

**Hay Springs Public School
SCHOOL BOARD MEETING
December 11, 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 December 11, 2017
 - Emergency Added Items Only
- VII. Open Forum
 - **Admin Reports**
 - Superintendent – Mr. Lechtenberg
 - Distribute LRP Board Newsletter
 - Nebraska State Education Conference NASB/NRCSA
 - Annual Safety walkthrough - Alan Gross written report 11/9/17 (Summary pages in Packet)
 - School Improvement External Visitation Team Written Report 11/22/17 (In Packet)
 - House and Rental updates
 - General Information
 - Transportation report
 - Staff Workshop reports
 - Mrs. Anderson attend STEM new science standards and has reported to elementary
 - Assistant Principal – Mrs. Marx
 - ACT meeting in Gering
 - Nebraska State Education Conference NASB/NRCSA
 - Assessment/Curriculum meeting
 - Option Enrollment (In Packet)
 - Math data up-date
 - Activities Director's – Ms. Kudrna
 - Wrestling/Basketball up-dates
 - Bookkeeper –Ms. Langford-
 - Semi-annual Bookkeepers meeting in Gering
 - **Up-coming events and meetings**
 - 12/13 ESU#13 Administrators Meeting Chadron
 -
 - **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 Vehicle
 - Finance Committee
 - 2016-17 Rentals Summary
 - November Financial Summary and payables

IX. Approval of Meeting Minutes

- Take October 9th, 2017 – Regular meeting from table & Approve
- November 13th 2017 Regular meeting

X. Action Items

- Approval of November Bills, Payroll and Financial Summary
- Approval of the 2016-17 Audit
- Approval of second reading of the Crisis Management Team policy
- Approve purchase of school vehicle
- Approval of Superintendent contract for 2018-19 and 2019-20
- Motion to declare a vacancy on the Board of Education and acceptance of applications from qualified members of the district to complete the vacant term, with appointment to be made at the January Board of Education Meeting.
- Executive session
 - a. Teacher Negotiations Presentation of information and timeline review

XI. Items for Next Meeting

XII. Adjournment

Superintendent report 12/11/17

Nebraska State Education Conference NASB/NCSA

- Wednesday Pre-conference session –Gallup “Putting Your Strengths to Work”

- Personality profiling of staff and board members to create better working environment and improved understanding of each other. Even though we all receive the same information we all see it from a different perspective. That does not mean any of us are more correct or more wrong than the other. We simply look at things differently and that should be a positive thing.
- The offer surveys and individual strength finders, for board members, staff and students to improve engagement of staff, students and parents in the educational process.

“Building Engagement Across the District” was the emphasis of this session and I believe the program would be a positive asset to any school district. I am researching their school assistance program because I believe the better we work together the more positive the results are for everyone involved.

- Excellent Patriotic performance by Grand Island Chorus

- Thursday Keynote Speaker – John O’Leary – “The Power of One: How One Attitude, One Action and one Person Can Change the World.”

- At the age of nine John was burned on 100% of his body and had third degree burns on 85% of his body. His parents were told he had a less than ½ of 1% chance to live. His presentation truly makes you realize how blessed we are and how most of us don’t know what a bad day is. He spoke of the power of the mind and the inspiration he received from family, friends, and caregivers who encouraged him along the way to recovery. A few of his key points included:
 - When you have struggles we need to get rid of “Why Me?” and ask instead Why am I so Blessed?
 - Instead of asking “Who cares” ask “What more Can I Do?”
 - To make things better today than they were yesterday
 - To meet people where they are.
 - “Man’s search for Meaning”
 - Do we participate in life as “Senior” or as “First Graders”?
 - What is our level of excitement for life?
 - Be role models for others
 - Commit to something everyday
 - Motivate ourselves every day “Motivation last as long as our last shower”

Breakout Session - Revitalizing the strategic Plan

- Does Hay Springs School have a Strategic Plan?
- Do board members and Staff Members know what the strategic plan for Hay Springs School is?
- Development of Strategic Plan-Bennington Public School Administration & Board members
 - Need for a target
 - Flexibility throughout the process with annual review
 - Building of positive relationships
 - Improvement of support systems
 - Believe that “All Students Can Learn”

Breakout Session- An Evidence Based & Goal Oriented Superintendent Evaluation –Grand Island Schools

- Every Student Every Day Success!
- In educating Students, we educate Hearts as well as Minds.
- Evaluation Tool 0-4 Scale
 - 0- Not using-does not attempt
 - 1- Beginning-but does not complete
 - 2-Developing-Executes
 - 3-Applying- Executes and Monitors
 - 4-Innovating-exceutes, monitors, and adjusts

Luncheon Key Note Speaker- Alex Sheen “Because I Said I Would”

- Comments centered on the value of commitment “ Because I Said I Would”
 - Promises made and Kept
- Do what you can with what we have
- What can I Do?
- Character Education and taking responsibility
- How Strong is our Why?
- When you have a strong why, we can be stronger and take stronger and more committed action.
- Remember why you started or why do we do what we do?
- Pre-K 12 education is the most important job in the world!
- “You can pretend you care, but you can’t pretend to show up”.

