



2021 NASB
Annual Board Calendar

The NASB Mission Statement

The Nebraska Association of School Boards

Provides programs, services, and advocacy to
strengthen public education for all Nebraskans.



NASB Board Leadership Team Mission

to promote and advance effective board
governance and leadership to support
learning for all students.

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2021 NASB Annual Board Calendar

The NASB Annual Board Calendar is a dynamic document to assist school boards regarding important conference dates, reporting deadlines, recommended work sessions, and planning reminders. The calendar is constantly evolving as issues and interests unfold. The board president and superintendent collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar does not include all items a board needs to be aware of, but should serve as a starting point which includes some primary planning and policy functions. NASB is not responsible for any missing information or dates. The user is responsible for reading and understanding the requirements of each statute and deadline. Neither this document nor any of the information in this document is to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user’s school attorney. NASB recommends the user contact the board school attorney for formal legal advice.

To operate with a comprehensive NASB Annual Board Calendar, the Association encourages you to review the sites listed below for additional deadlines your district may be required to follow:

* Nebraska Department of Education Master Calendar - Identifies all state mandated deadlines to ensure board and/or administrative accountability. <https://www.education.ne.gov/ndecalendar/>
* Superintendent Reports – Please note there are various reports superintendents must file that are not all included on this report. The Association suggests that the board work collaboratively with the superintendents to add any required superintendent reporting to this calendar, as needed. Many of these reports can be found in § 79-528. There are various federal laws and regulations, which require school districts to adopt certain policies, written procedures, and/or notices. To access a more extensive list of federal policies, please visit: <https://www2.ed.gov/policy/landing.jhtml?src=ft>

The information on the above link is provided by the National School Board Association. NASB does not verify the accuracy or update the federal policies on the above link, and users should check for updates, or consult the board’s school attorney.

**Regular Board Meeting**

The regular monthly board meeting is one of the primary duties of the Board of Education. The board meeting is the primary setting for the board to transact regular monthly board business, instruction, and student learning. Through the work of the board and administration, the district’s mission, vision, and goals define direction for education, define policy which delegates authority and governs decision-making, continually monitors instruction and learning and how resources are managed to ensure the students, staff, and facilities receive appropriate and necessary funding to meet district needs. In short, the board meeting provides the platform for the board to conduct board duties and responsibilities.

The board must follow the law which distinctively outlines the board’s responsibility to transact business through the official meeting of the board.

**§ 79-554. Class III school district; school board; quorum; meetings; open to public.**

In all meetings of a school board of a Class III school district, a majority of the members shall constitute a quorum for the transaction of business. Regular meetings shall be held on or before the third Monday of every month. All meetings of the board shall be subject to the Open Meetings Act. Special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting. If a school district is participating in an approved unified system as provided in section [79-4,108](https://nebraskalegislature.gov/laws/statutes.php?statute=79-4,108), regular meetings of such district's school board shall be held at least twice during the school year.

## § 79-560. Class IV school district; board of education; meetings; open to public.

The board of education of a Class IV school district shall hold one or more regular meetings each month, the time of which shall be fixed by the bylaws adopted by such board. Special meetings may be held as circumstances may demand. All meetings of the board shall be subject to the Open Meetings Act.

## § 79-561. Class V school district; board of education; meetings; open to public.

The regular meetings of the board of education of a Class V school district shall be held one or more times each month. Special meetings may be held as circumstances may demand at the call of the president of the board or on petition of a majority of the members of the board. All meetings of the board shall be subject to the Open Meetings Act.

**Meeting Notice**

**§ 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section [84-1409](https://nebraskalegislature.gov/laws/statutes.php?statute=84-1409) or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting ...

(2) A meeting of a … board of an educational service unit, of the Educational Service Unit Coordinating Council, … may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section [24-1204](https://nebraskalegislature.gov/laws/statutes.php?statute=24-1204), by telephone conference, if:

(a) Reasonable advance publicized notice is given as provided in subsection (1) of this section;

(b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used;

(c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference; …

**Rights of the Public**

**§ 84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section [84-1410](https://nebraskalegislature.gov/laws/statutes.php?statute=84-1410), may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body may require any member of the public desiring to address the body to identify himself or herself.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state…

(8) Public bodies shall make available at the meeting or the instate location for a telephone conference call or videoconference, 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. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**Special Meeting of the Board**

If a special meeting is necessary to address a district matter, the statute states that a “...special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting.” (§ 79-554)

Once a special meeting is called, the district shall provide “reasonable advanced publicized notice” of the special meeting, which is the same legal standard as for a regular meeting of the board. However, be certain to review policy to ensure specific guidelines are followed.

