

**SCHOOL BOARD MEETING
JULY 10, 2017
REGULAR MEETING AGENDA
6:00 PM**

- I. Call to Order
- II. Pledge of Allegiance
- III. Open Meetings Law
- IV. Roll Call
- V. Excuse Board Absences
- VI. Approval of Agenda for July 10, 2017
 - Emergency Added Items Only

VII. Open Forum

- **Administrative Reports**

- **Superintendent – Mr. Lechtenberg**

- Superintendent Transition
 - House maintenance/improvement issues & lease agreement
 - Review of Superintendent Contract Memorandum of Understanding-(See Attachment)
- SRSA application has been submitted and validated –thanks to Mrs. Marx
- Policy Updates-
 - Hot Lunch \$150,000 threshold (must take bids)
 - Part time students now NSAA requires 10 credits vs previous 20 credits (policy adjustments)
 - Review Bus Rules policy
- Review of Job Descriptions Secretary/Bookkeeper/Administrative Asst.
- Administrative Meetings
 - ESU#13/Hwy 20 Superintendents @ Chadron HS July 11th
 - Administrator Days @ Kearney 7/26-28/17
- NASB Board support and learning opportunities
 - Open Meetings July 12th, 6:30-8:30 @ Scottsbluff (Board-Savanna & Administration -Kim)
 - 2017 NAEP Annual Workshops @ Gering on July 12th at 8:15 -4:00 (Secretary/Bookkeeper/Administration)- Adriene & Shannon
 - NASB Legislative Lunches @ Chadron on August 29th at 11:30 AM (Board Members)
 - Area Membership Meetings Continuing the Vision at Gering on August 29th from 4:30 - 8:30 (Board members & Administration-Mr. L ?? w/Board members)
- **Board Retreat**
 - Who attends? (Board Members, Superintendent, Assistant Principal, Bookkeeper, Tech Coordinator)
 - Facilitator, NASB staff, ESU#13 staff, Other area Administrator, Mr. Lechtenberg
 - Agenda -See Attachment
 -

- **Assistant Principal – Mrs. Marx**

- Summer School report
- “Wonders training”- two teachers from Sidney are coming here to do the training! The training is Friday, August 4th starting at 8:30.
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- **Activities Director’s – Mrs. Kudrna**

- Summer Update
- Sports Calendar of events 2017-18
- Student Activity Fees?

- **Public Comments**

*(Parents and patrons are invited to make comments AT THIS TIME on agenda items and other items related to policies and procedures. **Board Policy does not allow public comments to be made about staff members at Board Meetings.** Parents who have concerns about a faculty member must first address their concerns with the faculty member involved. If your concern is not resolved at the teacher level, the parent should visit with the principal/supt. If you still have an unresolved concern, it may be addressed at the Board Meeting in executive session.)*

VIII. **Discussion Items**

- Lister-Sage Report
 - Refinish floor
 - Weight/Exercise equipment-electrical updates
 - Water in hallway? Drainage issues? Exterior Light?
- July Finance Committee report- Board Treasure sign off (Initials) on Account Summary of balance and Payables (See attached Financial Summaries)
 - Account balances (recommendation to the board)
 - Accounts payable and receivable (recommendation to the board)
- Preliminary budget information/state aid (see attachment)

IX. **Action Items**

- Approval of Meeting Minutes
 - June 12, 2017 – Regular Meeting
- Approval of Account Balances & Financial Summary for June (recommended by Finance Committee)
- Approval of Bills & Payroll Expenses (recommended by Finance Committee)
- Officially designate Superintendent Mr. Lechtenberg as District Representative for all local, State and Federal documentation and forms.
- Schedule Board Retreat
 - Date & Time (July 24th 4:30-9:30)

X. **Items for Next Meeting**

- Parental Involvement Policy and Hearing
- Fee Schedule and Hearing
- Approval of Job Description recommendations
- 2017-18 Policy Adjustments
- Approval of 2017-18 Staff and Student Handbooks
- Approval of Board of Education Short & Long Term Goals

XI. **Adjournment**

Exhibit B Fringe Benefits

1. Health and Dental Insurance:

\$20,000 in lieu of insurance (paid on the 15th of each month in 11 equal monthly payments of \$1,666.66 with a 12th and final payment of \$1,666.74.) Other Insurance: None provided by District. Annuity: None provided by District.

