

**BYLAWS OF THE BOARD  
SERIES 9000**

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## **9000-Role of Board Members (Powers, Purposes, Duties)**

The board of education of Harvard Public Schools seeks to:

1. Conduct its operations and meetings in a manner that is consistent with state laws and the principles of sound organizational procedure.
2. Clarify the functions and duties of the board of education in such a manner as to maintain desirable, cooperative working relationships with the superintendent of schools and the staff. It is essential that the Board and the Superintendent clearly understand the differences between governance and administration by clearly defining their respective roles.
3. Recognize its responsibility to the people of the district by making all meetings open to the public.
4. Make provisions for revisions to policies, rules and regulations as the need for such changes occur.
5. Provide information about board of education procedures to be used in the orientation of new board members, school staff, and the public.

The board of education will provide for a school system and establish general policies in keeping with the wishes of the community, the requirements of state law and what it judges to be necessary and desirable in the fulfillment of its duties.

Bylaw Adopted: February 10, 1992  
Bylaw revised: July 21, 2003

Harvard Public School

## **9010-Authority Limits for the Board and Individual Board Members**

### **1. Board Authority Limits/Board Action taken at meetings only**

The primary responsibility of the board of education is a legislative one under which it provides a framework for the operation and maintenance of the school system and delegates the administrative authority to carry out these policies to the superintendent and staff. All actions of the board will be taken in officially advertised board meetings called, scheduled and conducted according to these bylaws and the statutes of the state.

(see Board Code of Ethics for additional suggested guidelines)

### **2. Individual Board Member Authority Limits**

**2A. Refrain from speaking for the whole board:** Individual board members have no authority to speak for the board or the superintendent or commit the school district to a particular course of action that has not been approved by the full board of education at a legally scheduled board meeting.

**2B. Complaints presented to individual board members:** Individual board members who receive a complaint are to listen to the complaint but offer no opinion as to the resolution of the complaint. The board member is to instruct the complainant to follow the district established guidelines for resolving complaints.

- Step a) The complainant must first voice his/her complaint to the Superintendent or the Principal.
- Step b) The Superintendent/Principal and the complainant will attempt to determine if the complaint has a valid basis or is based upon hearsay or unsubstantiated rumors.
- Step c) The Superintendent/Principal will make the decision whether or not other district personnel will need to be involved and what steps should be taken to bring the complaint to a satisfactory resolution for all parties involved.
- Step d) If the complainant is not satisfied with resolution of the conflict at the school district level, he/she can request a meeting with a board committee or the full board of education at a regular or special board meeting.

**2C. Requests for action presented to an individual board member:** Individual board members who are requested to perform a particular action for a district patron, school visitor or school employee, are to instruct the requestor to follow the district's "Chain of Command" and take the following steps:

- Step 1) Present his/her request to the Superintendent/Principal.
- Step 2) If dissatisfied after this meeting, request a meeting with a board committee or the whole board.

**2D. Individual board members receiving information about district employees or operations:** When board members receive information from a source who purports that such information has relevance to school district operations, the board member is to instruct the source to present the same information to the superintendent/principal where a decision will be made to the relevancy of the information and what steps should be taken concerning the information.

**2E. Refrain from instructing or directing school employees:** board members are to refrain from instructing or directing school employees on how district policies or expectations are to be executed. Such responsibilities shall solely be the responsibility of the Superintendent or another district designated employee.

**2F. Complaints from school employees to board members:** If a board member is approached with a complaint by a school employee, he/she is to inform the employee follow the "Chain of Command" and present the complaint to the superintendent. If the employee is a certified employee, and he/she does not desire to first meet with the superintendent or principal, the board member is to inform the teacher to then follow the steps of the district Grievance Policy (4003) and file a grievance.

**2F1. Exceptions to 9010 Bylaws: Board Designed Authority:** An exception to 9010 Bylaw is in order whenever the board in an official meeting has expressly appointed a particular board member, or committee of board members, with specific authority to act on behalf of the board.

**2G. Individual Board Member having personal complaints:** when an individual board member has a personal complaint, he/she is to follow the same complaint procedure expected of any district patron (see number "2B" above). At no time should a board member use a board meeting as an opportunity to seek a resolution to a personal complaint unless the proper steps of the Complaint Procedure have been followed.

## 9050-Type and Title of District

The corporate name of this school district shall be "Harvard Public School District, in the counties of Clay and Hamilton, in the State of Nebraska". The school district is legally designed as a Class III district. The school district shall also be recognized as School District #11 in Clay and Hamilton Counties.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## 9100-School Board Officers elected at January Meeting (including bookkeeper/Asst. Secretary)

The Board of Education will reorganize each year at the regularly scheduled January meeting with the election of the following officers: 79-564

- (1) president;
- (2) vice-president;
- (3) secretary;

The president and vice-president must be an elected board member. The board shall also elect a secretary who need not be a member of the board. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- (4) Appointment of Bookkeeper/Assistant Secretary for Board Agenda Minutes

The board members will/may appoint the district bookkeeper to be board treasurer and assistant secretary for taking board agenda minutes.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## 9101-Management and Supervisory Positions/administrative Policies:

The management and supervisory positions in the school system are established initially by the board or by state law, or both. The board at its discretion may elect a superintendent and any necessary administrators.

### 1. Election of Administrators: 79-822

At any regular meeting, a Board of Education may elect for employment such administrators as the board may deem necessary for the proper conduct of the affairs of the school district at such salaries as the board may deem reasonable. It may contract with such administrators for terms not to exceed three years. No person shall be declared elected unless he or she receives the vote of a majority of all the members of the board. The contract shall be reduced to writing.

### 2. Election/Re-election of the Superintendent: 79-594

The board of education of a Class III school district may elect at any regular meeting one superintendent of public instruction with such salary as the board

deems best and may enter into contract with him or her at its discretion, for a term not to exceed three years. The contract shall be reduced to writing and shall begin or renew on July 1. Considerations for the re-election of the superintendent for the ensuing school year will take place during the December board meeting and negotiation shall be completed according the guidelines established in the Superintendent Job Description.

3. **Superintendent Job Description:** See Appendix "A" of these Bylaws.

4. **Administrative Policies:** (see Administration Policy Handbook 2000)

Bylaw Adopted: July 21, 2003

## **9110-Number of Class III Members/Elections/Terms of Office 32-543**

The board will consist of six members serving overlapping terms of four years, as required by law. Class III board members shall be elected pursuant to section 32-543 of State of Nebraska School Laws. Elections will take place for one-half of the board members at the statewide general elections in each even numbered year.

The term of office of members of school boards for Class III districts will begin on the first Thursday after the first Tuesday in January succeeding election.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## **9121-Duties of President**

The President of the board will preside at all meetings of the board and will have a vote on motions placed before the board for action. He or she will sign such documents on behalf of the board as may require his or her signature. The president will represent the board in deliberations with other boards, districts, or agencies unless another member of the board is so designated. He or she will appoint all committees unless otherwise specified by the board, will call special meetings, and will perform all other duties as prescribed by law. The President shall appear for and on behalf of the district in all suits brought by or against the district.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## **9122-Duties of Vice President**

The Vice President shall preside at all meeting in the absence of the President. He or she shall sign warrants presented by the treasurer in the absence of the president.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## 9123-Duties of the Secretary and/or Assistant

**Secretary** (the duties that are or may be assigned to the Assistant Secretary are marked with an asterisk).

At the first meeting in January the Harvard Board of Education will elect a secretary who need not be a member of the board of education. If the secretary is a member of the board, an assistant secretary may be named and his or her duties set by the board.

The secretary shall be clerk of the school board and of all district meetings when present, but if he or she is not present, the legal voters may appoint a clerk for the time being, who shall certify the proceedings to the clerk to be recorded by him or her.

