:00 p.m. to be set as a budget work session and final bill pay.

16. Motion to adjourn the meeting at 9:11 p.m. Passed with a motion by Mr. Gary Braun and a second by Mr. Boyd Stuhr.

17. Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

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Board President

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Board Secretary

**JGFA - ANTI-BULLYING POLICY**

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Law 2008, LB 205  
Student Discipline Act, Neb. Rev. Stat. 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Adopted: July 12, 2004  
Revised: July 14, 2008  
Reviewed:

## **KBDB - PARENTAL INVOLVEMENT IN SCHOOLS**

The Heartland Community School District is interested in parental involvement in the activities of their student. The school district invites parents to review instructional materials and visit their student's classrooms. This policy is in no way meant to deter from that philosophy. It is simply provided to give certain guidelines for an active parental involvement program. The school district wants to foster and facilitate, to the extent appropriate, parental information about, and involvement in, the education of their children. Along these lines: Textbooks, tests, and other curriculum materials used in this school district are, and shall be, available for review by parents at school upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by the school district, parents wishing to review such items must govern their requests accordingly; It is suggested parents wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities obtain prior approval of and from the proper teacher, counselor, or administrator. Parents attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval, who by their conduct or presence interfere with the educational process or constitute an interference with school purposes will be asked to leave; The school district will excuse students from testing, classroom instruction, and other school experiences, upon parental request, only under circumstances required by law. Parental requests must be in writing and submitted to the proper teacher and administrator within a reasonable time period prior to the testing, classroom instruction, or other school experience, and must be accompanied by written proof, acceptable to the school district, that the action is required by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request. Parents and others will be provided access to records of students according to law (e.g., Family Rights & Privacy Act, 20 U.S.C. 1232g or 79-4,157, R.R.S., et seq.); Testing shall occur in their school district as determined appropriate from time to time by district staff to assure proper management of educational progress and achievement. Participation in surveys of students shall occur in this district from time to time when determined appropriate by district staff for educational purposes. Parents may remove students from such surveys. Parental requests must be in writing and submitted to both the proper teacher and administrator a reasonable time prior to the survey.

Adopted: September 1, 1998

Revised: September 10, 2001

Reviewed:

**8xxx - PARTICIPATION IN COMMUNITY LIFE**

School personnel are encouraged to participate in community activities, provided such activities do not interfere with their duties as an employee of the school district.

Adopted: September 1, 1998

Revised:

Reviewed:

**Policy JT - STUDENT FEES POLICY**

The Board of Education of Heartland Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2003-2004 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of

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welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### **2. Personal or consumable items & miscellaneous**

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

- (v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
3. Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
4. Extracurricular Activities–Fees for participation. Any fees for participation in extra-curricular activities ~~for the 2003–2004 school year~~ are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.
5. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
6. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
7. Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or

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records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

9. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

10. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

**11. Laptop Usage Fee. Students who are issued a laptop computer for school use are responsible for fees required for usage and to insure against damages. Students who do not pay the fee may not remove the laptop from school grounds.**

12. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

13. Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

14. Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in

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extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

# Board & Administrator

## FOR SCHOOL BOARD MEMBERS

August 2013 Vol. 27, No. 04

Editor: Jeff Stratton

### Spend time on the board's relationship with the superintendent

In *Eight Characteristics of Effective School Boards*, the Center for Public Education emphasized the importance of a high quality board-superintendent relationship to a successful district.

In its report, the CPE points out that effective boards lead the district as a united team with their superintendent: "In successful districts, boards defined an initial vision for the district and sought a superintendent who matched this vision. In contrast, in stagnant districts, boards were slow to define a vision and often recruited a superintendent with his or her own ideas and platform, leading the board and superintendent to not be in alignment."

Here are some relationship-building tips the board and superintendent team can benefit from:

- Remember that the board sets policy and governs while the superintendent leads and manages.

- Watch what you say in public.
- Practice "No surprises." The best surprise is no surprise.
- Know and understand existing policy.
- Let the superintendent advise the board.
- Let the superintendent handle day-to-day decision-making.
- Refer complaints to the superintendent.
- Share information among team members.
- Keep confidential information confidential.
- Understand that board-staff relations are sensitive.
- Create a set of operating procedures for the board.