**Emergency Board Meeting**

If conditions warrant, an emergency meeting of a public body is allowed without providing reasonable advanced public notice. State law provides that the board shall make reasonable efforts to provide advance notification to the news media of the time and place of each meeting and the subjects to be discussed at the meeting. The district is to maintain a list of the news media that request such notification. To determine if it is acceptable to hold an emergency meeting, you must assess the circumstance and need. There are two criteria you must consider when assessing whether you have a need for an emergency meeting:

1. Was the “emergency” that created the need for a meeting unforeseen or unanticipated?

State law provides that public bodies can hold a meeting where it is not possible to provide reasonable advanced public notice. However, the meeting must be conducted due to an “emergency.” The most important area of inquiry is whether the event qualifies as an “emergency” for the purposes of the law. According to case law discussing these issues, an emergency is defined as: *any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.*

2. Can the board wait to address the issue at the next regularly scheduled meeting or schedule a special meeting in order to allow reasonable advanced publicized notice to the public and interested parties?

If the emergency was not anticipated and the board cannot wait to address the emergency until a special meeting can be called, the board may legitimately call an “emergency” meeting. These same two criteria should be applied when trying to determine whether or not to alter the agenda less than 24 hours before a meeting.

If such emergency exists, then the board must state the reason for the emergency in the public minutes; *be careful* to limit discussion and any actions to issues associated with the actual emergency during the meeting; make sure minutes and the reason for the emergency meeting will be made available to the public by no later than the end of the next regular business day; and make certain a reasonable effort is made to notify news media members, include in your notification the time, place, and the subject matter to be discussed at the meeting. Note: In addition, according **to § 84-1411(5) “emergency meetings may be held by means of electronic or telecommunication equipment.”**

It is rare for a board to call an emergency meeting; however, it does happen. If an issue **can** wait, it is recommended that the best approach would be to call a special meeting.

If during the course of the Emergency Meeting, discussion of any item on the agenda should be held in a closed session, the board will conduct a closed session in accordance with the Nebraska Open Meeting Laws. Before any closed session is convened, the presiding officer will publicly identify the subject matter immediately prior to going into the session. All final votes, actions or decisions will be taken in open meeting.

**Board Work Session**

A Board Work Session provides a setting for the board, superintendent, administrators, and appropriate staff to discuss board and district related business. A work session must be advertised in the same fashion as a board meeting if a quorum of the board is present. The board does not take formal action at a work session; however, an agenda is required to state the matters to be discussed at the time of the publicized notice which shall be kept continually current and readily available for public inspection. The board does not need to receive public comment during a work session, but should provide seating to accommodate patrons who wish to observe the board and administration at work.

**Subcommittee Meetings**

A subcommittee meeting of the board does not require advanced publicized notice unless a quorum of the board attends and the committee is holding hearings, making policy, or taking formal action on behalf of the board.

**Note: Agenda items flagged with an \* indicates the item is a statutory requirement resulting in documentation in board minutes signifying board review and/or action.**