The secretary (asst. secretary) of the board of education will:

1. **DISBURSEMENTS:** The secretary of a school district shall draw and sign (\*or cause to happen) all orders upon the treasurer for all money to be disbursed by the district and all warrants upon the county treasurer for money raised for district purposes or apportioned to the district by the county treasurer and shall present the same to the president to be countersigned. No warrant shall be issued until so countersigned. No warrant shall be countersigned by the president until the amount for which the warrant is drawn is written upon its face. 79-575
  - 1A) **FACSIMILE SIGNATURES:** Facsimile signatures of board members may be used. 79-575
  - 1B) **PERSON DELEGATED BY BOARD:** A person or persons delegated by the board may sign and validate all warrants of the district. 79-575
- \*2. **RECORDS MANAGEMENT:** The secretary shall ensure that all proceedings of the district have been recorded in a book furnished by the district to be kept for that purpose, preserve copies of all reports, safely preserve and keep all books and papers belonging to the office. 79-577
- \*3. **RECORDS AVAILABLE TO PUBLIC:** The secretary shall ensure that the records of the Harvard Board of Education are available for public inspection.
- \*4. **BOARD MINUTES/PUBLICATION:**

The secretary shall within ten days after any regular or special meeting of the board, publish one time in a legal newspaper published in or of general circulation in such district a list of the claims, arising on contract or tort, allowed at the meeting. The list shall set forth the name of the claimant and the amount and nature of the claim allowed, to consist of not more than ten words in stating the nature of each such claim. The secretary shall likewise cause to be published a concise summary of all other proceedings of such meeting. Publication of such claims or proceedings in a legal newspaper shall not be required unless the publication can be done at an expense not exceeding the rates provided by law for the publication of proceedings of county boards. 79-580



4A) **FAILURE TO COMPLY WITH 79-580:** The secretary of any board failing or neglecting to comply with the provisions of 79-580 shall be guilty of a Class V misdemeanor. In the discretion of the court, the judgement of conviction may provide for the removal from office of such secretary for such failure or neglect.

- \*5. **SCHOOL DISTRICT CENSUS REPORT:** The secretary shall ensure that a complete and correct consolidated census report showing the number of children from five through eighteen years of age belonging to this school district is completed and signed by a Notary Public as required by state statute. 79-528

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## 9124-Treasurer/Bookkeeper

The board of education will appoint a treasurer/bookkeeper for the school district of Harvard. The treasurer/bookkeeper will:

1. **TREASURER BOND:** The treasurer shall within ten days of his or her appointment execute to the county and file with the secretary a bond of not less than five hundred dollars in any instance and not more than double the amount of money, as nearly as can be ascertained, to come into his or her hands as treasurer at any one time, with either a personal surety or a surety company or companies of recognized responsibility as surety or sureties, to be approved by the president and secretary, conditioned for the faithful discharge of the duties of the office. The bond when approved shall be filed by the secretary in the office of the county treasurer of the county in which the school district is situated. If the treasurer fails to execute such bond, the office shall be declared vacant by the board of education, and the board shall immediately appoint a treasurer who shall be subject to the same conditions and possess the same powers as if elected to that office. The treasurer shall have no power or authority to withdraw or disburse the money of the district prior to filing the bond. 79-586
2. **COUNTY TREASURER COLLECTIONS:** The treasurer shall apply for and receive from the county treasurer all school money apportioned to or collected for the district by the county treasurer, upon order
3. **TREASURER RECORDS MANAGEMENT:** The treasurer shall keep a record in which all the money received and disbursed by him or her, specifying particularly (1) the source from which money has been received, (2) to what fund it belongs, and (3) the person or persons to whom and the object for which the same has been paid out.
4. **TREASURER'S ANNUAL REPORT/END OF TERM:** The treasurer shall present to the district, at each annual meeting, a report in writing containing a statement of all money received during the preceding year and of the disbursement made with the items of such disbursements and exhibit the vouchers therefor. At the close of the treasurer's term of office, he or she shall settle with the school board and shall hand over to his or her successor the records and all receipts, vouchers, orders, and papers coming into his or her hands as treasurer of the district, together with all money remaining in his or her hands as such treasurer. 79-589
5. **MONTHLY TREASURER'S REPORT/PAYMENTS FOR DISTRICT:** The treasurer shall prepare and submit in writing a monthly report of the state of the finances of the district and pay school money only upon warrants signed by the president of the board or, in the president's absence, by the vice president, and countersigned by the secretary. He or she shall attend all monthly meetings. 79-590

6. **COMPENSATION FOR TREASURER/BOND:** The board of education may employ a treasurer for the School District of Harvard, who will be paid a salary, to be fixed by the board, of an amount not to exceed twelve hundred dollars (\$1200) per annum. The salary for the treasurer/bookkeeper has been set at \$451. The treasurer shall give a bond payable to the county in such sum as may be fixed by the board of education which bond shall be signed by one or more surety companies of recognized responsibility. The cost of such bond shall be paid by the school district. 79-590

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## 9125-Attorney

Occasionally, a need arises to employ the services of an attorney to assist the board and superintendent in the legal performance of its duties and the fair and just discharge of its obligations to students, staff and school patrons. Therefore, the Harvard Public School Board of Education may, at its discretion, employ the services of an attorney for the purpose of providing direct legal counsel and representation for the superintendent, the staff, and the board on school district matters.

Compensation for legal services will be paid on the basis of services rendered. Statements for legal services must include: (1) a notation of the work performed; (2) the date each service was performed; and (3) if practical, the amount of time required to perform each service.

The resources of an attorney may be used for, but not limited to, the following:

1. Preparing and conducting litigation and administration law hearings as directed by the superintendent and as authorized by the board.
2. Preparing and rendering legal opinions upon request to the superintendent, the administrative staff, and the board.
3. Preparing or reviewing legal contracts.
4. Advising the board and superintendent in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, etc.
5. Providing legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications, and all other legal or quasi-legal papers upon request.
6. Providing legal assistance in the drafting of state legislation proposed by the school district for presentation to the Nebraska legislature.
7. Advising the board in all staff contract negotiations
8. Such services as the board or superintendent may deem appropriate.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## 9130-Committees

The following committees will be appointed by the president of the board during the January reorganization meeting. These committees will be appointed for a duration of one year and will be for the specific tasks of seeking information or investigation and will report back to the board for its consideration and action. Committee action will be advisory and not executive.

1. Facilities/Finance/Transportation
2. Personnel and School-Community Relations
3. Curriculum and Instruction (Americanism)
4. Board Bylaw and Policy Development
5. Negotiation Committee

Subcommittees are not subject to open meeting requirements unless a quorum of the board is in attendance or the committee is holding hearings, making policy or taking formal action on behalf of the board of education.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## 9133-Citizen Advisory Committees

The board may from time to time appoint citizen's advisory committees to investigate and make recommendations on particular problems designated by the board. Board members will be considered ex officio members of such committees.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## 9210-Qualifications for Board Candidates

No person will be eligible to be a candidate for membership or to be a member of the board unless he or she is a qualified elector of the school District of Harvard Public School. No member, or candidate for member of the board, will be disqualified by holding any other office or position unless specified by law. No member of a school board shall be employed as a teacher by the school district which he or she serves as a board member. 79-543/79-544

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## 9220-Election/Election Costs

The board of education will pay to the county clerk the required fee for conducting the election of the district.

If necessary, the district will pay for having its official and sample ballots printed at the time of the state-wide general election and will pay the cost for the publication of the sample ballot appearing in the newspaper.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## **9221-Filling Vacancies, Vacancies Occurring, Removal from Office**

A vacancy on the board of education will be filled according to the provisions of state statute 32-570. A vacancy in the membership of a school board shall occur as set forth in section 32-560 (not available in State of Nebraska School Law Manual) or when a member is absent from the district for a continuous period of sixty days at one time or from more than two consecutive regular meetings of the board unless excused by a majority of the remaining members of the board.

Whenever statute provides for the temporary filling of a board vacancy, appointment will be made from eligible citizens by action of the remaining members of the board. The board reserves the right to establish procedures for filling such temporary vacancies through either direct appointment of an eligible citizen, the acceptance of applications, and/or the interviewing of potential candidates. In all cases, temporary vacancies will be filled by the board so that the board remains at full membership until such time that a permanent replacement is named or elected.

In cases where statute provides for filling of vacancies, the unexpired term will be filled by a person nominated at the next primary election and elected at the following general election.

Every school district board of education office shall be considered vacant by the death, resignation, removal from office of the incumbent or by any of the other following events listed by state statute 32-572.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## **9230-Orientation of New Board Members**

The board of education and the administrative staff will assist each non member-elect to understand the board of education's functions, policies and procedures and operation of the school system before the member takes office. The following methods will be employed:

1. The incoming member will be given selected material on the function of the board of education and the school system.
2. The incoming member will be invited to attend board meetings
3. The incoming member will be invited to meet with the superintendent and other administrative personnel to discuss services he or she performs for the board.
4. The incoming member will be provided with a copy of the board's policies and bylaws, administrative regulations and copies of pertinent materials developed by the state school boards association.
5. The incoming member may attend, at district expense, workshops for newly elected members as approved by the board of education

Bylaw Adopted: February 10, 1992 Revised: July 21, 2003 Harvard Public School

## **9231-Board Attendance / Admission to Activities**

The school district encourages attendance by Board of Education members at Activities and functions of the school. As such, all Board of Education members will be admitted to home functions without charge as long as it is not prohibited by NSAA or other rules. If possible and available, Board of Education members will be given a Conference Activities Pass if they would like to utilize one to gain admittance to away Conference Activities when there is a sufficient allotment provided by the Conference.