For information, <http://www.centerforpubliceducation.org/Main-Menu/Public-education/Eight-characteristics-of-effective-school-boards/default.aspx>. ■

#### Survey: Boards employ sound governance practices

Data from *Board & Administrator's Annual Survey of School Boards* show that in the B&A readership, 90 percent of boards have both a code of ethics and a conflict of interest policy. That is terrific.

One area where boards can look to improve their governance practices is in the area of a school board self-appraisal.

Only 44 percent of boards perform an annual self-evaluation, while 38 percent do not ever evaluate their own performance. ■

Boards w/ code of ethics		% of responses	Boards w/ conflict of interest policy		% of responses
Yes	94	90%	Yes	94	90%
No	11	10%	No	10	10%
Total	105	100%	Total	104	100%

Frequency of board self-appraisal		% of responses	Frequency of superintendent's evaluation		% of responses
Annually	45	44%	Annually	96	93%
Every 2-3 yrs.	19	18%	Every 2-3 yrs.	4	4%
Never	39	38%	Other	3	3%
Total	103	100%	Total	103	100%

# Guidelines for board policy development

Below find some guidelines that can help a board develop strategies on creating policy.

## Board Policy Development

**Policy:** Board policy will establish the long-term vision and direction for the school district, set the framework for system operations and communicate the board's values and beliefs.

**Guidelines:**

1. Policies of the board will be consistent with relevant federal and state legislation and related regulations.

2. All policies of the board will be developed and implemented according to this policy.

3. Policies will be developed using a common format comprising:

a) A policy statement: The policy statement should be a philosophically based statement that is goal-oriented and establishes directions or parameters for future action.

b) Guidelines: Guidelines further define the policy framework and/or establish parameters within which the policy is to be implemented. Guidelines should provide clear, concise statements that define in precise terms what the board wants done relative to the policy direction. Guidelines may include the delega-

tion of board responsibilities to the superintendent or to committees of the board.

4. Administrative procedures: The superintendent is responsible for developing the specific implementation steps required to put a board policy into operation. Administrative procedures are not subject to board approval but are available to the board for information at the time of policy approval and thereafter on an ongoing basis.

The board should delegate to the superintendent the function of specifying detailed arrangements for the operation of schools. The arrangements become the district's administrative regulations that govern the operation of the schools. If state law requires, the board should approve administrative regulations.

5. The development and review of policies will allow for the participation of affected groups or individuals as appropriate to the policy decision being contemplated. In the event of a developing situation, the board may take immediate action on a policy matter.

6. Board policies will be reviewed annually to ensure their relevance, currency, and alignment with district goals and priorities.

7. The board delegates to the superintendent the responsibility to implement board policies. ■

## Tips for reaching out to your legislators

School board members should be prepared to serve as advocates for their schools.

As a volunteer board member *and* elected representative from your community, your voice carries a lot of weight with officials at the local, state, and federal levels.

The Texas Association of School Boards, in its publication *Practical Communication Tips*, has some excellent "Do" and "Don't" strategies for school board members as they contact their elected representatives.

Here are a few of each:

### Do:

- **Know what you are talking about.** Explain the facts and understand the opposition's point of view.
- **Use a local angle.** Explain how a bill will positively or negatively

affect the local school district. This can be very persuasive.

- **Communicate often, be friendly.** Keep in touch with legislators year-round, not just when you want something. Invite your elected representative to attend school functions like board meetings, special events, and workshops.