Breakout Session –Superintendent & School Board Challenges in Small Rural Schools- Bayard Schools

- Rural superintendent and board challenges
 - Multi-tasking
 - Financial concerns
 - Political challenges
 - Staffing/personnel
 - Enrollment and demographics
 - Enhanced learning opportunities for student learning
 - Communication and relationship building
 - Self-care
 - Professional Network
- Example of the interstate Freeway system with three lanes
 - Board’s Lane-Policy development and Budget approval
 - Superintendent’s Lane-Enforcement of Policy and financial stability
 - Principal’s Lane-Curriculum and Instruction and Student Learning

Breakout Session- Building Engaged Schools: A great Place to Work and Learn-Springfield Platteveiw Schools

- People don’t quit jobs they quit managers
- Employees
 - 31% Engaged
 - 50% Not Engaged
 - 18% actively Dis-engaged
 - Unhappy and recruit colleagues to join in their unhappiness

- Purposeful engagement makes for a good Job.
 - Clear and communicated expectations
 - Meaningful recognition
 - Importance of the role of each staff members
 - Opportunity to do what I do best
- Books
 - “First Break all the Rules”
 - “Grass is green! Water is Wet! Engagement Matters!”
 - “Twelve Steps to Improving Engagement”

Breakout Session- Aligning the School House with the Community: Strategic planning through the three phases of strategic plan, which includes Initiation, Implementation, and Institutionalization. Westside Community Schools

- “Do we have within us what it takes to Build a Future Worthy of Our Past”
- How do we build an educational system for our next generation?
 - Why?
 - The next Generation
 - Adaptive learners
 - Personal Learning plans
 - What?
 - How?
 - Vision for the future?
 - House Document
 - We can do better than this, we can be bolder
 - What can we do tomorrow to begin to engage and align the community members and organizations?
 - Elders, Church, Community club, Student Council, Young adults, Retirees
 - How do we bring clarity to our organizations work?
 - Board members need enough information to provide informed oversight of policy and finances.

Breakout Session – Creating Future Problem-Solvers UNL Extension

- Entrepreneurship 3rd grade – College
 - Students need entrepreneurship role models
 - Friends with similar interests
 - Leap into careers 3rd - 5th grade
 - TEC Tinker, Explore, Create
 - Adventure Day 5th – 8th grade
 - ESI EntrepreneurShip Investigation 5th – 9th grade
 - Strength Finders
 - Blueprint 9th-12th
 - BluePrint 101
 - Community connections 7th-Adults
 - Funding options
 - Perkins grant
 - Local Banks
 - Community foundations

PROCEDURE PRACTICE

The school district continues to practice procedures outlined in the safety and security plan. Drills practiced during the school term included fire drills, tornado drills, lockdown drills, evacuation drills, and intruder drills. The district also practices bus evacuation drills as required. The district plans to continue to utilize these drills in the future to inform and train students and staff in the proper procedures to use in times of crisis.

OTHER RELATED ITEMS

The school system utilized drug dogs in their facilities during the last school term. No drugs were found.

The district utilizes visitor passes for all visitors to the facilities. This allows faculty and staff to easily access whether an individual should be in the buildings or on the grounds.

AED devices are located in the facilities.

The district is using the Common-Sense Media Curriculum to help educate students in Digital Citizenship. Digital Citizenship is emphasized in all classes in the school system.

Local law enforcement and fire department personnel have practiced in the facilities.

SAFETY INCIDENTS

Superintendent Lechtenberg indicated there were no incidents during the year that required the activation of the school Crisis Team.