Bylaw Adopted: June 6, 2019

Harvard Public School

## **9240-Developmental Growth for Board Members**

Attendance at meetings, seminars or other growth opportunities directly or indirectly related to education or school matters will be encouraged for the values they have to the school system and the professional growth of board members. The expenses associated with such opportunities will be paid by the district upon approval of the board of education.

It is recommended that board member professional growth opportunities be discussed and decisions made about attendance at all regular board meetings. The superintendent or individual board members will notify the entire board of all relevant scheduled meetings.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## **9250-Remuneration and Reimbursement**

### **1. Remuneration and Reimbursement**

Members of the board of education may be paid their actual and necessary expenses incurred in the performance of their official duties. Therefore, members of the board of education may be reimbursed for all meals, lodging, mileage, fees and necessary expenses incurred in the performance of their official duties. Expenses incurred by board members' spouses while board members are performing official duties may not be compensated by the district.

### **2. Rate of Remuneration for Board Member Expenses**

The Board of Education shall at the time of adoption of its annual budget authorize a total sum for expenditure for actual and necessary expenses incurred by the board. (see policy 3420 for specifics)

### **3. Salary for Secretary and/or Assistant Secretary of the Board**

No member of the board, except the secretary, shall accept or receive any compensation for services performed in discharging the duties of his/her office. At present time, the Assistant Secretary of the Harvard Board of Education is paid \$324 per annum.

### **4. Salary for Treasurer of Board**

The board of education may employ a treasurer for the board who will be paid a salary, to be fixed by the board, of an amount not to exceed twelve hundred dollars (\$1200) per annum. The salary for the treasurer/bookkeeper is presently \$451

## 5. Plaques, Certificates of Achievement, and Other Awards

The Board of Education may at the time of adopting its annual budget and after a public hearing, authorize a sum certain for expenditure for plaques, certificates of achievement, or items of value awarded to any elected or appointed official, employee or volunteer of the District.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## 9260-Protection/Insurance for Board Members

The board shall be covered by Liability insurance provided by the district. If desired, the governing board of any district members may provide its members with hospitalization, medical, surgical, accident, sickness or term life insurance coverage or any one or more of such coverage. 79-502

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

## 9270-Conflict of Interest/Nepotism

### 1. Conflict of Interest.

No board member of the school district may be directly or indirectly interested in any contract in which the district is a party (except for banking transactions) unless the board member complies with the disclosure and abstention provisions of the law.

Those provisions are for the interested board members:

1. reveal the nature and extent of his or her interest to the school board prior to official consideration of the contract.
2. not participate in the consideration or discussion of the contract.
3. not attempt to influence employees or other officers in any way relating to the contract.
4. not vote on the matter of granting the contract.
5. remove himself or herself from the room during consideration of and vote on the contract.
6. not act, directly or indirectly, for the school district to the inspection, operation, administration or performance under the contract

### 2. Nepotism

No member of the board may cast a vote in favor of the employment of any employee when such member of the board is related by blood or marriage.

## 9271-Code of Ethics

The Harvard Board of Education subscribes to and shall adhere to the following code of ethics.

### Nebraska Association of School Boards Board of Education / Code of Conduct

This Code has been developed and revised by the Nebraska Association of School Boards to help school boards carry out the important education decision-making role while maintaining effective relationships with school administrators, staff, and community members. Given the complexity of the education governance structure, nothing is more important than clarifying appropriate roles and responsibilities for the school board, superintendent, and principal(s).

A school board member has no legal powers unless participating at a meeting that complies with the Nebraska Open Meetings Act, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Code.

Board members can demonstrate personal commitment to the Code by signing this document signifying agreement to uphold the principles of the Code, both, in letter and spirit.

Many school boards post a copy of the signed Code in the front entrance of the school(s). This public display of school leadership team commitment sends a powerful message and sets the tone for how the business of education will be conducted in the community.

As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of this Code that require legal compliance are the "conflict of interest" and "act only as a member of the board." All other sections represent effective practice.

### BOARD GOVERNANCE

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- In consultation with the principal, teachers, and superintendent, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in executive/closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.

- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student achievement and ensuring efficient use of education resources.

#### BOARD-ADMINISTRATION RELATIONS

- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral reports.
- Refer complaints, requests, and concerns to the superintendent or other appropriate staff members.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually perform a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

#### BOARD MEMBER RELATIONS

- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.

#### PERSONNEL RELATIONS

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal or teacher already under contract with another school district unless assurance is first secured from the proper authority that the person can be released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

#### COMMUNITY RELATIONS

- Perform a liaison communications role by interpreting the attitudes, wishes, and needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

#### CONFLICT OF INTEREST

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
  - as a result of a contract accepted after a public bid.
  - in public recognition of service or achievement.
  - as expenses allowed by law for official duties performed as a member of such board.



- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.

## BOARD PREPARATION AND TRAINING

- Be informed about educational issues through individual study and by participating in board development opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska Department of Education, and other education organizations.
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school problems and collaborate on school improvement initiatives.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: May 13, 2019

Harvard Public School

## **9310--Development, Distribution and Maintenance of Manual of Policies, Regulations, & Bylaws**

### **1. Permissive and Mandatory Law**

The board of education may determine policies or matters governed by permissive law, but not on matters governed by mandatory law. No policy can be in conflict with the operative law of the state.

### **2. Formulation of policies**

Policies may be proposed by any employee, administrator or board member. Such proposal will be presented in written form to the superintendent of schools for his or her consideration.

### **3. First and Second Reading Requirements**

The superintendent of schools will present policy proposals to the board of education in written form with his or her evaluation of such policy. If the policy meets with board approval, it will be given a reading at the first regular meeting with final approval given at the next regular meeting. Reference to, and in some cases the entire policy, will be published in the district newspaper/newsletter (The Chirp). Formal adoption of policies will be recorded in board meeting minutes.

### **4. Emergency Adoption/Waiving of Second Reading (see also 9314)**

The Harvard Board of Education reserves the right to waive the second reading requirement should a policy of an emergency nature need adopted. A majority vote of all members of the board of education would be required to waive the second reading.

### **5. Review and revision.**

At least once during a five year period, the board president will appoint a temporary committee of not less than two board members to review all current board policies. This committee will make a written report to the board identifying all policies that should be re-evaluated, revised or deleted.

### **6. Public Perception and Inspection of Board Policies.**

The public is asked to express its view on policies by contacting the superintendent with suggestions. The board's policy manual will be considered a public record and will be open for inspection at the central offices during regular office hours.

#### 6. Maintenance and accessibility of Policies to all Publics.

The superintendent will establish an orderly plan for maintaining and making accessible the policies and regulations of the Harvard Public School District. Accessibility will extend to students, all employees of the district, members of the board, and persons in the school district.

All employees are expected to follow the school policies and regulations adopted by the board of education. Copies of bylaws and policies will be made available from the superintendent's office. Each board member will be supplied with a copy. The superintendent is responsible for informing employees of new policies and revisions of existing policies.

Bylaw Adopted: February 10, 1992 Revised: July 21, 2003 Harvard Public School

### **9312-Formulation, Adoption, Amendment of Bylaws**

New bylaws and amendments to or revisions of existing bylaws must be adopted by a majority vote of all members of the board of education

Bylaw Adopted: February 10, 1992 Revised: July 21, 2003 Harvard Public School

### **9313-Approval and Amendment of Administrative Regulations/Handbooks**

#### 1. Creation of Handbooks/Amendments

The superintendent of schools or his designee/s is responsible to draw up the necessary rules and regulations to carry out adopted board policies. Individual rules and regulations do not have to be approved by board action. The board will formulate regulations only when the superintendent recommends board formulation in light of strong community attitudes or when required to do so by state law.

#### 2. Adoption of Handbooks/Amendments

Ordinarily the board of education will adopt the handbooks by at least the regular July or August board meeting. With the adoption of the handbooks, the board gives approval of the rules and regulations developed by the administration. The administration will abide by all state statutes pertaining to the handbooks and any amendments which shall occur after the school begins. Proper notification of the school employees, parents and students is required.