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| **January Board Agenda Items** |
| **Mission, Vision, & Goals** | Annual Leadership Team Planning Meeting (Set Date); Strategic Plan Update; District Goals Update; |
| Annually review the District Mission, Vision, and Belief or Value Statements |
| **Policy Governance** | Adopt board committee assignments per board policy.  |
| Review Board Code of Conduct Policy. |
| Resolution to re-adopt all existing policies. |
| Appoint (superintendent or other qualified district employee) as Non-discrimination Compliance Coordinator to meet federal Equal Employment Opportunity requirements. |
| Appoint the district’s Title IX Coordinator. |
| **Accountability &Student Achievement** | District Report Card |
| **\*District Assurance Statement Corrections**. On or before **February 1** corrections of violations must be submitted in writing to the NDE Office of Accountability, Accreditation, and Program Approval. \**Cross reference October.* |
| **Advocacy** | Review [2021 Legislative Calendar](https://www.nebraskalegislature.gov/pdf/session/2021tentativecalendar.pdf); Review the NASB Advocacy Handbook; Legislative representative and contact information; Appoint a Legislative Committee to monitor and support district response and action; |
| **District/ESU Resources [Budget]** | Budget - Review Quarterly Financial Reports; |
| Collective Bargaining on or **before February 8.** If an agreement is not reached, the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact finding. NOTE: The negotiations process begins in August. [**§ 48-818.01**](https://nebraskalegislature.gov/laws/statutes.php?statute=48-818.01) |
| Board Finance Committee Report; |
| **Reports** | Negotiations Committee; Superintendent; Administrators; |
| **Board Operations** | **\*Reorganization Meeting: Election of Officers***The superintendent shall assume chairmanship of the meeting for the purpose of electing a board president. Ballots for officers may be cast in secret ballot but the total vote for each candidate shall be recorded by the secretary.* |
| **Newly elected board members: Oath of Office** [2021 Timeframe – *Board Members who did not seek election to the board for another term and/or were not elected to continue service to the board terms expire Thursday, January 7, 2021. \*Note: The first Thursday after the first Tuesday of January*.]  |
| Sign and file NADC [Conflict of Interest form] with School District Board Secretary |
| Adopt Annual Board Calendar and Board Meeting Schedule for 2021.  |
| **Board – Superintendent** **Relations** | Approve superintendent contract.  |
| **\*Transparency Act Guidelines:** **Current superintendents or ESU Administrators**, before approval of contract/amendment*, board must publish a copy of the proposed contract/amendment three (3) days before approval along with estimate and description of all costs*. [**§ 79-2402(1)**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-2402)**.** **New superintendents or ESU Administrators**, *the board must publish a copy of the contract two (2) days after the meeting at which the contract was approved, along with estimate and description of all costs***.** [**§ 79-2402(2)**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-2402)**.** |
| Collaborate with superintendent/ESU Administrator to develop new/updated goals to align to evaluation. |
| **Board Professional Development** | NASB Board Leadership President’s Retreat – *See NASB Event Calendar* |
| NSBA Advocacy Institute – *See NASB Event Calendar* |
| **February Board Agenda Items** |
| **Mission, Vision, & Goals** | Strategic Plan Update; District Goals Update; |
| **Policy Governance** | Review, update, and adopt policy; |
| **Advocacy** | Review [2021 Legislative Calendar](https://www.nebraskalegislature.gov/pdf/session/2021tentativecalendar.pdf), discuss NASB Legislative Updates and Legislative Committee Report; |
| **District/ESU Resources [Budget]** | **\*Collective Bargaining**. On or before **March 25** (or within 25 days after certification of amounts, whichever occurs last in time). Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission. [**§ 48-818.01**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=48-818.01) |
| Board Finance Committee Report; |
| **Reports** | Board Committees; Superintendent; Administrators; |
| **Board Professional Development** | NASB Legislation Committee Meeting & Legislative Issues Conference; |
| NASB President’s Retreat |
| NASB Budget Finance Workshop |
| **Learning Community** | Diversity plan; limitations; school building maximum capacity; attendance areas; school board; duties. The board shall provide notice to parent whose student is currently attending a school outside of the attendance area stating what school the student shall be allowed to attend as a continuing student. [§ 79-2110](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-2110) |

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| **March Agenda Items** |
| **Mission, Vision, and Goals** | Strategic Plan Update; District Goals Update; |
| **Policy Governance** | Review, update, and adopt policy; |
| Review Student Attendance policies. A child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. [§ 79-201](https://nebraskalegislature.gov/laws/statutes.php?statute=79-201) |
| \*Option Enrollment Application period. On or before April 1, the option school districts shall provide the resident school district with the name of the applicant. \*Note: If the application is submitted after March 15, within sixty days after submission. The option school district shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. [§ 79-237](https://nebraskalegislature.gov/laws/statutes.php?statute=79-237) |
| **Accountability & Student Achievement** | Review School Improvement Plan |
| Review Alternative Education Program |
| **Advocacy** | Review [2021 Legislative Calendar](https://www.nebraskalegislature.gov/pdf/session/2021tentativecalendar.pdf), discuss NASB Legislative Updates and Legislative Committee Report; Consider Senator outreach and/or visit Capital;  |
| **District/ESU Resources [Budget]** | Board/Administrators Budget Work Session |
| ESU staff - Tenure; certificated employee; contract amendment, termination, or nonrenewal; procedure; on or before April 15, of each year, any certificated employee whose contract of employment may be amended, terminated, or not renewed for the following school year shall be notified in writing of such possible action on the contract. Final action by the board shall be taken on or before May 15 of each year.  [§ 79-1236](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1236) |
| School District staff - Certificated employee; contract amendment, termination, nonrenewal, or cancellation; On or before April 15, of each year, for any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee’s contract for the next school year. Final action on this contract must be taken on or before May 15. [§ 79-831](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-831) |
| Board Finance Committee Report; |
| **Reports** | Board Committees; Superintendent; Administrators; |
| **Board Professional Development** | Renew NASB Membership; [NSBA](https://www.nsba.org/) Conference;  |
| **Learning Community** | **Learning Community Attendance Application.** On or before **April 1,** aLearning Community Attendance Application is due. A school district must accept or reject any applications made by a parent or guardian requesting to attend a school that is not in an attendance area where the applicant resides. **§ 79-232 through § 79-246** |