STRENGTHS OF THE PLAN

1. The facilities of the district are well maintained and clean. The grounds were free of hazards that could cause injury to students or staff.
2. The district has limited access points into the building and these are monitored by authorized personnel.
3. Safety related drills are practiced with students and staff participating.
4. Adoption of the Standard Response Protocol suggested by the Nebraska Department of Education is a plus.
5. Exits are clearly marked.
6. The Safety Committee and the administration are very pro active in the promotion of safety for students and staff.
7. Communication within the district concerning safety issues appears to be excellent.
8. Safety information and evacuation routes are posted in the classrooms.
9. Records of trainings are kept.
10. Chemicals and cleaning products are stored properly.
11. Weekly playground inspections are good.
12. Teaching Digital Citizenship is an important part of overall safety education.
13. Safety issues or concerns are discussed on a regular basis.
14. School District has off campus evacuation site and uses this site during drills.
15. Playground areas are well maintained with no visible hazards.
16. Use of Drug Dogs in the facilities is a good proactive practice.
17. The use of sign in sheets and visitor passes is good practice.
18. Strengths listed in the last review remain as strengths.

ITEMS FOR CONSIDERATION

1. Consider appointing school personnel to check the operating condition of all fire extinguishers monthly. There were still some fire extinguishers in the buildings that did not indicate that they were inspected.
2. Consider developing a plan to insure all doors are closed and secured when no supervisory personnel are in the immediate area. The shop entrance door was unlocked on the day of the visit.
3. Consider appointing a staff member to check the AED devices on a regular basis to insure they are functioning properly.
4. Consider providing concussion management training to persons who supervise the playground. This could be beneficial should a playground incident occur.

SUMMARY

The district is doing an excellent job of providing a safe environment for students and staff. Facility updates are made on a regular basis. The Safety Committee does an excellent job of recognizing and discussing possible hazards and works to eliminate these hazards. All staff members are provided training which will enable them to act in times of crisis. A safe and positive learning environment exists through the work and cooperation of the Board of Education, administration, faculty and staff, and patrons of the district.

The Hay Springs District has had their safety plan and program reviewed each year as required by the Nebraska Department of Education.

SCHOOL BOARD MEETING MINUTES

October 9, 2017

- I. **Called to order at 6:02 p.m. by President Hunzeker.**
- II. **Pledge of Allegiance**
- III. **Posting for Open Meeting Law was pointed out.**
- IV. **Roll Call: Present** –Shavona Henry, Mike Hunzeker, Miriam Kearns, and Marilyn Reed were present. Superintendent Lechtenberg was also present.
- V. **Board Member Excusal** – A motion was made by Kearns and seconded by Henry to excuse Johnson and Langford. *VOTE: Y-Henry, Y-Hunzeker, Y-Kearns, Y-Reed*
- VI. **Approval of Agenda for October 9, 2017**
A motion was made by Reed and seconded by Henry to approve the agenda for the October 9, 2017 meeting. *VOTE: Y-Henry, Y-Hunzeker, Y-Kearns, Y-Reed*
- VII. **Open Forum –**
 - A. **Admin Reports:**
 1. **Superintendent Report** – Mr. Lechtenberg reported that the budget and LC-2 had been filed. Aaron Huckfeldt reported on transportation and the progress on vehicle maintenance. Mr. Lechtenberg is reviewing job descriptions. Security First is offering a Hawk Bank card with which Security First will donate \$5 to the school for each card issued. Safety review is underway – we are looking at speakers for areas where announcements can't be heard, front door lock system, and staff badges. The school improvement visitation will be October 29th and 30th.
 2. **Assistant Principal Report** – Mrs. Marx reported on her school law conference in which option enrollment was discussed. The district will revisit the current option enrollment policy. State grant applications and reports have been filed. NWEA-MAPS testing is set to begin.
 3. **Activity Director Report** – 14 students attended a leadership conference in Alliance for Human Performance. The program is set to move forward. The football players and coaches would like to remain 6-man for the next two-year cycle. We are emphasizing the importance of sportsmanship from fans as well as players.
 4. **Bookkeeper Report** – Shannon Langford reported that she attended the Health and Wellness Training with Jessie Anderson, Health and Wellness coordinator. The audit was post-poned a week to 10/10 and 10/11 at the request of Jim Gardner.
 - B. **Public Comment** – Melissa Lein invited the board to the FBLA installation scheduled for October 16, 2017 at 7:30 p.m.
- VIII. **Discussion Items**
 - A. **Lister Sage:** The Lister-Board reported that the concrete work needed just outside the north double door is estimated at \$12,000.
 - B. **Finance Committee:** Reed reported the bills, payroll, and account balances were reviewed. The balance report was reviewed and Reed signed off on the balance report presented by Lechtenberg.
- XI. **Approval of the Minutes** – A motion was made by Kearns and seconded by Henry to approve the minutes of the September 11, 2017 regular meeting. *VOTE: Y-Henry, Y-Hunzeker, Y-Kearns, Y-Reed.*
- XII. **Action Items**
 - A. **Approval of Account Balances, Financial Summary, Bills, and Payroll** – A motion was made by Reed and seconded by Henry to approve the account balances, financial summary, bills and payroll as presented. *VOTE: Y-Henry, Y-Hunzeker, Y-Kearns, Y-Reed (abstain check #6475)*