2. The District shall contribute a sum up to one thousand five hundred dollars (\$1,500) for the Superintendent/Principal's professional dues to associations including: Highway 20 Administrators, Western Nebraska Administrator's, Nebraska Council of School Administrators, and the American Association of School Administrators.

3. Gas will be purchased for or the Superintendent/Principal shall be reimbursed at the current IRS mileage rate for travel expenses incurred in the performance of his official duties.

4. Housing located at 113 North Miller Street will be provided to the Superintendent during his tenure. Utilities will be the responsibility of the Superintendent.

5. The district will pay the Superintendent/Principal \$500 toward moving expenses. Payment will be made in July 2017.

6. The Superintendent/Principal may, during his paid time off, engage in academic studies, consultative work, speaking engagements, writing, lecturing or other such activities. In addition, with the consent of the Board, the Superintendent/Principal may be granted additional time for such activities if, in the opinion of the Board, the activities would present value to the District and would not detract from the Superintendent/Principal's ability to perform his duties under this contract.

Exhibit C Memorandum of Understanding

1. Board Meetings

1.1 In the material submitted to Board members prior to a Board meeting, The Superintendent/Principal shall present all relevant information (**including both the information that supports his recommendation and that which does not**). (**I will do my very best to provide the board and patrons with as much pro and con information as I have available prior to making my recommendation to the board**)

1.2 With regard to any action items on the agenda, **The Superintendent/Principal shall inform the Board of the viable options or alternatives, if any, which may exist.**

1.3 Neither the Superintendent/Principal nor any of the Board members shall engage in any of the following tactics at Board meetings:

1.3.1 **Disclosing “surprise” information that could have been shared with others prior to the meeting. (Sharing of information prior to the meeting with the administration develops stronger trust and allows for solutions to be developed.**

1.3.2 **Asking “surprise” questions designed to “catch someone off-guard” or embarrass them rather than seek clarification or additional information. (Surprise questions tend to create mistrust in both directions and seldom have positive results for anyone involved. Please visit the office to discuss any concerns you may have as a board member, patron, or parent.)**

1.3.3 **Bringing up “surprise” items (other than emergency items) for discussion when such items are not on the agenda. (If you have items for the agenda please come to the office to discuss these items prior to my development of the agenda for the month. No action can be taken on items that do not appear on the agenda and questions can be answered more affectively one to one in the office most often.)**

1.4 **A list of all bills from all accounts will be included in the materials sent to Board members prior to the meeting. (I would like the finance committee to review the entire list of bills along with the Financial Summary sheet for the month with the Board treasure signing off with their initials beside the balances etc. If the finance committee has their questions answered after their meeting they should be willing to make a recommendation to the entire board to approve financial report summary and the bills to include payroll. The remaining board members will need to trust the finance committee to review any and all questionable expenditures)**

2. Complaints

2.1 When complaints are brought to Board members, the **Board members will listen to the complaint, but, will direct the complainant to the appropriate level in the chain of authority in the school system. The Board member will not offer or agree to become advocate for the complainant or commit to taking any action on the complaint. (If board members are approached with complaints please make me aware of the concern but please encourage the parton to follow the appropriate chain of command and then after a day or two please call the individual and ask how the conversation went with the teacher/coach etc.)**

2.2 **If the complainant has exhausted his/her administrative remedies (including having presented his/her complaint in writing and submitting it to the Superintendent/Principal), the Board member shall direct the complainant to reduce his/her complaint in writing and submit it to the President of the Board. The President of the Board shall provide a copy of the written**

complaint to the Superintendent/Principal; the President shall decide whether or not the complaint is a matter that warrants Board consideration. If so, he/she shall place the matter on the upcoming Board agenda. If not he/she shall so notify the complainant.