Bylaw Adopted: February 10, 1992 Revised: July 21, 2003 Harvard Public School

### **9314-Suspension of Policies, Bylaws and Regulations**

Policies, bylaws, and board-approved regulations will be subject to suspension for a specified purpose and limited time by a majority vote of all members of the board at a meeting for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the board when no such written notice has been given.

Bylaw Adopted: February 10, 1992

Harvard Public School

Bylaw Revised: July 21, 2003

# 9320-Board of Education Meetings

## 1. Regular Meetings/Recording of meetings

Regular meetings will be held according a regular schedule as required by law and other such times as the board determines. All will have proper and legal public notice.

The public will be allowed to attend all meetings both regular and special except legally called closed sessions. Those who attend will have the right to record the proceedings by a variety of types of equipment. However, those wishing to record proceedings are subject to reasonable rules determined by the board. Such rules may include but not be limited to the following:

- a. requirements to set up large equipment in advance of the meeting.
- b. the prohibition of supplementary lighting.
- c. requirements which insure avoidance of disruption or to preserve the rights of others in attendance

## 2. Special Meetings

A special meeting may be called by the president of the board, or by three members collectively in the event that the president fails to act, upon due notice as specified in the bylaws. Ordinarily, no business will be transacted except that for which the meeting is called. Special meetings may be advertised in the Clay County News or posted in three locations five days in advance of the meeting.

## 3. Adjourned Meetings/Continuances

Such meetings will serve as a continuation of a regular meeting, and not as a special or called meeting. The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any meeting, the secretary may declare the meeting adjourned to a stated time and place; he/she shall cause a written notice of the adjournment to be given unless such notice is waived as provided for special meetings.

A copy of the notice of adjournment shall be posted on or near the door of the place where the meeting was held within 24 hours after the time of adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified by board bylaws, ordinarily at the same time as the adjourned meeting was started.

## 4. Closed/Executive Sessions

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members. The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes.

If the motion to close passes, then the President, immediately prior to the closed session, shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the

reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

A. Limitations for Closed or Executive Sessions: (more than 1 may apply)

1. Strategy session with respect to collective bargaining clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
2. Strategy session with respect to real estate purchases clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
3. Strategy session with respect to pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
4. Discussion regarding deployment of security personnel or devices clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
5. Investigative proceedings regarding allegations of criminal misconduct clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
6. Personnel and the evaluation of job performance clearly necessary for the protection of the public interest or for the prevention of the law.
7. Discussions of the legal consequences of specific action and legal advice clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.

B. Appoint of New Board Member and Closed Session:

A closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

C. Objection to Closed Session

Any member of the board of education shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for the reasons stated above to hold a closed session. Such challenge shall be overruled only by a majority vote of the members. Such challenge and its disposition shall be recorded in the minutes.

5. Chance Meetings: This bylaw will not apply to chance meetings or to attendance at or travel to conventions or workshops of members of the board at which there is no meeting of the board nor vote or other action taken regarding business of the school.

6. Emergency Meetings

The board may call meetings to discuss matters which are of an emergency nature and that preclude being dealt with in regular special sessions. When it is necessary to hold an emergency meeting without a reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal

action taken at the meeting shall be made available to the public by no later than the end of the next business day.

#### 7. Emergency Meetings by telecommunications

In an emergency, the board president may hold an emergency meeting by means of electronic or telecommunication equipment. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

Telephone conference calls or emails for non-emergency meetings violate the open meeting statutes.

Legal Reference: §§84-1407 to 84-1414

Bylaw Adopted: February 10, 1992 Harvard Public School  
Bylaw Revised: July 21, 2003  
Bylaw Revised: July 10, 2006

### 9321-Time, Place, Notification for Meetings

All meetings of the board of education will be held at a site officially designated by the board of education. At times when the board meets at places other than the official site, adequate notice will be provided.

The time of regular meetings of the board of education will be established by the board at their annual reorganization meeting (January meeting). Times for special meetings will be determined by the president.

Bylaw Adopted: February 10, 1992 Harvard Public School  
Bylaw Revised: July 21, 2003

### 9323-Agenda--Construction/Emergency items/Agenda Items Descriptions/Public Viewing of Agenda/Agenda Additions by Public Request

#### 1. Agenda Construction and Emergency Agenda Items

The superintendent will confer with the president of the board of education in preparing the agenda for any regular or special meeting of the board. Members of the board may confer with the superintendent or board president to request items being included on the agenda but control of the agenda is the responsibility of the Board President

Except for items of an emergency nature, the agenda will not be enlarged later than 24 hours before the scheduled commencement of the meeting. The board will have the right to modify the agenda to include items of an emergency nature only at such public meeting.

2. Agenda Items-Descriptions of Items: agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.

#### 3. Public Viewing of Agenda/Cost of Reproduction/District Website

An Agenda shall be kept continually current and readily available for public inspection in the Superintendent's office during normal business hours. Copies

for reproduction of an agenda shall be at the district established rate. The agenda will also be available on the District's website.

#### 4. Additions to Agenda by Public Request

Board of education meetings follow a prepared agenda. In order to insure orderly meetings, agenda items will be added only by the superintendent or the board. Patrons desiring items to be placed on the agenda must contact the superintendent at least three (3) days prior to the regular business meeting of the board.

Bylaw Adopted: February 10, 1992 Harvard Public School  
Bylaw Revised: July 21, 2003 Bylaw Revised: July 10, 2006

## 9324-Advance Delivery of Meeting Materials

The agenda and other appropriate material will be mailed or delivered in order that each member will receive the materials at least 48 hours before a regular meeting and if necessary, 24 hours before a special meeting.

### 1. Periodic Board Updates

The superintendent will mail periodic superintendent updates to board members between regularly scheduled meeting or as needed.

Bylaw Adopted: February 10, 1992 Harvard Public School  
Bylaw Revised: July 21, 2003

## 9324.1-Recording Board Member Resignation

The Secretary or the \*Secretary Designate of the Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577  
Neb. Rev. Stat. §§ 84-1408 to 1414

First Bylaw Reading: July 12, 2010

Second Bylaw Reading and Adoption: August 16, 2010

## 9325-Meeting Conduct

### 1. Quorum

The quorum of the board of education will be a minimum of four members present. When a quorum has been reached, a majority vote of those present may transact business, except as otherwise provided by the Statutes.

In the absence of the president and vice-president at any meeting, the secretary will conduct the meeting.

## 2. Order of Business

The order of business will be as follows:

- A. Call Meeting to Order
- B. Consent Calendar Agenda
  - Approve Agenda
  - Approve Minutes from any meeting since last Regular Board Meeting
  - Approve the Treasurer's Report
  - Approve the Bills

\*\*Any Consent Agenda item may be pulled off to discuss/approve separately
- C. Public Hearings or Public Information
- D. District Employees and Student Reports/Requests
- E. Principal Reports
- F. Superintendent Reports
- G. Board Committee Updates
- H. Unfinished/Tabled Business
- I. Public Comments and / or Correspondence
- J. Board Actions Items
- K. Closed or Executive Session
- L. Set time/Date of next meeting/Adjournment

\*\*The Board President reserves the right to change the meeting agenda order or to go into Closed / Executive Session at any time and for any reason deemed necessary to conduct Board business.

## 3. Parliamentary Procedure and Appointing a Parliamentarian

The rules of parliamentary procedure as embodied in Robert's "Rules of Order" shall govern the school board in its deliberations when the issue in question is not covered by these policies and bylaws.

If desired, the president of the board may appoint one member to act as the parliamentarian. This person will be knowledgeable with Robert's Rules and will advise the president of parliamentary needs.

## 4. Voting Method

When a question is submitted to vote, every member present will vote upon it, unless excused by the board, or unless he or she needs to avoid a conflict of interest. Upon any question before the board, the roll of board members will be called and their yeas and nays recorded. Any action taken on any question or motion duly moved and seconded will be by roll vote of the board in open session, and the record will state how each member voted, or if the member was absent or not voting.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: May 13, 2019

Harvard Public School

## 9326-OPEN MEETINGS LAW PUBLIC PARTICIPATION

District Philosophy: The Harvard Board of Education encourages attendance at board meetings. Patrons are encouraged to attend meetings, participate when appropriate and observe Board discussions and deliberations.

1. Open Meetings Law--Declaration

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

2. Open Meeting Law--Guidelines:

The public shall have the right to attend and the right to speak at board of education meetings except for closed sessions. The public shall have the right to videotape, televise, photograph, broadcast or record by means of tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing the proceedings of the board of education meeting.

