

**Hay Springs Public School
SCHOOL BOARD MEETING
November 13, 2017
6:00 PM
REGULAR MEETING AGENDA**

- I. **Call Regular meeting to Order at _____**
- II. **Pledge of Allegiance**
- III. **Open Meetings Law**
- IV. **Roll Call**
- V. **Excuse Board Absences**
- VI. **Approval of Agenda for November 13th , 2017**
 - Emergency Added Items Only
- VII. **Open Forum**
 - **Admin Reports**
 - Superintendent – Mr. Lechtenberg
 - Audit Report-Jim Gardner
 - Distribute LRP Board Newsletter
 - General Information
 - School Improvement review- see written summary
 - Sunday evening
 - Monday Process & Exit report
 - Transportation report – Demonstrating a Buick Encore (SUV, 4WD, 30+MPG)
 - Security First Bank Credit Cards w/ Hay Springs School Logo are available
 - Parent Teacher Conferences 100% of Elementary and 92% of MS and HS students
 - Teacher In-service
 - Reviewed SIP,
 - Positive support intervention
 - Test Whiz NeSA training
 - Superintendent staff survey
 - Committee meetings
 - Playoff game
 - Safety review
 - Staff I.D Photo badges in place
 - Security lock on front door and speaker potential to reduce silent spots remains in progress
 - Annual Safety walkthrough - Alan Gross was here on Wednesday and will provide a written follow-up
 - Staff Workshop reports
 - Crisis team Training-Policy review -Jodie, Adriene, Nichole, Crystal, Russell
 - Crisis Policy development
 - AptaFund (Accounting software) User Conference - Shannon
 - Nebraska Fall Ed Tech Conference - Larel
 - Ne Cattleman Beef/farm to School Lunch Meeting – Mr. Lechtenberg& Mrs. Henry
 - House and Rental updates
 - Assistant Principal – Mrs. Marx
 - School Law Conference Update
 - NDE Assessment meeting - Kim
 - NWEA- MAPS assessments

- State Grant applications and reports
 - LEP and Poverty Plans Approved
 - Other Applications

Activities Director's – Ms. Kudrna

- Coaching Staff
- AD meeting 3D coaching-whole athlete
-

Bookkeeper –Ms. Langford-

- **Up-coming events and meetings**
 - 11/14 - Semi-annual Bookkeepers meeting in Gering (Shannon)
 - 11/14 - ACT meeting in Gering (Kim)
 - 11/15-11/28 - Shannon Out of Office
 - 11/15-17 **Nebraska State Education Conference NASB/NRCSA**– Omaha Mr. L and Mrs. Marx
 - 11/20 - Assessment/Curriculum meeting Scottsbluff - Kim
- **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
- After school K-6 academic program
- Beef-Farm to School Lunch
- Purchase of School Car
- Disposal of 1995 GMC 22 passenger Bus 161,681 miles –Bids?
- Superintendent Evaluations Board Review
- Finance Committee
 - 2016-17 Rentals Summary
 - October Financial Summary
 - EzPAY Lunch fund status

IX. Approval of Meeting Minutes

- October 9th, 2017 – Regular Meeting

X. Action Items

- Approval of October Bills, Payroll and Financial Summary
- Acceptance of bus bid
- Approval of first reading of the Crisis Management Team policy
- Approve purchase of school car
- Executive session
 - a. Teacher Negotiations Presentation of information and timeline review
 - b. Superintendent performance and contract review

XI. Items for Next Meeting

- Approval of 2016-17 Audit
- Approval of Superintendent's Contract
- Final Reading and approval of Crisis Management Team policy

XII. Adjournment

Hay Springs Board Crisis Team Policy

Crisis Management

Being aware that a crisis may occur at any time and may take various shapes with varying degrees of severity. The board directs the school superintendent to develop a school crisis team. The Superintendent shall designate members to serve on the crisis team represented by faculty, parents and community members that will prepare and review the school's crisis plan. School administration will provide leadership in the development of School Communications Crisis Procedures to manage information effectively and to ensure that any crisis will be managed as effectively as possible. The Crisis Management Team shall develop a crisis management plan that will be reviewed and updated annually by the team and approved by the School Board. The crisis management plan will include the following provisions:

- Designation of a crisis spokesperson and a descriptions of the spokespersons duties;
- Preparations to be taken prior to a crisis for dealing with the media;
- Procedures for contacting various groups such as emergency response units, employees, parents, and the media;
- Procedures for the development and release of a public statement soon after the initiation of the crisis;
- Procedures for developing a public statement or report following the conclusion of the crisis
- Procedures for providing ample opportunity with available space and counseling for family members and friends to assist through the grieving process:
- Procedures to address safety and security for students, staff and visitors, during the crisis events;
- Posting of crisis plans and procedures for travel to two suitable locations in case of evacuation, an alternate site and identification of a reunification site and procedures;
- An evaluation and/or debriefing follow-up at the conclusion of any crisis event;
- Procedures for dealing with memorials within the educational system;
- Procedures for dealing with funerals in the school facilities;

The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the school district. This review includes a visit to the school building to analyze plans, policies, procedures and practices. Recommendations shall be made to the Superintendent and the committee for use in revising the plan.