2.3 Notwithstanding any provisions above to the contrary, any complaints involving allegations of personal or professional misconduct on the part of The Superintendent/Principal shall be directed to the President of the Board.

3. Hiring Practices

3.1 The Superintendent/Principal shall be responsible for the recruiting, screening, and interviewing processes for all employment vacancies in the District. In the case of certified employees, he/she shall recommend the certified candidates for employment in the District. The Board of Education shall decide whether or not to accept the recommendation to hire the candidates.

3.2 If the Board of Education does not accept the recommendation of the Superintendent/Principal, The Superintendent/Principal shall submit a different recommendation at a subsequent meeting of the Board.

3.3 No member of the Board shall lobby The Superintendent/Principal to recommend a relative, friend, acquaintance, or any other candidate for any position of employment with the District. It shall not be considered a violation of this Paragraph if a candidate lists a Board member as a reference in his/her application for employment.

4. Employee Job Performance Reviews (Evaluations)

4.1 The Superintendent/Principal shall be responsible for conducting job performance reviews (evaluations) for all employees in the District (except the Superintendent/Principal). The Board of Education shall be responsible for the job performance review of the Superintendent/Principal.

4.2 No individual Board member shall request to examine any employee's job performance reviews.

4.3 No Board members shall disclose, discuss, or in any way communicate the contents of any job performance review with anyone other than another Board member or the Superintendent/Principal.

5. Purchases

5.1 The Superintendent/Principal shall have the responsibility of operating the school system within the overall limits of the approved budget.

5.2 Once the budget is approved, The Superintendent/Principal shall have the authority and discretion to approve all purchases of goods, material and services which he/she believes are necessary or desirable for the operation of the school district according to District policies and procedures.

5.3 Notwithstanding the provisions of the preceding paragraph, **The Superintendent/Principal shall present the following purchases for prior Board approval:**

5.3.1 The purchase of a new textbook series in any curriculum area. Prior approval shall not be required for the routine replacement of damaged or lost textbooks nor the purchase of additional copies of a current textbook series.

5.3.2 The purchase or lease of new vehicles. Prior approval shall be required to lease a new vehicle or to replace a current vehicle with an expiring lease.

5.3.3 The purchase of any item costing more than five thousand dollars (\$5,000). Prior approval shall not be required if time is of the essence or if the purchase was contemplated and approved during the budget development process.

6. School Visits

6.1 In order to avoid creating channels of communication around The Superintendent/Principal and, thus, reducing his/her effectiveness as the leader of the school system, Board members will visit schools and seek direct communication with employees only under a systematic plan mutually agreed to by and between the Board and the Superintendent/Principal.

6.2 The preceding provision shall not apply to activities open to the public or visits where the Board member is acting solely in his/her role as a parent of a student.

7. Micro-management

7.1 No member of the Board (nor the Board as a whole) shall become involved in micro-management of District operation.

7.2 "Micro-management" shall mean becoming actively involved in matters that are not policy-related in nature or that are not specifically required of the Board by law.

7.3 The primary responsibility of the Board shall be to formulate and adopt policies. The primary responsibility of The Superintendent/Principal shall be to implement and enforce such policies and to administer the day-to-day operations of the District.

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7.4 No individual Board member will give directions or orders to The Superintendent/Principal or any other employees of the District.