### Don't:

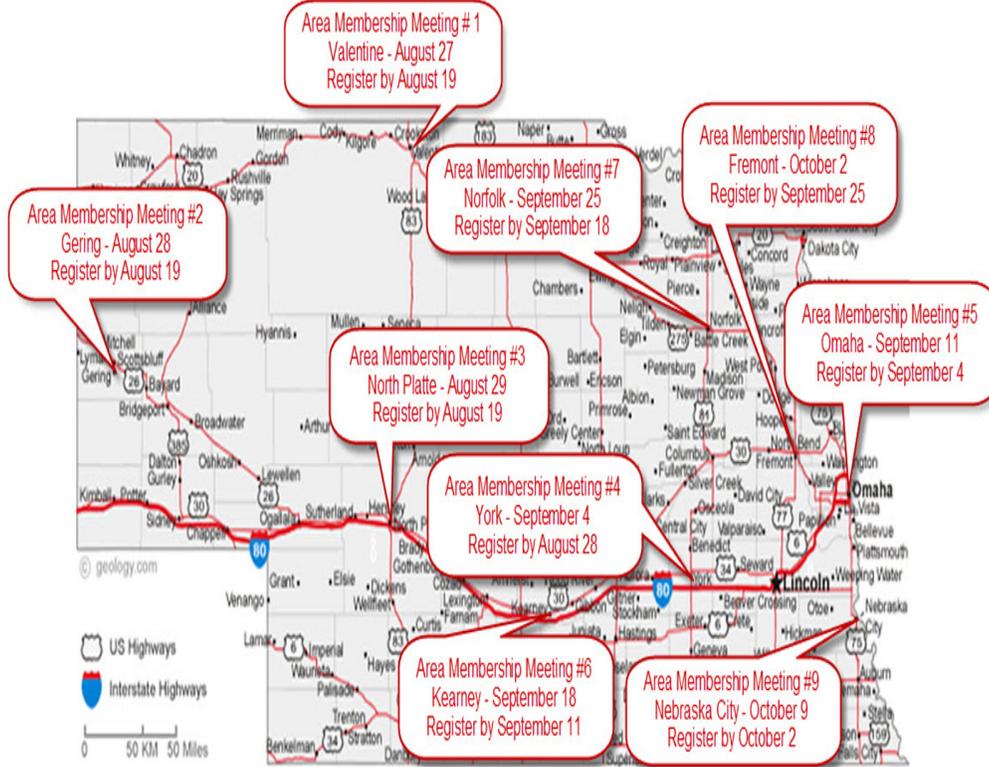
- **Distort facts.** Present your position thoughtfully and honestly. Find the information and get back to the legislator if you don't have an answer to a question.
- **Don't change your position.** If the legislator has publicly committed to a position you encouraged, don't change your mind about it later, unless the bill was significantly amended. If the bill has been modified, let your legislator know your position has changed and recommend that hers does too.

For information, [www.tasb.org](http://www.tasb.org). ■



Board Development ▶  
Area Membership Meetings

## The 2013 NASB Area Membership Meetings



Registration

[On-Line Registration](#)

Registration Fee - \$65

*15 Awards of Achievement points can be earned*

<p><b>August 27 - Valentine</b> Workshop: Valentine High School, 431 North Green Street Dinner: Niobrara Lodge, 803 East Highway 20</p> <p><b>Registration Deadline: August 19</b></p>	<p><b>September 18 - Kearney</b> Holiday Inn, 110 South 2nd Street</p> <p><b>Registration Deadline: September 11</b></p>
<p><b>August 28 - Gering</b> Gering Civic Center, 1050 M Street</p> <p><b>Registration Deadline: August 19</b></p>	<p><b>September 25 - Norfolk</b> Lifelong Learning Center, 801 East Benjamin Avenue</p> <p><b>Registration Deadline: September 18</b></p>

<p><b>August 29 - North Platte</b>                  Sandhills Convention Center, 2102 South Jeffers Street                  Registration Deadline: August 19</p>	<p><b>October 2 - Fremont</b>                  Workshop: Fremont High School, 1750 North Lincoln Avenue                  Dinner: Fremont Golf Club, 2710 North Somers Avenue,                  Registration Deadline: September 25</p>
<p><b>September 4 - York</b>                  Workshop: York High School, 1005 Duke Drive                  Dinner: Chances R, 124 West 5th Street                  Registration Deadline: August 28</p>	<p><b>October 9 - Nebraska City</b>                  Workshop: Nebraska City High School, 141 Steinhart Park Road                  Dinner: Steinhart Lodge, 2700 Sylvan Road                  Registration Deadline: October 2</p>
<p><b>September 11 - Omaha</b>                  Regency Marriott, 10220 Regency Circle                  Registration Deadline: September 4</p>	