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| **April Agenda Items** |
| **Mission, Vision, & Goals** | Strategic Plan Update; District Goals Update; |
| **Policy Governance** | \***Review Student Handbooks** and relative policies; review, update, and adopt policies |
| **Accountability & Student Achievement** | Review ELL Program |
| **Advocacy** | Review [2021 Legislative Calendar](https://www.nebraskalegislature.gov/pdf/session/2021tentativecalendar.pdf), discuss NASB Legislative Updates and Legislative Committee Report; |
| **District/ESU Resources [Budget]** | Board Finance Committee Report;  |
| Review all Grants [Current grant status, term, purpose, value received, and proposed grant applications.] |
| **Reports** | Remind board members to review their NASB Awards of Achievement points report.  |
| Board Committees; Superintendent; Administrators; |
| **Staff** | Certified Staff Non-Renewal, RIF, and Termination Notices; Due April 15[**§ 79-831**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-831) |
| Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 -[**§ 79-1236**](http://nebraskalegislature.gov/laws/statutes.php?statute=79-1236) |
| **Board Professional Development** | NSBA National Conference |

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| **May agenda items** |
| **Mission, Vision, & Goals** | Strategic Plan Update; District Goals Update; |
| **Policy Governance** | \***Student Discipline/Law Enforcement Policies.** On or before **August 1** the board will annually review board adopted policies, rules, and standards pertaining to student conduct and review with county attorney. [**§ 79-262**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-262) |
| \***Student Attendance; Nonattendance; Referral to County Attorney.** Annual review of policy on attendance, excessive absences due to illness, services to address barriers to attendance, and collaboration with county attorney. [**§ 79-209**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-209) |
| **Accountability & Student Achievement** | **\*Review Statewide Assessment Results** |
| **\*Review current District Graduation Requirements** and proposed changes as appropriate. |
| Review all expanded learning opportunities [Report: Career College Readiness courses, community partnerships, Advanced Placement courses, Distance Learning courses, Inter-local Agreements] |
| Review **English Language Learners Program** [Report: enrollment, programming provided, staff support, curriculum] |
| Review **Early Childhood Program** [Report: enrollment, programming, staff support, curriculum, etc.] |
| Review **Special Education Program** [Report: supports provided, # of certified and classified staff, other] |
| Review **HAL Program** [Content: current # of students identified, staff, curriculum, etc.] |
| Reports; filing requirements; contents. On or before June 30 the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. [§ 79-528](https://nebraskalegislature.gov/laws/statutes.php?statute=79-528) |
| **Advocacy** | Review the 2021 Legislative Session, board’s impact |
| **District/ESU Resources [Budget]** | State Aid Certification and Distribution ([**§ 79-1022**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-1022.02)) |
| Board and Administrator Budget Work Session |
| **Reports** | Board Committees; Superintendent; Administrators; |
| **Reports; filing requirements; contents.** On or before **June 30** the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. [**§ 79-528**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-528)**.** |
| **Board Elections** | ESU Board - On or before **June 15** the ESU must notify County Clerk or Election Commissioners of member seats to be filled at general election. [**§ 32-404**](http://nebraskalegislature.gov/laws/statutes.php?statute=32-404) **and** [**§ 32-601**](http://nebraskalegislature.gov/laws/statutes.php?statute=32-601) |

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| **June Agenda Items** |
| **Mission, Vision, & Goals** | Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update; |
| **Policy Governance** | **\*Bully Prevention Policy Review**. On or before **July 1,** the board will annually review and update (as needed) the bullying prevention policy. [**§ 79-2,137**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-2,137) |
| \*Policy regarding appropriate relationships with students; contents. On or before June 30, the board shall adopt a policy regarding appropriate relationships between a student and a school employee or a student teacher or intern. [§ 79-879](https://nebraskalegislature.gov/laws/statutes.php?statute=79-879)  |
| \*Annual Review Parental and Family Engagement Policy (*public hearing and adoption only if changes*).  [§ 79-531](http://nebraskalegislature.gov/laws/statutes.php?statute=79-531); [§ 79-532](https://nebraskalegislature.gov/laws/statutes.php?statute=79-532); [§ 79-533](http://nebraskalegislature.gov/laws/statutes.php?statute=79-533); On or before July 1, each public school district in the state shall develop and adopt a policy stating how the district will seek to involve parents in the schools and what parents' rights shall be relating to access to the schools, testing information, and curriculum matters. The policy required by section § [79-531](https://nebraskalegislature.gov/laws/statutes.php?statute=79-531) shall be developed with parental input and shall be the subject of a public hearing before the school board or board of education of the school district before adoption by the board. The policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing. |
| **Accountability & Student Achievement** | Reports; filing requirements; contents. On or before July 20 in all school districts, the superintendent shall file with the State Department of Education a report showing the number of children from five through eighteen years of age belonging to the school district according to the census taken as provided in sections § [79-524](https://nebraskalegislature.gov/laws/statutes.php?statute=79-524) and [79-578](https://nebraskalegislature.gov/laws/statutes.php?statute=79-578). |
| Year End Assessment and Curriculum Review;  |
| **\*Review School Improvement Plan** |
| **Advocacy** | Submit Legislative Resolution or Standing Position to NASB Legislation Committee |
| **District/ESU Resources [Budget]** | Board/Administrators Budget Work Session |
| Review certificated staff [Report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc.]  |
| Review all **Maintenance and Upkeep Contracts** [Report: status, renewal, cost, ROI, etc.] |
| Review the **Food Service Program** [Report: staff, finances, lunch prices, equipment maintenance and upkeep, summer food services, backpack program, etc.] |
| Review **TeamMates Program** [Report: # of Mentors, # of Mentees, etc.]  |
| Review **Backpack Program** [Report: partners, # students served, need, etc.] |
| Review **Transportation Program** [Report: staff, bus and vehicle fleet age condition, replacement cycle for vehicles, drivers, mechanics, etc.]  |
| Review classified staff [Report: staff, positions by building and department, etc.] |
| **Reports** | Board Committees; Superintendent; Administrators; |
| Remind board members to review their NASB Awards of Achievement points report. |
| **Board Professional Development** | New Board Member Follow-Up |
| NASB Golf Outing |
| NASB Summer Workshop |