**External Visitation Team
Exit Report
Hay Springs Public Schools
October 29-30, 2017**

The external visitation team began their exit report with a brief summary of the “Continuous Improvement in Nebraska Schools” process. Which includes a review of the school profile which is a document that provides a concise collection of information, in chart and graph form, that includes:

- Student Performance Data
- School and Community Demographics
- School Program Data
- Student and Adult Perceptual Data

This information was provided in a Power Point presentation presented by Mr. Lechtenberg and Mrs. Marx at our Sunday evening meeting with the external visitation team, our school Improvement and our school’s committee chairpersons. We also provided a school profile in written format as part of our evidence over the past five years on the Hay Springs website link.

The next step in the improvement process involves utilizing the profile information in the following steps to identify the district goals.

- Analyze the Data in the Profile
- Determine
 - Strengths
 - Areas of Need
- Prioritize Areas of Need
- Identify Improvement Goals

These determined goals serve as targets for the remainder of the improvement cycle and were established in 2012 to improve writing proficiency across the curriculum and as the continuous improve process took place in 2016 to our goal was changed to demonstrate an increase Math proficiency across the curriculum.

Once goals have been determined the next step in the process is the development of an improvement plan. The Action Plan for Improvement, serves as a guide in Implementing strategies for continuous improvement and covers a period of one to three years. The action plan helps all staff implement strategies to improve student learning and includes appropriate staff development, teaching strategies, and staff and student accountability. The implementation process involves an entire set of significant actions by ALL staff, over a period of time, resulting in Improved Student Performance. Implementation is monitored closely by annual data analysis by administrative staff and school improvement committees to provide assistance and support as needed. The final step in the school improvement process includes a visitation by a team of external representatives to review progress and provide written recommendations to the district at least once every five years.

The purpose of the external team visitation is three fold.

- Assist the school in selecting or fulfilling school improvement goals and plans by adding an outside, objective view of the school improvement procedures
- Enlist the professional advice of colleagues from outside the district
- Increase the depth of understanding for moving forward to achieve school improvement goals

In the oral exit report on the afternoon of October 30th the external team presented the staff with the following general process commendations;

- Hay Springs Public School has a strong commitment to School Improvement as evident by;
 - SIP Team Leadership and Membership

- Profile (Google Website)
- Vision and Mission and District Goals
- Data Retreats
- Communication
- HSPS has a high level of standards for students
 - Graduation Standards
 - Above Average Instructional Units
 - Support for students

The team's general process recommendations included;

- Based upon the recommendations and commendations, develop and implement a plan that leads or directs the next steps in the cycle.
- Based upon the recommendations and commendations, develop and implement an action plan that addresses:
 - Current Practices and Process
 - Professional Development Plan
 - Technology Plan
 - Instructional Model Development

Writing goals commendations;

- A great and challenging goal.
- A great quantity of passive writing curriculum.
- Writing goal is known to students.
- Data retreats used to make decisions.

Writing recommendations;

- Evaluate, update, and implement a plan to assess student writing not based on NeSA
- As part of a district Action Plan, develop and implement a professional development plan that focuses on improving writing across the curriculum.

Math goal commendations;

- Students are held to high expectations and supported by caring staff
- Goal is integrated across the curriculum

Math recommendations;

- Clarify, refine, revise, and reword the math goal
- Develop and implement a professional development plan addressing math
- Revisit student goal development
- Explore 1:1 technology support

Overall commendations included;

- Sense of community
- The school is the "hub" of the community
- Give Back Day
- Hawk Talk
- HSPS Foundation-Lister-Sage Community Gym
- Four-Day week

The external visitation team left us with the recommendations for our next steps to include;

- Develop and implement a plan for the next cycle based on the exit report recommendations.
- The assurance that they would have a complete written report back to the school within three to four weeks.

It was a very rewarding day and a thank you goes from the visitation team, our school visitation team, the staff and the administrative team to all who played a role in this process over the past five years and in particular those involved in the visitation process on October 30th.