It shall not be a violation for the board of education to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, or recording its meetings. The board of education may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

The board of education may not require citizens to identify themselves as a condition for admission to the meeting, but it may require a person desiring to address the board to identify himself/herself. The board may not circumvent open meeting laws by holding a meeting in a place known by the board to be too small to accommodate the anticipated audience, however, the board of education shall not be in violation if it holds its meeting in its traditional meeting place. No meeting can be held outside the State of Nebraska.

The board of education, upon request, shall make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting. The board of education shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting.

3. Conduct of Persons Attending Board Meetings/Maintenance of Order 79-570

It shall not be a violation for the board of education to make and enforce reasonable rules and regulations regarding the conduct of persons attending meetings. If, at any district meeting, any person shall conduct himself or herself in a disorderly manner and after notice of the president or person presiding, shall persist therein, the president or person presiding may order him or her to withdraw from the meeting and, on his or her refusal, may order any person or persons to take him or her into custody until the meeting shall be adjourned. Any person who refuses to withdraw from such meeting on being so ordered or who willfully disturbs such meeting shall be guilty of a Class V misdemeanor. No offensive language, personal attacks or hostile conduct will be tolerated.

4. Guidelines for Patron Participation during Board Meetings

As a general rule, the board agenda will provide time for public comment; however, the board president may require that certain procedures be followed such as:

- A. placing a time limit on comments
- B. ask the person/s to identify him/herself or the organization represented
- C. request that the comments be placed in writing

5. Board Response to Public Participation: The board may respond to public comments as appropriate, including the following:



- A. Receive comment with no response
- B. Inform patrons that any matters involving personnel or students must first have been directed to the Administration-Board is not to respond to any questions about personnel or students
- C. Request comments be submitted in writing and signed
- D. Request matters be directed to appropriate staff person through the office of superintendent)
- E. Request superintendent prepare response for presentation to patron or board, or both
- F. Refer patron's request to a specific Board Committee/set date & time for patron to meet with Board Committee
- G. Patrons are to be reminded if necessary that slanderous comments are not protected just because they are made at a Board Meeting

6. Recording of Board Meetings by Public (84-1412)

The public shall have the right to videotape, televise, photograph, broadcast or record by means of tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing the proceedings of the board of education meeting. The board of education requests that the following procedures be followed:

- a. requirement to use recording devices that require large equipment be approved in advance,
- b. no supplementary lighting may be used
- c. no requests will be approved which allow disruption of the meeting or which infringe upon the rights of others in attendance

Bylaw Adopted: February 10, 1992  
 Bylaw Revised: May 13, 2019

Harvard Public School

## 9330-Board/School District Records

### Exceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

### Open Meetings Act Posting and Public Access to Board Records (see 9326)

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or Chairperson or via notice given in the Agenda. The Superintendent and the Board secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within ten (10) days of the meeting reported; policies shall be incorporated into the manual within thirty (30) days of adoption.

Records Open to Inspection by Public (may not be inclusive):

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between governmental branches are public record, and access thereto during normal hours of business may be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of files.

Records Not Available for Inspection by Public (may not be inclusive):

1. Personnel and Pupil Records
2. Personal Correspondence

Legal Reference: §§84-1408 to 84-1414  
§84-712

Bylaw Adopted: February 10, 1992 Harvard Public School  
Bylaw Revised: July 21, 2003  
Bylaw Revised: July 10, 2006

## 9340-Board Membership in the Associations

The school district will ordinarily belong to associations and organization, as agreed upon from year to year. Such membership will be voted on each year. Members of the board will be encouraged to attend the meetings of these organizations.

Bylaw Adopted: February 10, 1992 Harvard Public School  
Bylaw Revised: July 21, 2003

## 9341-Board Meetings - Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

Bylaw Adopted: July 11, 2016 Harvard Public School

## 9350-Public Complaints, Charges or Challenges

1. Complaints, charges or challenges against the Harvard Board of Education, employees, pupils, instructional materials or District practices/procedures will be dealt with following an established board procedure. When patrons use the forum of a board meeting to issue a complaint, it is assumed they are addressing the board. Therefore, staff personnel will not respond unless directed to do so by the board.

2. Complaints before the board will be handled with an informal and/or formal procedure:

(2A) Informal Procedure:

1. The board president will listen to the information presented by the person/s voicing the complaint. The board will make the decision at this point as to whether the complaint/complainant has sufficient validity to warrant board action. The following guidelines may be used as guidelines:

a. Does the person/organization making the complaint have sufficient interest or a stake in the subject matter contained in the complaint and in the disposition of the complaint?

b. Is the complaint based upon hearsay or gossip?

2. The board president will decide at this point if the superintendent or a principal can take care of the complaint informally by speaking with the person at the board meeting or if the complaint needs to be presented in written form and submitted to the superintendent for fact finding.

### (2B) Formal Procedure:

3. If the complaint will require fact finding, the board president will ask the complainant to present the complaint to the superintendent in written form. All formal written complaints should contain the following information:

a. A clear statement and description of the complaint

b. The reason/s for the complaint

c. A suggested action or solution to the problem which the complainant is seeking or would recommend

d. Written signature and date

4. The board president will request that the superintendent prepare a written or verbal update report concerning the disposition of the complaint for the following regular or special board meeting.

### 3. Administrative Action:

A) The superintendent will present the written complaint to the appropriate principal if the complaint involves a certified employee. The superintendent will handle all complaints involving classified (non-certified) staff.

B) The principal will contact the employee/s involved with the complaint and share with them the nature of the complaint and the scheduling of a meeting with the complainant. The principal will present a copy of the complaint to the employee.

C) The principal will facilitate the scheduling of the meeting/s between the patron/s and the employee involved with the complaint. The principal will make the decision at this time whether or not to attend the initial meeting/s. The principal may act as an intermediary between the patron and the employee but will not do investigative fact finding at this point.

D) If the complaint cannot be resolved between the patron and employee, the principal involved will investigate the grounds for the complaint. He/she will gather information from the complainant and the staff member involved. The principal will conduct a fair investigation into the substance of the complaint. He/she will see that all parties are treated in an equitable manner. After his/her investigation, the principal will present his or her decision to the parties involved. If requested by either party or the principal deems it necessary, the principal's decision will be presented in writing to all parties involved.

E) If the complaint cannot be resolved at the building principal level, the principal will refer the patron to the superintendent of schools. At such time, the principal will submit a written report including a summary of the complaint, the results of the investigation, and decisions rendered as a result of the investigation

F) The superintendent will investigate complaints and processes used by the principal to resolve the complaint/s. The superintendent will see that all parties are treated in a fair and just manner. The decisions will be based upon a weighing of the evidence in support of the complaint. Complaints without substantial evidence will be decided accordingly. The decision of the superintendent will be submitted in writing to the patron/s, the principal and the employee/s involved.

#### 4. Board Hearing:

G) If the complaint cannot be resolved with the superintendent, the superintendent will refer the patron/s to the president of the board of education. A request for a hearing before the board of education will be filed in writing with the president of the board. The hearing may be held at a regular board meeting or a special meeting may be convened. The president will have the secretary of the board contact the patron/s as to the date and time of the hearing. The superintendent will contact all district personnel who are to attend the hearing. The board of education may schedule closed hearing in which testimony from all parties involved will be presented.

The board of education will see that all parties involved in the complaint are treated in a fair and just manner. At no time will hearsay, gossip or unsubstantiated evidence be allowed to enter into the board's decision. The board will deliberate in closed session after hearing the discussions presented by all parties. Parties involved may be informed immediately of the board's decision or the secretary of the board will sent the copies of the board's decision to all parties involved. In all cases, the results of such hearing of the board are final.

#### 5. Complaints Involving Administration:

1) If the complaint/s involves a principal, the superintendent will present the written complaint to the principal and facilitate a meeting with all parties. If the complaint is not resolved at this level, the superintendent will investigate the complaint and file a written report of his/her decision with all parties involved. The complainant may ask for a hearing before the board of education if not satisfied with the superintendent's decision.

2) If the complaint, charge or challenge is directed against the superintendent of schools, the Harvard Board of Education will conduct the investigation and render its decision. The parties involved may request a hearing before the board.