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| **July Board Agenda Items** |
| **Mission, Vision, & Goals** | Strategic Plan Update; District Goals Update; |
| **Policy Governance** | **\*Student Fees Policy.** On or before **August 1,** every school board is required to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook. The written Meal Charge Policy and guidelines shall be in place and ready to be communicated to staff and households. [**§ 79-2,134**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-2,134)  |
| **\*Student Conduct.** On or before **August 1,** each year, all school boards shall annually review in collaboration with the county attorney of the county in which the principal office of the school district is located the rules and standards concerning student conduct adopted by the school board. [**§ 79-262**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-262) |
| **Accountability & Student Achievement** | **\*Review Summer School Program** [Content of report: staff, # students served, purpose and value, etc.]  |
| \*Review the **Alternative** **Education** **Program** [Content of report: staff, # students served, curriculum, etc.] |
| **\*Review** **Multi**-**Cultural** **Education** **Program** |
| **Apply for Distance Education Incentives.** On or before **August 1**, School districts and educational service units shall apply for Distance Education Incentives (through 2020)[**§ 79-1337**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1337) |
| Students receiving instruction in another district; contracts authorized. On or before August 15, if the school district is contracting with a neighboring district(s) for instruction of all or any part of pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district. [§ 79-598](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-598) |
| **Advocacy** | **Deadline for District Legislative Proposals to NASB July 1, 2021** |
| **District/ESU Resources [Budget]** | **\*Conduct a Public Hearing on the Proposed Budget Statement.** [**§13-506**](https://nebraskalegislature.gov/laws/statutes.php?statute=13-506) The hearing shall be held separately from any regularly scheduled meeting and shall not be limited by time. Notice of place and time of such hearing, together with a summary of the proposed budget statement, shall be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the governing body's jurisdiction. At such hearing, the governing body shall make at least three copies of the proposed budget statement available to the public and shall make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the governing body at the hearing and shall be given a reasonable amount of time to do so. After such hearing, the proposed budget statement shall be adopted, or amended and adopted as amended, and a written record shall be kept of such hearing. The amount to be received from personal and real property taxation shall be certified to the levying board after the proposed budget statement is adopted or is amended and adopted as amended. If the levying board represents more than one county, a member or a representative of the governing board shall, upon the written request of any represented county, appear and present its budget at the hearing of the requesting county. The certification of the amount to be received from personal and real property taxation shall specify separately (a) the amount to be applied to the payment of principal or interest on bonds issued by the governing body and (b) the amount to be received for all other purposes. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of such changes shall be published within twenty calendar days after its adoption in the manner provided in this section, but without provision for hearing, setting forth the items changed and the reasons for such changes. |
| **\*Budget Authority and Allowable Reserve Percentage Certification** [**§79-1023**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-1023)  |
| **Board – Superintendent Relations** | Complete first year superintendents second evaluation and review goals.  |
| **\*Superintendent Pay Transparency Act.** On or before **August 1**, file with NDE a copy of approved contracts or any amendments, for superintendent/ESU administrator services. [**§ 79-2403**](http://nebraskalegislature.gov/laws/statutes.php?statute=79-2403) |

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| **July (Continued)** |
| **Reports** | Board Committees; Superintendent; Administrators; |
| **Board Professional Development** | NASB Board Member Candidate Webinar (\*Election year.) |
| NASB New Member Orientation (New Superintendents, Board President, District Administrative Assistant) |
| NASB Legislation Committee Meeting |
| Review NASB Board Awards of Achievement Points (**July 31st** deadline for updating points earned.) |