8. Board Policies

8.1 The Superintendent/Principal shall assist the Board with reviewing and revising its policies on a regular basis.

8.2 When situations arise which are not covered by Board policy, The Superintendent/Principal shall have the authority to take whatever action he/she believes to be best under the circumstances. (Should these situations occur before I would take any harsh actions I would consult legal advice fro

HAY SPRINGS PUBLIC SCHOOL DISTRICT #3

FINANCIAL SUMMARY STATEMENT 7/10/17

	General			Activity		125 Plan	Supt. Initials	Bd. Trea. Initials
	Fund	Money Market	Account	Hot Lunch	125 Plan			
Beginning Balance	\$ 1,373,120.33	\$ 251,572.78	\$ 50,584.86	\$ 35,468.79	\$ 3,245.21			
Receipts	\$ 395,366.44	\$ 213.66	\$ 3,766.64	\$ 14,873.04	\$ 1,363.78			
Expenses	\$ 293,360.18	\$ -	\$ 11,629.83	\$ 10,188.85	\$ 1,872.19			
Ending Balance	\$ 1,475,126.59	\$ 251,786.44	\$ 42,721.67	\$ 40,152.98	\$ 2,736.80			
7/30/2016 Balance	\$ 1,180,871.48	\$ -						
Receipts								
Sheridan County Taxes	\$ 256,738.45		\$ 840.00	\$ 100.00	\$ 1,363.65			
Dawes County Taxes	\$ 18,036.72		\$ 1,084.23	\$ 14,621.37	\$ 0.13			
IDEA & Title Monies	\$ -		\$ 80.00	\$ 150.00				
State Aide (Last for 16-17)	\$ 116,381.40		\$ 170.00	\$ 1.67				
Property Rental	\$ 1,225.00		\$ 250.00					
NASB Medicaid	\$ 765.41		\$ 20.00					
SpEd Reimbursement	\$ 1,859.00		\$ 1,322.41					
ESU	\$ 300.00							
Interest	\$ 60.46	\$ 213.66						
Total Receipts	\$ 395,366.44	\$ 213.66	\$ 3,766.64	\$ 14,873.04	\$ 1,363.78			
Expenses								
Payables	\$ 28,898.49		\$ 2,694.00	\$ 416.40	\$ 135.00			
Payroll Total earnings	\$ 117,628.24		\$ 6,452.37	\$ 233.62	\$ 208.33			
Employer Paid Payroll Liability	\$ 52,103.83		\$ 200.00	\$ 99.89	\$ 1,098.03			
Jason Deductions	\$ 5,683.00		\$ 219.81	\$ 35.65	\$ 430.83			
Jason Employer Paid	\$ 1,316.23		\$ 1,175.00	\$ 3,817.33				
			\$ 406.91	\$ 1,093.70				
			\$ 385.00	\$ 696.13				
			\$ 22.75	\$ 552.03				
			\$ 73.99	\$ 29.99				
				\$ 3,214.11				
Total Expenses	\$ 205,629.79	\$ -	\$ 11,629.83	\$ 10,188.85	\$ 1,872.19			

2016-17 Budget of Expenditures Summary and Projections

	Budget	YTD Expense	% of Budget Spent	Remaining	% Remaining
2016-17 Budget of Expenditures	\$ 3,151,000.00	\$ 2,407,471.07	76.4%	\$ 743,528.93	23.6%
Estimate of August Expense		\$ 225,000.00			
Transfer to savings		\$ 250,000.00			
End of Year Projected Totals	\$ 3,151,000.00	\$ 2,882,471.07	91.5%	\$ 268,528.93	8.5%