- B. Savings Account Transfers** – A motion was made by Henry and seconded by Kearns to transfer \$250,000 from the savings account at Sandhills State Bank to a 12 month CD at Security First Bank. *VOTE: Y-Henry, Y-Hunzeker, Y-Kearns, Y-Reed*
 - C. Adopt Superintendent Evaluation & Procedure** - A motion was made by Reed and seconded by Henry to use the single sheet for formal evaluation with the accompanying long-form for back-up documentation. *VOTE: Y-Henry, Y-Hunzeker, Y-Kearns, Y-Reed*
 - D. Assign Mr. Lechtenberg/Negotiation Committee** – A motion was made by Kearns and seconded by Reed to have Mr. Lechtenberg act as the negotiator on behalf of the board. *VOTE: Y-Henry, Y-Hunzeker, Y-Kearns, Y-Reed*
- XII. Items for the Next Meeting** – Option Enrollment Report (Marx) and Math Assessment Information if available.
- XIII. Adjournment** – The meeting adjourned at 7:07 pm.

SCHOOL BOARD MEETING MINUTES

November 13, 2017

- I. **Called to order at 6:02 p.m. by President Hunzeker.**
- II. **Pledge of Allegiance**
- III. **Posting for Open Meeting Law was pointed out.**
- IV. **Roll Call: Present** –Shavona Henry, Mike Hunzeker, Brenda Johnson, Miriam Kearns, and Marilyn Reed were present. Langford was called out for work duty prior to roll call. Superintendent Lechtenberg was also present.
- V. **Board Member Excusal** – A motion was made by Reed and seconded by Henry to excuse Langford.
VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed
- VI. **Approval of Agenda for November 13, 2017**
A motion was made by Reed and seconded by Kearns to approve the agenda for the November 13, 2017 meeting. *VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed*
- VII. **Open Forum –**
 - A. **Admin Reports:**
 1. **Superintendent Report** – Jim Gardner gave the audit report. The audit went much faster than the prior year and things look good, the district is financially stable, and there were only a few adjustments to line items. Gardner suggested that more be budgeted in the subsidiary accounts (Hot Lunch, 125 Plan, and Activity) to be sure to not over spend in those areas. Mr. Lechtenberg presented the School Improvement Review summary – the visit went very well. Aaron Huckfeldt presented bids for a new school vehicle to be used primarily for staff transportation to meetings thus saving on mileage payments. Security First has Hawk bank cards available. For each issued card the school receives \$5.00. Parent-Teacher conferences were held. Elementary had 100% attendance; middle school/high school had 92%. At this month’s teacher inservice school improvement was reviewed; positive support intervention was presented, committee meetings were held and then the football playoff game was here at home at 2pm. Safety review: staff badges are in place; we are looking into a lock for the front door and potential loud speaker options for areas where there are silent spots in the current system. Mr. Lechtenberg also presented an updated rental summary. He will be meeting with necessary tenants this week. Jodie Garrett, Adriene Kelly, Larel Reimann, Nichole Marcy, Crystal VanderMay, and Mr. Lechtenberg attended the Crisis Team Training in Ogallala and they have been reviewing our current policy. Shannon Langford attended the AptaFund conference in Grand Island; the focus of this conference was the updating of all funds in one software system using the new state accounting codes once those have been fully established and finalized. Larel Reimann attended the Fall Ed Tech conference in Kearney. Mr. Lechtenberg and Shavona Henry attended the NE Cattlemen’s Beef/Farm to School lunch meeting in Chadron. Henry will be heading up a committee to begin implementing this program here at Hay Springs School. Potentail committee members so far are: Shavona Henry, Muffy Forney, Sandi Abbott, Wendy Andersen. The committee hopes to add a couple area ranchers.
 2. **Assistant Principal Report** – Mrs. Marx reported on her school law conference in which hot topics in special education law was presented. Marx also attended the NDE assessment meeting. The NWEA – Maps assessments are almost complete; a few make-up tests remain. State grant applications and reports have been submitted and the LEP and Poverty Plans have been approved.