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| **August Board Agenda Items** |
| **Policy Governance** | \*Option Enrollment Application period. School districts will accept option enrollment applications between September 1 and March 15 for attendance during the following and subsequent school years. *The option school district shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. The option school district shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. \*\* An option school district that is a member of a learning community may not approve an application pursuant to this section for a student who resides in such learning community.* [§ 79-237](https://nebraskalegislature.gov/laws/statutes.php?statute=79-237) |
| **Personnel Report**. On or before **September 15** all schools shall file with the Department of Education a fall personnel report, which shall specify the names of all individuals employed by the school who are certificated. [**§ 79-804**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-804)  |
| **Federal Family Educational Rights and Privacy Act** (FERPA). Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. Sample Notice: [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html](http://www.nebraskalegislature.gov/laws/statutes.php) |
| **Federal Protection of Pupil Rights Amendment** (PPRA). Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing. |
| **Federal** **Child** **Nutrition** **Programs**. If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form. |
| **Federal** **Asbestos** **Hazard** **Emergency** **Response** **Act** (AHERA). Requires school districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring. Sample Notice: [http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dcdc38825672f0058649d!OpenDocument](http://www.nebraskalegislature.gov/laws/statutes.php) |
| **Federal McKinney-Vento Homeless Assistance Act**. Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary in their native language. Downloadable poster: [http://center.serve.org/nche/pr/er\_poster.php#youth](http://nebraskalegislature.gov/laws/statutes.php#youth).  |
| **Federal Non-Discrimination**. Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.  |
| **Federal Individuals with Disabilities Education Act** (IDEA). Annual notice to parents of a child with a disability of the district’s procedural safeguards. A notice must also be placed on the district’s website. The notice must be easily understandable and in the native language of the parents. Sample Notice: [http://idea.ed.gov/download/modelform\_Procedural\_Safeguards\_June\_2009.pdf](http://www.nebraskalegislature.gov/laws/statutes.php) |
| **Advocacy** | Discuss the NASB Legislative Committee Report and outcome of proposals submitted for consideration; |

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| **August (Continued)** |
| **District/ESU Resources [Budget]** | **Collective Bargaining; Timelines**. On or before **September 15,** negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years. [**§ 48-811**](https://nebraskalegislature.gov/laws/statutes.php?statute=48-811)**,**[**§ 48-816**](https://nebraskalegislature.gov/laws/statutes.php?statute=48-816) **, and** [**§ 48-818**](https://nebraskalegislature.gov/laws/statutes.php?statute=48-818) |
| **Collective Bargaining Timeline.** On or before **September 1** of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1 [**§ 48-818.01**](https://nebraskalegislature.gov/laws/statutes.php?statute=48-818.01) |
| Board/Administrators Budget Work Session |
| **\*Certification of District’s Assessed Valuation Public Budget Hearing / Adopt Budget**; Due on or before **September 20** [**§ 13-508**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=13-508)[**§ 79-1084**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1084)**,** [**§ 79-1085**](http://nebraskalegislature.gov/laws/statutes.php?statute=79-1085)**, §** [**79-1086**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1086)**,** [**§ 13-506**](https://nebraskalegislature.gov/laws/statutes.php?statute=13-502)**, §13-518** |
| **\*Board Adopted Budget.** On or before **September 20,** General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget. [**§ 13-508**](http://nebraskalegislature.gov/laws/statutes.php?statute=13-508) |
| **Report to County Board.** On or before **September 20,** a [*Class III school district boards*] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year. [**§ 79-1084**](http://ndecalendar.mhsoftware.com/ViewCal.html?statute=79-1084) |
| **Class IV District Report to County Board.** On or before **September 20**, [*Class IV school district boards*] are required to report to the county board an estimate of the amount of funds required for the next school fiscal year. [**§ 79-1085**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1085) |
| **Class V District Report to County Board.** On or before **September 20, [***Class V school district boards*] that is a member of a learning community is required to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year. **§** [**79-1086**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1086) |
| **Reports** | Board Committees; Superintendent; Administrators; |
| **\*American Civics Committee**. Beginning of every school year, the school board must appoint a committee of three to be known as the Committee on American Civics. The committee will hold no fewer than two public meetings annually, at least one when public testimony is accepted. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section [**§ 79-724**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-724). \*Reference: (January) Board Committee Appointments.  |
| **\*Security Assessment.** State school safety director is required to complete an assessment of the security or each school building no later than **August 31, 2019**. [**§ 79-2,144**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-2,144). |
| **Board Professional Development** | NASB Area Membership Meetings |
| **Learning Community** | **Learning Community Attendance Reports.** On or before **September 1,** each district that is a member of a learning community needs to report to the learning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports**.** [**§ 79-201**](http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dcdc38825672f0058649d%21OpenDocument?statute=79-201) |
| **Learning Community Budget.** On or before **September 1**, the Learning Community shall file a copy of the adopted budget statement with member school districts.[**§ 13-508**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=13-508) |