**Agenda**

- 4:45 p.m. Registration
- 5:00 p.m. Opening Session
- 5:30 p.m. Skill-Building Session #1
- 6:20 p.m. Skill Building Session #2
- 7:10 p.m. Dinner and Awards

**Curriculum**

**Fiduciary Responsibilities – Money Saving Options – Megan Boldt & John Spatz**

This session will cover ALICAP, the school insurance program; NASBMC, the Medicaid Consortium, the new Unemployment Insurance Program and others. Come to this session ready to learn how your district could save a dollar.

**Superintendent Contracts & Evaluations – Marcia Herring & Megan Neiles-Brasch**

The board has a fiduciary responsibility to work with the school attorney to review, revise, or develop a contract defining the board and superintendent's obligations, expectations and responsibilities. This session will provide you with resources to support the board's role related to the Superintendent contract and evaluation.

**Recent Guidelines for Federal Mandates – Jim Luebbe**

The Feds have issued new details for handling issues such as disabled students in athletics, the Family Medical Leave Act, Military Leave Provisions, Exchange Visitor Programs, Wellness Programs and others. We will examine the effects of these changes on your districts.

**Unicameral Impact – Megan Neiles-Brasch**

A brief overview of the 2013 Legislative Session and proposed Legislative Resolutions from Nebraska School Districts.

**Introduction to NETS (Nebraska Education Technology Services) – Craig Caples & John Spatz**

NETS is a subsidiary company of NASB. Learn more about the company and the time/cost saving services offered by NETS, including eMeetings, Online Policy Manuals, Data Storage and Document Imaging, Online Contract Settlement Form and the North Star Negotiation Software program.

**Conflict Resolution – Marcia Herring & Shari Becker**

Dealing with conflict in a constructive and productive manner under the scrutiny of the public can be challenging. Participants will discuss and explore two specific areas of conflict: conflict among board members (and the public) and between the board and superintendent.

**School Policy for ESUs – Jim Luebbe**

School law identifies an ESU differently than a school district. This session will address the implications for policy and daily operations.

*A \$20 processing fee will be charged for cancellations.  
 There will be no refunds granted after the registration deadline*

*If you have special dietary needs or questions and concerns, please contact  
 Zoe McManaman at [zmcmaman@nasbonline.org](mailto:zmcmaman@nasbonline.org) or (800) 422-4572.*

NASA/NASB  
**2013 Labor Relations Conference**  
September 5-6, 2013  
Cornhusker Hotel - Lincoln

**Thursday, September 5th**

- ▶ Pre-Conference Workshops  
1:00 pm to 5:00 pm

- ◆ ***The ABC's of Negotiations under LB 397 (2011) and the Bargaining Toolkit***

This pre-conference will include a in-depth review of the new negotiations time-line and statutory changes under LB 397 (Laws of 2011), and instruction for the beginning negotiator on the unique comparability process that drives the structure and level of teacher compensation in Nebraska. There will be in-class assignments for participants to do their own mini-comparability study including developing an understanding of teacher placements on a salary schedule, fringe benefit elections, total compensation, selection of an array, and calculation of the mean, median and mid-point.

**Friday, September 6th**

7:00 a.m. Registration & Continental Breakfast  
Exhibits Open

8:15 a.m. Welcome & General Session

- ▶ ***"Dawn of the (Negotiations) Dead: Recurring Collective Bargaining Issues"***

*Keynote Speakers: Kelley Baker, Karen Haase, Steve Williams & Bobby Truhe*

*Length of the school year, board payment of disability insurance, school calendar, sick leave banks, vacation leave, etc. School attorneys have battled for years to remove items from districts' collective bargaining agreements. Attend this fast-paced, entertaining session to see if your school's agreement has any of these negotiations "zombies."*