3. **Activity Director Report** – All coaching staff is in place. Kudrna attended a meeting that focused on 3D coaching which is the focus on the athlete as a whole rather than just the sport/skills for the current season.
4. **Bookkeeper Report** – Shannon Langford reported that once the state codes are finalized, AptaFund will be updated by the company and at that point we can begin migrating the Quickbooks accounts into AptaFund as well as updating account codes for the General Fund.

B. Public Comment – None.

VIII. Discussion Items

- A. Lister Sage:** Hunzeker and Kearns reported that the cement work would be completed by Fuller. Lister-Sage board thanked the school for the \$10,000 towards the weight room equipment. The HVAC system filters will be cleaned at Lister soon; possibly over Christmas break.
- B. After School PK-6 Program:** In an effort to help students complete homework and provide educational activities after school, the admin team decided to begin an afterschool program.
- C. Beef-Farm to School Lunch:** Shavona will be heading up the committee. Potential committee members are: Muffy Forney, Sandi Abbott, Wendy Andersen, and Shavona Henry. The committee is looking to add a couple area ranchers also.
- D. Purchase of School Car:** The board discussed the bids for new vehicles that were presented.
- E. Disposal of 1995 GMC 22 passenger bus:** One bid was received by Larel Reimann in the amount of \$201.79.
- F. Superintendent Evaluations Board Review:** Review of evaluation will be done in executive session.
- G. Finance Committee:** Reed reported the bills, payroll, and account balances were reviewed. The balance report was reviewed and Reed signed off on the balance report presented by Lechtenberg. The Finance Committee would like to move their meeting time up to 5pm prior to the board meeting. Reed also requested the board packets be available for review sooner.

XI. Approval of the Minutes – A motion was made by Johnson and seconded by Henry to table the approval of the October minutes until the December meeting. *VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed*

XII. Action Items

- A. Approval of Account Balances, Financial Summary, Bills, and Payroll** – A motion was made by Reed and seconded by Kearns to approve the account balances, financial summary, bills and payroll as presented. *VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed*
- B. Acceptance of bus bid** – A motion was made by Johnson and seconded by Reed to accept Larel Reimann’s bid of \$201.79 for the purchase of the 1995 GMC 22 passenger bus. *VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed*
- C. Approval of the First Reading of the Crisis Management Team Policy** - A motion was made by Johnson and seconded by Kearns to approve the first reading of the crisis management team policy. The board would like Mr. Lechtenberg to contact NASB regarding a policy for this also. *VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed*
- D. Approve Purchase of School Car** – The board would like to obtain bids for a new or very low mileage minivan rather than the small crossover vehicle bids presented. No action.
- E. Executive Session** – A motion was made by Johnson and seconded by Henry to go into executive session at 8:40 pm to for the purposes of negotiations, contract review, and performance evaluation. President Hunzeker repeated the motion. *VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed*
- F. Open Session** – A motion was made by Reed and seconded by Henry to return to open session at 10:32 p.m. *VOTE: Y-Henry, Y-Hunzeker, Y-Johnson, Y-Kearns, Y-Reed*

- XII. Items for the Next Meeting – Approval of the 16-17 audit; approval of the superintendent’s contract; final reading of the crisis management team policy.**
- XIII. Adjournment – The meeting adjourned at 10:33 pm.**

POLICY ADOPTION

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action.

The final action taken to adopt the proposed policy may be approved by a simple majority vote of the board at the second regular meeting. The policy will be effective on the later of the date of passage or the date stated in the motion.

If a majority of all the members of the board of education vote to do so, the requirement to consider a proposal at two scheduled meetings may be waived to permit specific action to be taken after one reading of the proposal if notice of the pending action has appeared in the published agenda. However, the above procedures are required before the policy will be considered permanent.

Legal Reference: Neb. Statute 79-520
 79-526
 84-712 et seq.
 NDE Rule 10.004.01A1

Cross Reference: 201.01 Board Powers and Responsibilities

Approved _____ Reviewed _____ Revised _____

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.

BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS

The biennial school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least three board members are elected at each general election. Members of the board will be elected (at large; by ward or district).

Incumbents must file for election at the Office of the County Clerk, Sheridan County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board **it may be filled by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term.** If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies. It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-501 et seq.

QUALIFICATIONS

Serving on the school board is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Persons wanting to run for a position on the board must be a resident of the school district, an eligible elector of the district and free from a financial conflict of interest with the position. No member of a school board may be employed as a teacher by the school district on which board he or she serves.