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES

2017/18 STATE AID TO BE PAID BY SYSTEM COMPARED TO 2016/17 PAID

COUNTY/ DISTRICT NUMBER	DISTRICT NAME	CLASS	2016/17 SYSTEM STATE AID PAID	2017/18 SYSTEM STATE AID TO BE PAID	TOTAL DOLLAR DIFFERENCE
SAUNDERS					
78-0072-000	MEAD PUBLIC SCHOOLS	3	285,043.00	232,215.00	(52,828.00)
78-0107-000	CEDAR BLUFFS PUBLIC SCHOOLS	3	839,997.00	2,002,812.00	1,162,815.00
SCOTTS BLUFF					
79-0002-000	MINATARE PUBLIC SCHOOLS	3	2,541,585.00	2,606,698.00	65,113.00
79-0011-000	MORRILL PUBLIC SCHOOLS	3	748,748.00	737,612.00	(11,136.00)
79-0016-000	GERING PUBLIC SCHOOLS	3	9,130,737.00	8,879,461.00	(251,276.00)
79-0031-000	MITCHELL PUBLIC SCHOOLS	3	4,770,178.00	4,649,244.00	(120,934.00)
79-0032-000	SCOTTSBLUFF PUBLIC SCHOOLS	3	14,436,114.00	14,936,446.00	500,332.00
SEWARD					
80-0005-000	MILFORD PUBLIC SCHOOLS	3	1,371,141.00	887,335.00	(483,806.00)
80-0009-000	SEWARD PUBLIC SCHOOLS	3	0.00	232,263.00	232,263.00
80-0567-000	CENTENNIAL PUBLIC SCHOOLS	3	0.00	68,628.00	68,628.00
SHERIDAN					
81-0003-000	HAY SPRINGS PUBLIC SCHOOLS	3	1,163,814.00	914,613.00	(249,201.00)
81-0010-000	GORDON-RUSHVILLE PUBLIC SCHS	3	0.00	49,458.00	49,458.00
SHERMAN					
82-0001-000	LOUP CITY PUBLIC SCHOOLS	3	0.00	26,897.00	26,897.00
82-0015-000	LITCHFIELD PUBLIC SCHOOLS	2	0.00	11,445.00	11,445.00
SIOUX					
83-0500-000	SIOUX COUNTY PUBLIC SCHOOLS	3	0.00	10,627.00	10,627.00
STANTON					
84-0003-000	STANTON COMMUNITY SCHOOLS	3	258,317.00	154,312.00	(104,005.00)
THAYER					
85-0060-000	DESHLER PUBLIC SCHOOLS	3	258,441.00	364,372.00	105,931.00
85-0070-000	THAYER CENTRAL COMMUNITY SCHS	3	0.00	47,474.00	47,474.00
85-2001-000	BRUNING-DAVENPORT UNIFIED SYS	2	0.00	39,048.00	39,048.00
THOMAS					
86-0001-000	THEDFORD PUBLIC SCHOOLS	2	147,682.00	220,010.00	72,328.00
THURSTON					
87-0001-000	PENDER PUBLIC SCHOOLS	3	443,015.00	445,862.00	2,847.00
87-0013-000	WALTHILL PUBLIC SCHOOLS	3	3,262,120.00	3,307,489.00	45,369.00
87-0016-000	UMO N HO N NATION PUBLIC SCHS	3	5,509,152.00	5,791,633.00	282,481.00
87-0017-000	WINNEBAGO PUBLIC SCHOOLS	3	5,310,454.00	5,650,098.00	339,644.00
VALLEY					
88-0005-000	ORD PUBLIC SCHOOLS	3	323,061.00	287,481.00	(35,580.00)
88-0021-000	ARCADIA PUBLIC SCHOOLS	2	691,691.00	641,218.00	(50,473.00)
WASHINGTON					
89-0001-000	BLAIR COMMUNITY SCHOOLS	3	1,239,829.00	301,443.00	(938,386.00)
89-0003-000	FORT CALHOUN COMMUNITY SCHS	3	4,196,709.00	3,837,284.00	(359,425.00)
89-0024-000	ARLINGTON PUBLIC SCHOOLS	3	566,166.00	895,443.00	329,277.00
WAYNE					
90-0017-000	WAYNE COMMUNITY SCHOOLS	3	231,357.00	218,522.00	(12,835.00)
90-0560-000	WAKEFIELD PUBLIC SCHOOLS	3	240,407.00	569,402.00	328,995.00
90-0595-000	WINSIDE PUBLIC SCHOOLS	3	350,720.00	369,206.00	18,486.00
WEBSTER					
91-0002-000	RED CLOUD COMMUNITY SCHOOLS	3	203,066.00	163,132.00	(39,934.00)
91-0074-000	BLUE HILL PUBLIC SCHOOLS	3	494,217.00	489,340.00	(4,877.00)