9:30 a.m. Break

10:00 a.m. **Concurrent Sessions I**

10:45 a.m. Break

11:15 a.m. **Concurrent Sessions II**

12:00 p.m. Luncheon

- ▶ ***"How Champions Deal with Difficult People"***

*Keynote Speaker: Aaron Davis*

Ever find yourself struggling to keep your sanity and temper when dealing with difficult people? Have you ever found yourself ready to inflict bodily harm on someone you interact with daily, but then reason kicks in and pulls you back to reality? Difficult people just know how to bring it out of us; especially if it's someone whom we deal with on a regular basis. Join Aaron Davis as he gives participants the following outcomes:

- ◆ Individuals will learn to identify the most common unwanted behaviors & how to effectively deal with them.
- ◆ Individuals will learn tips on being persuasive & use their influence effectively.
- ◆ Individuals will learn how to create a coping plan when difficult situations arise.

1:00 p.m. **Concurrent Sessions III**

1:45 p.m. Break

2:15 p.m. **Concurrent Sessions IV**

3:00 p.m. Adjourn



Room Reservation Information:

Reservations need to be made by August 22, 2013.

**Cornhusker Hotel**  
**333 South 13th Street**

**402-474-7474**  
**www.thecornhuskerhotel.com**  
**Rate: \$99.00**

## Conference At A Glance

### Thursday, September 5th

- 12:30 p.m. Registration for Preconference  
1:00 p.m. ***The ABC's of Negotiations and the Bargaining Toolkit***  
6:30 p.m. Reception  
8:30 p.m. Hospitality Suites Open

### Friday, September 6th

- 7:00 a.m. Registration & Continental Breakfast  
Exhibits Open  
8:15 a.m. Welcome & General Session  
*Keynote Speakers: Kelley Baker, Karen Haase, Steve Williams & Bobby Truhe, Harding and Shultz Legal Firm*  
***"Dawn of the (Negotiations) Dead: Recurring Collective Bargaining Issues"***  
9:30 a.m. Break  
10:00 a.m. **Concurrent Sessions I**  
10:45 a.m. Break  
11:15 a.m. **Concurrent Sessions II**  
12:00 p.m. Luncheon  
*Keynote Speaker: Aaron Davis*  
***"How Champions Deal with Difficult People"***  
1:00 p.m. **Concurrent Sessions III**  
1:45 p.m. Break  
2:15 p.m. **Concurrent Sessions IV**  
3:00 p.m. Adjourn

### Breakout Session Topic

- ◆ Federal Update
- ◆ Classified Staff
- ◆ Negotiations 101
- ◆ Social Networking
- ◆ CIR 101
- ◆ Collective Bargaining Tactics
- ◆ Retirement System Update / Legislative Update
- ◆ Budgeting
- ◆ EHA Plan Update
- ◆ The CIR Timeline
- ◆ NE Teacher & Principal Evaluations Model Update
- ◆ Creative Compensation
- ◆ Reduction In Force
- ◆ Establishing Mutual Expectations for the Board and Superintendent
- ◆ Negotiations 201 / Comp Study
- ◆ PPC Update
- ◆ More Sessions to Come!!

FOR A DETAILED LIST OF EVENTS AND SESSIONS AS THEY BECOME AVAILABLE VISIT [WWW.NCSA.ORG](http://WWW.NCSA.ORG)

### Tour of Memorial Stadium

Thursday, September 5, 2013 - 5:00 pm

This additional event is open to all Labor Relations attendees and guests. We will meet at the Tom & Nancy Osborne Complex in the North Stadium. (Transportation to and from Stadium is on your own).

Highlights of the Memorial Stadium Tour include:

- The Major Award Winners hallway, honoring NU's football national award winners;
- Husker Power, the nationally recognized strength, conditioning and nutrition program;
- The Hawks Championship Center, where Husker student-athletes train indoors year-round;
- Trophies on display, The Tunnel, and Tom Osborne Field.

Reservations are required. RSVP to [carol@ncsa.org](mailto:carol@ncsa.org) by August 29, 2013.