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| **September Board Agenda Items** |
| **Mission, Vision & Goals** | Strategic Plan Update; District Goals Update; |
| **Policy Governance** | Review Annual District Report; |
| Review, update, and adopt policy; |
| **Accountability & Student Achievement** | Review Summer School Programs; |
| Review ACT Results; |
| **\*Review Certified Staff Professional Development Calendar and Budget;** |
| **\*Review School Improvement Plan**; |
| District Membership Report. On or before October 15, of each year, the superintendent of each school district shall file with the commissioner the fall school district membership report, which report shall include the number of children from birth through twenty years of age enrolled in the district on October 1 of a given school year. The report shall enumerate (i) students by grade level, (ii) school district levies and total assessed valuation for the current fiscal year, (iii) students enrolled in the district as option students, resident students enrolled in another district as option students, students enrolled in the district as open enrollment students, and resident students enrolled in another district as open enrollment students, and (iv) such other information as the Commissioner of Education directs. [§ 79-528](http://nebraskalegislature.gov/laws/statutes.php?statute=79-528) |
| \*Pending in Legislature - Distance Education Incentives Denial Appeal – Due October 1 [**§ 79-1337**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1337)  |
| **District/ESU Resources [Budget]** | Negotiations contract dispute decision (year of contract, if needed); Due September 15 [**§ 48-818.01**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=48-818.01) |
| **\*Collective Bargaining Timeline**. On or before **September 1** of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1.  [**§ 48-818.01**](https://nebraskalegislature.gov/laws/statutes.php?statute=48-818.01) |
| **\*Collective Bargaining** **Mediation Decision**. On or before **September 15,** the commission will render a decision on any contract dispute in regard to a non-agreed upon agreement that was due March 25. *Negotiations board must respond to agent request; Due October 1*[**§ 48-818.01**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=48-818.01) |
| Elementary site allowance; calculation. On or before October 15, each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE. [§ 79-1007.15](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1007.15) |
| **\*Tax Request Hearing for Fund Levies.** On or before **October 13,** it is required that a school board, ESU, or the learning community council, setting the tax request at a different amount than the prior year, to hold a special public hearing, provide proper notice at least five days prior to the hearing, pass by a majority vote a resolution or ordinance increasing the tax amount and to certify and submit the resolution to the county clerk on or before October 13. [**§ 77-1601.02**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=77-1601.02) |
| **\*ESU Audit.** On or before **January 31,** the ESU Audit Report will be presented to the ESU board for review. The board of each educational service unit shall cause a complete and comprehensive annual audit to be made of the books, accounts, records, and affairs of the educational service unit. The audits shall be conducted annually, except that the Auditor of Public Accounts may determine an audit of less frequency to be appropriate but not less than once in any three-year period. [**§ 79-1229**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-1229) |
| **Reports** | Board Committees; Superintendent; Administrators; |
| Annual Emergency Safety Plan – Annual Adoption |
| **Board Professional Development** | NASB Area Membership Meetings |
| NASB Board Member Candidate Webinar (\*Election year.) |
| **Learning Community** | **Learning Community Coordinating Council Only**. On or before **October 15,** the learning community levies and total assessed valuation; Due October 15 [**§ 79-528**](http://nebraskalegislature.gov/laws/statutes.php?statute=79-528) |