#### 6. Complaints Involving the Board of Education:

If a complaint, charge or challenge is directed against the board of education, the following procedures may be followed:

1. Board president will confer with board and see if an immediate decision can be made in open session

2. Decision may be made to hold a closed session with or without the complainant and attempt to reach a decision

3. Ask the complainant to present the complaint in written form for deliberation at a later date

4. Place the complaint on the agenda at a later board meeting

5. Tell the complainant that the complaint will be deliberated and a written response of the board's decision will be sent

Complaints Involving Instructional Materials and/or Controversial Issues: (see policies 1312.1 and 6144)

All complaints involving instructional materials and controversial issues will first be directed to the appropriate administrator for investigation. The administrators are to follow all district policies in regards to these issues. Any patron not satisfied with the decision reached by the administration can ask for a hearing before the board of education.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## 9370-Control of Funds

1. The board will have control of all district funds as authorized by law.

The board will cause to be published a list of claims allowed by the board following each meeting. This is to be done in a manner prescribed by law. (see policy 9122)

2. All districts accounts will be audited annually. (see 79-546)

The superintendent of schools is responsible for the management of all district accounts. He or she may designate the management of specific accounts to the business manager provided he/she is adequately bonded.

Legal Reference: 79-805 Publication of claims and summary of proceedings  
79-460 Control of Funds

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## 9400-Monitoring Products and Processes

The board of education directs the superintendent, in cooperation with the school staff, student body, parents and any other interested persons or groups to establish and maintain a comprehensive accountability plan and set of procedures for the school system.

The plan will provide for regular, scheduled reports to the board of education on both student and staff development in academic, vocational, and general behavioral pursuits in relation to professional and board-adopted instructional goals.

The board of education accepts the responsibility for, and will provide for accounting for its own operations.

Bylaw Adopted: February 10, 1992  
Bylaw Revised: July 21, 2003

Harvard Public School

## SUPERINTENDENT'S CONTRACT OF EMPLOYMENT HARVARD PUBLIC SCHOOLS

**THIS CONTRACT** is made by and between the Board of Education of Harvard Public Schools, legally known as Clay County School District 18-0011, and referred to as "the Board" and "the school district" respectively, and \_\_\_\_\_, referred to herein as "the Superintendent". The Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment, subject to the terms and conditions set forth herein.

**Section 1. Term of Contract.** The Superintendent shall be employed for a period of two years beginning on July 1, 2010, and expiring on June 30, 2012. References to "contract year" shall mean the period from July 1<sup>st</sup> through June 30<sup>th</sup> and shall consist of all days except Saturdays, Sundays, and legal holidays.

**Section 2. Renewal of Contract.** If a Board representative does not inform the Superintendent in writing on or before the \_\_\_ day of \_\_\_\_\_, 2012, of the Board's intention to consider the nonrenewal or amendment of this contract, the contract will automatically renew for a period of one year from and after the expiration date provided in Section 1 of this contract. The Superintendent shall remind the Board in writing of this provision on or before November 1, 2011 and on or before November 1<sup>st</sup> of any succeeding year of employment.

**Section 3. Salary.** The Superintendent's salary for the 2010-11 contract year shall be \$\_\_\_\_,\_\_\_\_.00, which shall be paid in 12 equal monthly installments beginning in the month of July 2010. The Board shall not reduce the Superintendent's salary during the term of the contract, but may increase it and/or the benefits during the term of this contract, as an amendment to the contract, without the amendment constituting a new contract, requiring a hearing, or extending the term of this contract.

**Section 4. Professional Status.** The Superintendent affirms that he is not under contract with any other board of education covering any part or all of the term provided in this contract. Throughout the contract term, he will hold a valid and appropriate certificate to act as a superintendent of schools in the State of Nebraska which he will register and maintain on file in the school district's central administrative office. This contract shall not be valid and the Board will not compensate the Superintendent for any service performed prior to the date that he registers his certificate.

**Section 5. Superintendent's Duties.** The Superintendent shall be employed as a .7 FTE superintendent and a .3 FTE K-3 principal. The Superintendent's duties shall be as prescribed by statute and by Board policies, rules, regulations and directives. The Superintendent agrees to devote his time, skill, labor and attention to his duties throughout the contract term. He shall be subject to the direction and control of the Board at all times and shall perform such administrative duties as the Board assigns him. By written agreement with the Board, he may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations

as long as they do not interfere with carrying out his duties and obligations to the school district.

**Section 6. Board-Superintendent Relationship.** The Board shall be primarily responsible for formulating and adopting policy. The Superintendent shall be the chief administrative officer for the district and shall be responsible for implementing Board policy. He shall organize the administrative and supervisory staff, and select, place, and transfer personnel with the concurrence of the Board. He is responsible for administering the instruction of students and the business affairs of the school district. The Board members agree, individually and collectively, to promptly refer all criticisms, complaints, and suggestions called to their attention to the Superintendent for action, study and/or recommendation, as appropriate.

**Section 7. Cancellation or Mid-Term Amendment.** The Board may cancel or amend this contract during its term for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Superintendent's certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education; (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity; (j) intemperance; (k) conviction of a felony; or (l) any conduct that substantially interferes with the Superintendent's continued performance of his duties. The procedures for cancellation or amendment shall be in accordance with state statutes.

**Section 8. Disability.** If the Superintendent is unable to perform his duties by reason of illness, accident or other disability beyond his control, and the disability continues for more than forty (40) days, or if the disability is permanent, irreparable, or of such a nature as to make performance of his duties impossible, the Board may initiate action to cancel this contract, whereupon the respective rights, duties and obligations of the parties hereunder shall terminate, with the exception of any benefits to be paid to the Superintendent under any insurance coverage furnished by the district.

**Section 9. Transportation.** The Board shall provide the Superintendent with transportation or reimburse him for mileage required in the performance of his official duties at the rate approved by the Board.

**Section 10. Fringe Benefits.** The Board shall provide the Superintendent with the following fringe benefits:

- a. **Health Insurance.** Family health insurance that is equivalent or superior to \_\_\_\_\_.
- b. **Dental Insurance.** Single health insurance that is equivalent or superior to \_\_\_\_\_.

- c. Life Insurance.** Term life insurance with a total death benefit of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).
- d. Sick Leave.** The Superintendent shall be entitled to 12 days of sick leave per year which may accumulate to a total of 40 days. If he qualifies for disability pay under the long-term disability policy, he shall be required to take the disability pay instead of sick leave pay.
- e. Vacation.** The Board shall give the Superintendent 20 vacation days for the 2010-11 contract year which he may use at times he chooses so long as his absence does not interfere with the proper performance of his duties. During any subsequent year, the Board shall give the Superintendent up to 20 days to bring his total accumulation to no more than 20 days. For example, if the Superintendent uses 12 days of vacation one year, the board will provide him with 12 days of vacation for the following year to bring his total to 20 days. The Superintendent shall notify the board president prior to taking vacation days and shall collaborate with the district's bookkeeper to develop a system for recording his use of vacation days and shall keep such records current and on file in the district's central office. Annually, at the Board's regularly scheduled August meeting, and at other times upon the Board's request, the Superintendent shall report to the Board on the number of vacation days he has used and the number of days that remain accrued. The Board may require the Superintendent to use his vacation days.
- f. Disability Insurance.** The Superintendent shall be required to purchase disability insurance from the school district's carrier at his own expense. The Board will increase his salary by the amount of the premium cost.
- g. Professional Development.** The Superintendent is expected to continue his professional development and to participate in relevant learning experiences. With the approval of the Board, he may attend appropriate professional meetings at the local, state, regional and national level; and the Board will pay for valid expenses of attendance.
- h. Professional Dues.** The school district will pay the annual dues for the Superintendent's membership in the professional organizations which the board approves annually.



- i. **Professional Publications.** The school district will pay the annual subscription fees for the publications which the board approves annually.
- j. **Laptop.** The school district shall provide the Superintendent with a laptop computer that may be used for professional and personal purposes. The superintendent acknowledges that any personal use of the computer is to be reported as compensation in accordance with the Internal Revenue Code of 1986, as amended. The Superintendent shall be responsible for the payment of income taxes related to the personal use of the computer, if any.
- k. **Moving Expenses.** Upon being provided with receipts, the Board will reimburse the Superintendent for as much as Two Thousand Five Hundred Dollars (\$2,500) in expenses he incurred in moving to the District at the outset of this contract.

**Section 11. Deductions.** This contract shall conform to the statutes and regulations governing deductions from compensation. The school district shall withhold other deductions as the Superintendent and Board may agree.

**Section 12. Superintendent's Residence.** The Superintendent shall reside within the boundaries of the District during his term of employment.

**Section 13. No Penalty for Release or Resignation.** There shall not be a penalty for the release or resignation of the Superintendent from this contract; provided no resignation shall become effective until the expiration of the contract unless it is accepted by the Board, and the Board shall fix the date at which the resignation shall take effect.