**Hays Springs Public School
Board of Education
Retreat/Workshop Agenda
4:30-9:30**

**4:30 Call to Order-President Hunzeker
Roll Call**

4:35 Purpose/Objective of Retreat- Mr. Lechtenberg

- **“Improvement of Hays Springs Public School”**
 - Improve function of Board/Administrative Team
 - Team Building Board/Administrative Team/Staff
 - Consensus Building- we need to all be pulling the rope the same direction
 - Review Past Board Goals
 - Establishment of Short and long term Goals for Hays Springs Public School
 - Function & recruitment of Board of Education members
 - Student Recruitment & Enrollment
 - Curriculum offerings-DL/Dual credit/Credit recovery/High Ability
 - Inter/Extracurricular activities
 - Staffing and recruitment
 - Facilities updates
 - Real Estate/Rentals

4:45 Ground Rules – Mr. Lechtenberg

- This is a “Safe Room”
- There is no rank in this room “We all Matter”
- All thoughts and ideas are valid and deserve consideration
- Each person has the opportunity to voice their opinion
- We are here to focus on the future improvement of Hays Springs School
- Material Information Presentations followed by small group discussion and reporting

5:00 Board/ Team Function

- Grows and Glows
 - Communication
 - Chain of Command
 - Responsibilities and accountability

Review of Information & Data

- **2017 Student/Parent/Community Survey Results- Mrs. Young**

Positives

Challenges

- **Enrollment-History & Projections-Mr. Lechtenberg**

- Demographics
 - Free & reduced %
 - Mobility
 - High Ability

Positives

Challenges

- **Inter & Extra Curricular Activities- Mrs. Kudrna**
 - Student involvement
 - Sponsors/Coaches
 - Parent and Community support
 - Summer program involvement & activities
 - Activity schedule

Positives

Challenges

- **Staffing-Mr. Lechtenberg**
 - Certified
 - Classified

Positives

Challenges

- **Academic Offerings-Mrs. Marx**
 - 2017-18 HS, MS, & Elementary schedules
 - DL classes (sent or received)
 - Dual/College Credit
 - Career Education-IT, Business,
 - Summer academic program
 - Remediation/Tutoring/Credit Recovery
 - Special Education
 - Title I

Positives

Challenges

- **Technology-Mr. Reimann**
 - Current

- Future Plan

Positives

Challenges

- **Student Assessments/Achievement-Mrs. Marx**

- MAP data
- NESA data
- ACT data

Positives

Challenges

- **Budget and Finance- Ms. Langford and Mr. Lechtenberg**

- 2016-17 Summary
- 2017-18 projections
 - State Aid
 - District Valuation
 - Levey
 - Cash Reserve
 - Growth

Positives

Challenges

- **Facilities Review- Mr. Lechtenberg**

-

Positives

Challenges

- **Transportation Fleet Review-Mr. Lechtenberg**

- Inventory, mileage and condition
-

Positives

Challenges

Hays Springs Board of Education Profile

Name: _____

Years on the board: _____ Education Completed _____ Major _____

Occupation/Career: _____

What was your strongest reason for running for the board of education?

What has been the most positive accomplishment for you as a board member?

What has been the single most frustrating thing to you as a board member?

Three things about Hay Springs School you are most proud of:

Three things that you feel are the biggest challenges in the future of Hays Springs Public School?

Please List one short term goal you have as a Board of Education member.

Please list one long term goal you have as a Board of Education member.