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| **October Board Agenda Items** |
| **Mission, Vision & Goals** | Strategic Plan Update; District Goals Update; |
| **Policy Governance** | Review, update, and adopt policy; |
| **Accountability & Student Achievement** | Review Statewide Assessment Results |
| \*District Assurance Statement. On or before November 1, the school district must submit their Rule 10 Accreditation Assurance Statement to NDE. The statement must be signed either by the superintendent and/or a member of the governing board. The Assurance Statement should be presented to the board for review once complete.  |
| ESU Assurance Statement. On or before November 1, the ESU must submit their Rule 84 Assurance Statement to NDE. This rule is intended to support educational service units in effectively and efficiently supporting school systems in this state and to establish the minimum level of performance for accreditation of the Nebraska education service units. |
| \*Fall Membership Report. On or before November 1 the superintendent of each school district shall submit to the Commissioner of Education a report described as the annual financial report showing (i) the amount of money received from all sources during the year and the amount of money expended by the school district during the year, (ii) the amount of bonded indebtedness, (iii) such other information as shall be necessary to fulfill the requirements of the Tax Equity and Educational Opportunities Support Act and section [79-1114](https://nebraskalegislature.gov/laws/statutes.php?statute=79-1114), and (iv) such other information as the Commissioner of Education directs. [§ 79-528](https://nebraskalegislature.gov/laws/statutes.php?statute=79-528) |
| \*Fall Membership Report (Failure to meet deadline). If a school district fails to submit the fall membership report by November 1, the commissioner shall, after notice to the district and an opportunity to be heard, direct that any state aid granted pursuant to the Tax Equity and Educational Opportunities Support Act be withheld until such time as the report is received by the department. In addition, the commissioner shall direct the county treasurer to withhold all school money belonging to the school district until such time as the commissioner notifies the county treasurer of receipt of such report. The county treasurer shall withhold such money. [§ 79-528](https://nebraskalegislature.gov/laws/statutes.php?statute=79-528) |
| **Advocacy** | Appoint **Local Board NASB Delegate Assembly Representative** |
| **District/ESU Resources [Budget]** | **\*Superintendent file Financial Report**. On or before **November 1**, all superintendents must submit to the Commissioner of Education, an Annual Financial Report.[**§ 79-528**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-528) |
| \*Authorize School District Audit. On or before November 5, a copy of the Audit Report shall be filed with the Commissioner of Education and Auditor of Public Accounts. Annually, the school district shall authorize the examination of all financial records. The audit is to be conducted by a public accountant or by a certified public accountant. [§ 79-1089](https://nebraskalegislature.gov/laws/statutes.php?statute=79-1089) |
| **Collective Bargaining**. On or before **November 1** negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees’ collective-bargaining agent and the board’s bargaining agent. [**§ 48-818.01**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=48-818.01) |
| **Reports** | Board Committees; Superintendent; Administrators; |
| **\*Educational Service Unit Yearly Report.** On or before **November 1,** each ESU is required to publish a Report of Yearly Activities of the ESU Board. The report shall include the amount of revenue received and expenditures itemized by categories. This publication shall be for one time in a newspaper of general circulation distributed in each county in the educational service unit. A copy of the report shall be distributed to each member school district. [**§ 79-1228**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1228) |
| \*Review Annual **Emergency Safety Plan** |
| **Board Professional Development** | NASB Board Member Candidate Webinar (even-numbered years only) |
| Labor Relations Conference |

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| **November Board Agenda Items** |
| **Mission, Vision & Goals** |  Strategic Plan Update; District Goals Update; |
| **Policy Governance** | Review, update, and adopt policy; |
| **Accountability & Student Achievement** | \***Review District and [each] Building AQuESTT Classification** |
| **District/ESU Resources [Budget]** | **\*Review District Audit Report;** |
| **Board-Superintendent Relations** | Distribute the superintendent evaluation to be completed by each board member. \*NASB Online Survey System, direct the Association to distribute links to each individual board member to complete the superintendent evaluation. Note: Review board policy and superintendent contract to ensure the board is meeting the directives of both documents. |
| **Reports** | Board Committees; Superintendent; Administrators; |
| **Board Professional Development** | NASA/NASB State Education Conference |
| NASB Delegate Assembly |

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| **December Board Agenda Items** |
| **Mission, Vision & Goals** | Review School Improvement Plan |
| Strategic Plan Update; District Goals Update; |
| **Policy Governance** | Review, update, and adopt policy; |
| **Accountability & Student Achievement** | Career Education Content Areas – Revision begins Dec 2020 to be implemented in Schools August 1, 2022 [**NDE Standards Revision Timeline**](https://cdn.education.ne.gov/wp-content/uploads/2019/04/TandL-Standards-Timeline-ONLY-2019.pdf) |
| **Advocacy** | Review the [Tentative *as of October 2020]* [2021 Legislative Session Calendar](https://www.nebraskalegislature.gov/pdf/session/2021tentativecalendar.pdf) |
| **District/ESU Resources [Budget]** | **ESU Annual Financial Report –** On or before **January 31,** the ESU Administrator of each ESU will submit to the Commissioner of Education an Annual Financial Report. [**§ 79-1229**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-1229) |
| **Reports** | Board Committees; Superintendent; Administrators; |
| Review the NDE State of Schools Report |
| **Board-Superintendent Relations** | **\*Review the Superintendent Evaluation Summary** |
| **Board Professional Development** | NASB New Board Member Workshop [**Wednesday, December 2, 2020/Kearney, NE]**Registration information: [www.NASBONLINE.org](http://www.NASBONLINE.org) |
| NASB New Board Member Webinars [**Modules I, II, II, and IV starting Monday, November 30, 2020**] Registration information: [www.NASBONLINE.org](http://www.NASBONLINE.org) |
| **Learning Community** | **Report Evaluation and Research Results.** On or before **January 1,** each learning community coordinating council shall use any funds received pursuant to section [**79-1241.03**](https://nebraskalegislature.gov/laws/statutes.php?statute=79-1241.03) for evaluation of programs related to the community achievement plan. [**§ 79-2104.02**](http://www.nebraskalegislature.gov/laws/statutes.php?statute=79-2104.02) |
| **Board Election** | **Notify the County Clerk/Election Commissioner.** On or before **January 5**, the board must notify the County Clerk of Election Commissioner of the member seats open for the upcoming election. |