**Section 14. Compensation Upon Termination and Credit for Accrued Vacation.** Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. The Superintendent shall refund any portion of the salary he was paid but had not earned prior to the date of termination of this contract. He shall be paid for any unused vacation days at the daily compensation rate then in effect at the termination of employment. The Superintendent shall not be entitled to any reimbursement for unused sick leave either during the term of this contract or at its conclusion.

**Section 15. Evaluation.** The Board shall evaluate the Superintendent twice during his first year of employment and at least once each year thereafter. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and provide them with the written evaluation instrument to be used.

**Section 16. Legal Actions.** The Board will support the Superintendent if there is a legal dispute caused by his carrying out his duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties or his position as Superintendent of the district, the Board will provide him with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

**Section 17. Physical or Mental Examination.** The Board shall have the authority to require the Superintendent to undergo a physical or mental examination by a physician and/or psychologist of the Board's choosing. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board must address whether the Superintendent is able to perform the "essential functions" of his position.

**Section 18. Governing Laws.** The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contract.

**Section 19. Amendments to be in Writing.** This contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board.

**Section 20. Severability.** If any portion of this contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

Executed by the Board this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

Executed by the Superintendent this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Superintendent

**SUPERINTENDENT CONTRACT**  
**Exhibit "A"**

**Superintendent's Job Description**

The Superintendent of Schools shall be the chief executive officer of the school district and, as such, shall have responsibility for:

1. Administering and directing the district's curriculum and instruction programs, and ensuring that the district's assessment program is appropriately administered
2. Administering and directing the district's auxiliary services including business, transportation, food service, and maintenance and operations
  - a. **Transportation Breakdown: approximately 6% of job description for Special Education  
approximately 6% for regular ed transportation**
3. Administering and directing the district's personnel services including recruitment, selection, assignment, orientation and dismissal of employees
4. Reviewing, drafting, and submitting policies (with recommendations) to the board of education for its consideration and adoption
5. Implementing and enforcing policies adopted by the board of education
6. Preparing the annual budget and presenting it (with recommendations) to the board of education for its consideration and adoption
7. Operating the district within the parameters of its adopted budget
8. Establishing board meeting agendas (in consultation with the board president)
9. Preparing, publishing, and distributing relevant background information to board members prior to board meetings
10. Attending and participating as an *ex officio* member at all meetings of the board of education
11. Ensuring that the district regularly engages in a strategic planning process
12. Administering and directing the action plans (or goals) established through the school improvement process
13. Establishing and maintaining effective lines of communication between the school and its students, faculty, staff, parents, and community
14. Supervising and evaluating the principal, teachers and non-certified staff and ensuring that all other personnel in the district are properly supervised and evaluated
15. Supervising Preschool and students
16. Reviewing proposed legislation, informing the board of such, and communicating with political representatives about the impact such legislation could have on the school
17. Assisting with the negotiation of contracts with the district's employee bargaining units
18. Ensuring that all required reports are accurately prepared and timely filed with the appropriate state and federal agencies or departments
19. Ensuring that the district complies with all legal requirements and maintains its state accreditation
20. Keeping abreast of trends, issues, or decisions in law, politics, education, and business that might have an impact on schools
21. Fostering community support for the schools
22. Attending an appropriate number of school activities, and ensuring that the district's extra curricular program is appropriately supervised
23. Providing a new board member orientation program

# SCHOOL YEAR 20XX-XX

## Administration (2410)

### Superintendent Evaluation Instrument/Criteria

#### Purpose of Evaluation

- A. The primary purpose of establishing a formal job performance evaluation for the Superintendent is to provide rational, structured communication between the Board and the Superintendent which will lead to a constructive and effective working relationship.
- B. Also provided is a basis for commending, rewarding and reinforcing good work as well as identifying the areas where the Superintendent needs to improve.
- C. It helps the Superintendent *know what the Board expects* in the future.

#### Process of Evaluation:

- D. The evaluation of the Superintendent is by the Board of Education, not by individual members. The evaluation instrument will be sent to each board member before a regular board meeting (usually the December board meeting). Depending upon tenure or board desires, an evaluation should take place at least one or twice each school year.
- E. The Superintendent's evaluation is completed by individual members before the regular meeting and brought to the board meeting for discussion and tabulation. Each individual's rating scale tabulations should be compared with the entire board to decide the final rating scale.
- F. In closed session the results are tabulated by the President or an appointee and reviewed by the board without the Superintendent in attendance. The board will develop a final written copy from the tabulations. Individual copies are destroyed.
- G. In closed session the Superintendent and the Board will discuss the final evaluation copy and future considerations. The final copy will be signed by the board president and the superintendent and filed.

#### Suggestions for Board Members

Try to be fairly specific with comments that you make. The evaluation should contain an *explanation* as to why the Superintendent *did or did not meet district expectations* and contain *constructive suggestions* as to how he or she might improve.

- I. Use praise and criticism in a constructive manner. An overload of either one will weaken a conference.

**J. The evaluation instrument RATING SCALE consists of two parts:**

- 1. First, read through the specific responsibilities and then attach an overall rating scale number in the space indicated.**
- 2. Second, provide a short anecdotal explanation of your rating or give additional information and comments relating to the rating number selected if the Board so desires. Use the number before each Specific Responsibility to indicate which responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on". Do not comment on each specific responsibility, only those which have been completed very well or needs improvement. (*this should keep the process from bogging down and becoming too time consuming*)**

**K. RATING SCALE:**

<b>{1} Outstanding</b>	<b>Superior completion of the District's Job Description expectations</b>
<b>{2} Good</b>	<b>Above Average completion of the District's Job Description expectations</b>
<b>{3} Satisfactory</b>	<b>Generally Acceptable completion of the District's Job Description expectations--some improvements may be necessary as indicated in anecdotal comments</b>
<b>{4} Marginal</b>	<b>Not Acceptable completion of the District's Job Description expectations--much improvement needed as indicated in anecdotal comments</b>
<b>{5} Does Not Meet District Expectations</b>	<b>This rating scale number is usually applied after the Superintendent has been given warning about his/her Marginal Job Performance (#4) and has failed to improve his/her work performance as obligated by the Board of Education--however, this rating can be applied at the Board's discretion if it feels the superintendent is grossly mismanaging the Position of Superintendent</b>
<b>{6} Not Applicable Not Observed</b>	<b>Use this rating number when the Board feels it does not have sufficient information to make an objective and fair judgment</b>

**NOTE!! USE BACK SIDE OF EACH PAGE FOR ADDITIONAL COMMENTS/SUGGESTIONS IF NECESSARY**

# **1. CURRICULUM AND INSTRUCTION**

The superintendent assists the board of education in defining mission, purposes, and goals for the school district. The superintendent provides the leadership necessary to translate mission, purposes and goals into effective programs of instruction for students. The superintendent is responsible for development of instructional programs based upon the needs of the students, parents, and patrons as determined by the board of education. The superintendent provides the evaluation of district programs and services including both processes and outcomes.

The specific responsibilities of the superintendent in Curriculum and Instruction are as follows:

- 1.1 Provides active leadership that results in the establishment of curricular mission, purposes and goals.
- 1.2 Periodically reports data to the board of education indicating levels of student achievement according to the defined programs of instruction.
- 1.3 Approves revisions of courses of study, new courses of study, and changes in instructional programs and services as district needs require.

*BOARD MEMBERS: Discuss Responsibilities 1.1 through 1.3 and assign an overall Rating Scale Number where indicated below.*

{1} Outstanding {2} Good {3} Satisfactory {4} Marginal {5} Does Not Meet District Expectations  
{6} Not Applicable or Not Observed

OVERALL RATING SCALE NUMBER \_\_\_\_\_

### **COMMENTS/SUGGESTIONS FOR 1.1 THROUGH 1.3:**

{provide a short anecdotal explanation of your Rating Scale Number offering any commendations or suggestions for improvement. Use the number before each Specific Responsibility to indicate a particular responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on".

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**2. BUDGET AND FINANCE**

The superintendent shall prepare a budget supportive of the needs of the district. The superintendent shall establish general policy and guidelines for budget development as determined by the board. The superintendent insures that the financial resources of the district are managed in such a way as to maintain fiscal integrity and cost effectiveness of programs and services.