To Register for 2013 Labor Relations Conference go to:

[www.ncsa.org](http://www.ncsa.org)

## **Policy JBA - Option Enrollment**

### A. Process and Time Lines to Option In

For a student to attend Heartland Community Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Heartland Community School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

### **Provisions for Waiver of Application Deadline:**

The application deadline will be waived by the School Board for applications to option into the Heartland Community School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

### B. Rejection of Applications; Reasons

1. **Capacity:** An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.
2. **Timeliness:** An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.
3. **Previous Option Enrollment:** An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory

exception to the “one-time” rule is applicable to the student’s circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School Board determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

#### C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Heartland Community Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Heartland Community Schools, with priority to those within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

#### D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building or in any special education programs operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in

effect for the next and subsequent school years unless otherwise determined and/or declared.

**Provisions for Release:**

A request for release of a resident student of the Heartland Community School District who submits an enrollment option application after March 15 or any other statutory deadline will not be granted.

In the case of an application to option enroll into the Heartland Community School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Heartland Community School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

**G. Applications Subsequent to Relocations or Mergers**

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

**H. Status of Option Student**

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well

***SCHOOL BOARD POLICY MANUAL***

as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law.

**I. Information Regarding Schools, Programs, Policies and Procedures.**

As part of the option enrollment program, the administration shall make information about the Heartland Community Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246

Adopted:

Revised:

Reviewed:

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

July 15, 2013 8:00 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 8:01 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. Superintendent's Report**

**5. Discussion Items**

**5.1. Dual-credit Text Fee**

**5.2. Budget Workshop Date**

**5.3. Parents Donating Athletic Equipment**

**Motion Passed:** To allow parents to donate certified football helmets for their own child's use passed with a motion by Mr. Glenn Larson 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

## **6. Old Business**

### **6.1. Approval of Network Safety and Acceptable Use Policy - IMD**

**Motion Passed:** To approve the third and final reading and implement board policy IMD passed with a motion by Mr. Gary Braun 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

### **6.2. Approval of Internet Use and Filtering Policy - IMD-A**

**Motion Passed:** To approve the third and final reading and implement Policy IMD-A passed with a motion by Mr. Boyd Stuhr 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

### **6.3. Superintendent's Evaluation Tool**

Discussion:

The Board discussed ideas on implementing a new superintendent evaluation tool in the 2013-14 school year.

## **7. New Business**

### **7.1. Summer Projects**

**Motion Passed:** To approve the completion of summer projects as presented passed with a motion by Mr. Glenn Larson and a second by Mr. Gary Braun.

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

### **7.2. Bids for Cafeteria Rooftop Air Unit**

**Motion Passed:** To accept the lowest responsible bid of \$14,250. from York Heating and Air for replacement of the cafeteria rooftop air conditioning unit 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

### 7.3. Update Option enrollment policy JBA

Discussion:

Defer discussion of Policy Option Enrollment JBA to August board meeting.

### 7.4. Update Admissions Policy JBB

**Motion Passed:** Motion to approve the first reading of Admissions Policy JBB 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

### 7.5. Addition of No-Hazing Policy IN

**Motion Passed:** To approve the first reading of Policy IN regarding the prohibition of hazing, initiations, secret clubs, and outside organizations 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

### 7.6. Addition of State Standards Policy IDB

**Motion Passed:** To approve the first reading of Policy IDB on the adoption of state standards 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

## 8. Future Agenda Items

### 9. Consent Agenda

**Motion Passed:** Motion to approve the consent agenda passed with a motion by Mr. Gary Braun 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

- 9.1. Approval of Minutes
- 9.2. Approval of Treasurer's Report
- 9.3. Approval of Claims
- 9.4. Financial Reports
- 9.5. Out of State Travel Requests

**10. Adjournment**

Discussion:

The next scheduled meeting to be held on August 12 at 8:00 p.m. with a budget work session held on August 26 at 8:00 p.m.

**Motion Passed:** Motion to adjourn the meeting at 9:58 p.m. 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

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Board President

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Board Secretary