Legal Reference: Neb. Statute 79-543, 544

Cross Reference: 201.01 Board Powers and Responsibilities

201.06 Vacancies 202.01

Board Member Conflict of Interest

TERM OF OFFICE

Board members nominated by primary election and elected by general election will serve for four years. **Board members appointed to fill a vacant position will serve for the remainder of the unexpired term.**

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Neb. Statute 32-543, 570

Cross Reference: 201.02 Board Membership - Elections/Appointment

File: 201.06 Page 1 of 1

VACANCIES

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to elect at an election when there is no incumbent to continue in office until his or her successor is elected and qualified, failure to reside in the school district or a continuous absence from the district of more than 60 days, absence from more than 2 consecutive regular board meetings unless excused by a majority of the remaining members of the board, death of the incumbent, a court order declaring the seat vacant, conviction of a felony, or any public offense in violation of the oath of office.

The resignation of a member or any other reason for a vacancy shall be made a part of the minutes of the school board. **The board shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term in writing to the election commissioner or county clerk, and by a notice published in a newspaper of general circulation in the school district.** It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-560 et seq. 32-1308 84-1410(1)(d)

Cross Reference: 201.02 Board Membership –
Elections/Appointment 201.03 Qualifications

Hay Springs Board Appointment

To carry out the appointment process as described in law, the board may appoint someone to fill the vacancy and/or, open the process to applications by the board president/superintendent issuing a notice of vacancy to the Election Commissioner's office and local news media. The board then issues a request and accepts applications from interested and qualified registered voters of the district and/or vacant ward. The notice should reflect an appropriate deadline for applications to be submitted to the board, and a timeline and description of how the vacancy will be filled. The Association provides the following sample notice and application for the board's use in this process:

Notice of School Board Vacancy

The Hay Springs Schools Board of Education has experienced a vacancy on the Board of Education as a result of the death of Board Member Mike Hunzeker. ~~accepted the resignation of Board Member (name) at the (month) meeting.~~ In accordance with state law, the Board will begin the process of appointing an individual to complete the remainder of Mr. Hunzeker's term on the board.

The Hay Springs Board of Education is encouraging community members to consider this volunteer position in support of public education and the students of Hay Springs Public Schools. Applications will be available December 12th 2017, at the office of the Superintendent located at 407 N Baker St. PO Box 280, Hay Springs NE. Qualified applicants must be a registered voter and a resident of the Hay Springs School District.

The Board will interview applicants during the regular January board meeting selecting the candidate following the interviews. The newly appointed board member will take the oath of office at the January Board meeting.

Application Deadline: January 10th, 2018 at 5:00 P.M.

Submit applications to: D. Russell Lechtenberg, Superintendent, Hay Springs Public School

**Application for the
Hay Springs Board of Education**

Name _____

Occupation _____

Marital Status _____ Spouses Name _____

Address _____ Phone _____ Cell _____

E mail Address _____

Family, Children and Ages

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Educational Experience

School	Dates	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Work Experience

Business	Dates	Responsibility
_____	_____	_____
_____	_____	_____
_____	_____	_____

Governing Board Experience

Organization	Dates	Responsibility
_____	_____	_____
_____	_____	_____

Please respond to the following Questions

What is your main reason for being interested in serving on the Hay Springs Board of Education?

What do you see as the role of the members of the Hay Springs Board of Education?

Would you be willing to attend board trainings and workshops while serving on the board?

Please prioritize the following in numerical order as you evaluate priorities for the district.

<input type="checkbox"/> Core Academics,	<input type="checkbox"/> ITV & Distance Learning,	<input type="checkbox"/> Career Prep activities,
<input type="checkbox"/> College Credit courses,	<input type="checkbox"/> Use of Technology	<input type="checkbox"/> Adult Education
<input type="checkbox"/> Student Transportation,	<input type="checkbox"/> Fine Arts Activities	<input type="checkbox"/> Athletics
<input type="checkbox"/> Maintenance and Utilization Facilities		

What is your vision of pre-Kindergarten – 12th grade education in Hay Springs School in 2028?

Hay Springs levy is at \$ 1.02. The Nebraska State statute allows a levy from \$.95 - \$1.05 to continue to receive state aid. As land values increase and the state aid to Hay Springs declines, what level you believe patrons would be willing to have as an acceptable levy to keep a Pre-K – 12th educational system in Hay Springs?

What would be your major area of emphasis for improvement or enhancement of the educational system in Hay Springs as a member of the Board of Education.