The specific responsibilities of the superintendent in budget as finance are as follows:

- 2.1 Annually presents to the board of education a recommended plan and timetable for the development of the budget document and continuously updates the board concerning financial matters.
- 2.2 Recommends to the board of education long-range fiscal plans to provide for adequate staff, instructional programs, related services, buildings, facilities, and equipment.
- 2.3 Insures that procedures are developed and followed for the accounting, investing, receipt, and expenditure of all district funds in compliance with adopted budget guidelines, state statutes, and audit requirements.

*BOARD MEMBERS: Discuss Responsibilities 2.1 through 2.3 and assign an overall*

{1} Outstanding {2} Good {3} Satisfactory {4} Marginal {5} Does Not Meet District Expectations  
{6} Not Applicable or Not Observed

OVERALL RATING SCALE NUMBER \_\_\_\_\_

COMMENTS/SUGGESTIONS FOR 2.1 THROUGH 2.3:  
{provide a short anecdotal explanation of your Rating Scale Number offering any commendations or suggestions for improvement. Use the number before each Specific Responsibility to indicate a particular responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on".

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### **3. SCHOOL-COMMUNITY RELATIONS**

The superintendent maintains active and open communication throughout the school district. The superintendent maintains effective levels of communication that provide for both dissemination and receipt of ideas, concerns, and recommendations. The superintendent acts as the official agent of the district in behalf of the board of education. The superintendent maintains responsive relationships with all constituents providing for two-way flows of communication within and among all members of the school district.

Specific responsibilities of the superintendent in school community relations are as follows:

- 3.1 Provides district patrons with information concerning the educational well-being of the school district and maintains open communication within the school-community.
- 3.2 Maintains active roles in designated community organizations.
- 3.3 Responds to concerns of patrons in prompt, courteous, and professional manner.
- 3.4 Appropriately represents the school district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.

*BOARD MEMBERS: Discuss Responsibilities 3.1 through 3.4 and assign an overall Rating Scale Number where indicated below.*

{1} Outstanding {2} Good {3} Satisfactory {4} Marginal {5} Does Not Meet District Expectations  
{6} Not Applicable or Not Observed

OVERALL RATING SCALE NUMBER \_\_\_\_\_

**COMMENTS/SUGGESTIONS FOR 3.1 THROUGH 3.4:**  
{provide a short anecdotal explanation of your Rating Scale Number offering any commendations or suggestions for improvement. Use the number before each Specific Responsibility to indicate a particular responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on".

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**4. LONG RANGE PLANNING**

The superintendent establishes long-range plans for the district in the areas of buildings and facilities, curriculum and instruction, budget and finance and personnel. The superintendent provides for continuous updating of the master plan of the school district so as to chart directions for decision making by the board of education, administration and staff.

The specific responsibilities of the superintendent in long-range planning are as follows:

**4.1 Provides for a continuous assessment of various district programs, activities and facilities.**

**4.2 Develops and recommends to the board of education short and long-range administrative plans for accomplishing goals established by the board of education through the needs assessment and self-study process.**

*BOARD MEMBERS: Discuss Responsibilities 4.1 through 4.2 and assign an overall Rating Scale Number where indicated below.*

**{1} Outstanding {2} Good {3} Satisfactory {4} Marginal {5} Does Not Meet District Expectations {6} Not Applicable or Not Observed**

**OVERALL RATING SCALE NUMBER \_\_\_\_\_**

**COMMENTS/SUGGESTIONS FOR 4.1 THROUGH 4.2:**

**{provide a short anecdotal explanation of your Rating Scale Number offering any commendations or suggestions for improvement. Use the number before each Specific Responsibility to indicate a particular responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on".**

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**5. POLICY DEVELOPMENT AND IMPLEMENTATION**

The superintendent recommends to the board of education policies and rules and regulations necessary for effective administrative leadership of the district. The superintendent maintains policies on a current up-to-date basis so that the school district is both governed and administered in effective and efficient manners.

The specific responsibilities of the superintendent in policy development and implementation are as follows:

- 5.1 Periodically reviews all district policies and practices for accuracy, effectiveness, and appropriateness to the operation of the district.
- 5.2 Implements all district policies according to intent of the board of education.
- 5.3 Develops appropriate administrative rules and regulations for implementing district policy.

*BOARD MEMBERS: Discuss Responsibilities 5.1 through 5.3 and assign an overall Rating Scale Number where indicated below.*

{1} Outstanding {2} Good {3} Satisfactory {4} Marginal {5} Does Not Meet District Expectations {6} Not Applicable or Not Observed

OVERALL RATING SCALE NUMBER \_\_\_\_\_

**COMMENTS/SUGGESTIONS FOR 5.1 THROUGH 5.3:**  
{Provide a short anecdotal explanation of your Rating Scale Number offering any commendations or suggestions for improvement. Use the number before each Specific Responsibility to indicate a particular responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on".

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**6. LEADERSHIP OF THE ADMINISTRATIVE TEAM AND THE ADMINISTRATIVE STAFF**

The superintendent is the leader of the administrative staff of the district. The superintendent recommends to the board of education the selection of candidates to fill all administrative positions. The superintendent directly supervises and evaluates members of the administrative staff. The superintendent coordinates the programs, activities, and services to the district through the administrative staff.

Specific responsibilities of the superintendent in leadership of the administrative team are as follows:

- 6.1 Provides for the development and maintenance of procedures for the recruitment, selection, supervision, evaluation and, if necessary, dismissal of staff.
- 6.2 Provides for general supervision of the policies of the board of education as they apply to both certified and classified personnel.
- 6.3 Provides for the development and implementation of continuous programs of staff development for all professional and classified staff.

*BOARD MEMBERS: Discuss Responsibilities 6.1 through 6.3 and assign an overall Rating Scale Number where indicated below.*

{1} Outstanding {2} Good {3} Satisfactory {4} Marginal {5} Does Not Meet District Expectations {6} Not Applicable or Not Observed

OVERALL RATING SCALE NUMBER \_\_\_\_\_

**COMMENTS/SUGGESTIONS FOR 6.1 THROUGH 6.3:**

{Provide a short anecdotal explanation of your Rating Scale Number offering any commendations or suggestions for improvement. Use the number before each Specific Responsibility to indicate a particular responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on".

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## **7. GENERAL LEADERSHIP AND PROFESSIONAL DEVELOPMENT**

The superintendent administers day-to-day, week-to-week, and year-to-year operations of the district. Also, the superintendent directs, coordinates, and supervises the general management and administration of the district that is delegated to other personnel.

Specific responsibilities of the superintendent in general leadership, management, and administration are as follows:

- 7.1 Provides for the filing of all local, state and federal reports as required by the rules and regulations of the board of education, the Nebraska State Department of Education, and state and federal laws.
- 7.2 Performs all tasks as may be assigned by the board of education in an efficient and professional manner.
- 7.3 Acts as advisor to the board of education during negotiations providing information as needed and requested by the negotiating team and the board of education.
- 7.4 Attends all meetings of the board of education except when the superintendent's contract is being reviewed by the board in executive session.
- 7.5 Plans agendas, in consultation with the president of the board, for all board of education meetings and prepares supporting material and information to be distributed to board members in advance or during meetings.
- 7.6 Provides for the maintenance of accurate and adequate district records including systems of financial accounts, business and property records, and personnel, school population and scholastic records, titles and other official district records.
- 7.7 Displays knowledge of current education trends, and strives to insure that the school district meets the educational needs of all the students of the district.
- 7.8 Participates in planning activities designed to improve specific and/or general leadership, administrative, or management skills.

*BOARD MEMBERS: Discuss Responsibilities 7.1 through 7.8 and assign an overall Rating Scale Number where indicated below.*

{1} Outstanding {2} Good {3} Satisfactory {4} Marginal {5} Does Not Meet District Expectations {6} Not Applicable or Not Observed

OVERALL RATING SCALE NUMBER \_\_\_\_\_

### **COMMENTS/SUGGESTIONS FOR 7.1 THROUGH 7.8:**

{Provide a short anecdotal explanation of your Rating Scale Number offering any commendations or suggestions for improvement. Use the number before each Specific Responsibility to indicate a particular responsibility you feel the Superintendent should be specifically "commended for" or needs to "show improvement on".

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# 2008-09 FINAL SUMMATION

**I. What problems or goals of the district has the Superintendent successfully met or overcome?**

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**II. What problems or goals do you feel the Superintendent should direct more attention or effort towards?**

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**III. Other Concerns and/or Comments:**

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{The superintendent's signature does not mean that he or she agrees with the contents of this evaluation only that it has been presented to him or her}.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Board President)

\_\_\_\_\_  
(Superintendent)