



2021 NASB
ANNUAL BOARD
CALENDAR



NEBRASKA ASSOCIATION OF SCHOOL BOARDS

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](#), 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](#) 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](#), 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, 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 in-state 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.

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. * <i>Cross reference October.</i>
Advocacy	Review 2021 Legislative Calendar ; 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
	Board Finance Committee Report;
Reports	Negotiations Committee; Superintendent; Administrators;
Board Operations	* Reorganization Meeting: Election of Officers <i>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.</i>
	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. * <i>Note: The first Thursday after the first Tuesday of January.</i>]
	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, <u>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).</u> New superintendents or ESU Administrators, <u>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).</u>
	Collaborate with superintendent/ESU Administrator to develop new/updated goals to align to evaluation.
Board Professional Development	NASB Board Leadership President's Retreat – <i>See NASB Event Calendar</i>
	NSBA Advocacy Institute – <i>See NASB Event Calendar</i>

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 , 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
	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

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
	* 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
Accountability & Student Achievement	Review School Improvement Plan
	Review Alternative Education Program
Advocacy	Review 2021 Legislative Calendar , 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
	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
	Board Finance Committee Report;
Reports	Board Committees; Superintendent; Administrators;
Board Professional Development	Renew NASB Membership; NSBA Conference;
Learning Community	Learning Community Attendance Application. On or before April 1, a Learning 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

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 , 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
	Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 - § 79-1236
Board Professional Development	NSBA National Conference

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
	*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
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
Advocacy	Review the 2021 Legislative Session, board's impact
District/ESU Resources [Budget]	State Aid Certification and Distribution (§ 79-1022)
	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 .
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 and § 32-601 .

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
	*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
	*Annual Review Parental and Family Engagement Policy (<i>public hearing and adoption only if changes</i>). § 79-531 ; § 79-532 ; § 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 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 and 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

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
	* 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
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
	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
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 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
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

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 31 st deadline for updating points earned.)

August Board Agenda Items

Policy Governance	<p><i>*Option Enrollment Application period.</i> School districts will accept option enrollment applications between September 1 and March 15 for attendance during the following and subsequent school years. <i>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.</i></p> <p><i>** 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</i></p>
	<p>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</p>
	<p>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</p>
	<p>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.</p>
	<p>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.</p>
	<p>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</p>
	<p>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.</p>
	<p>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.</p>
	<p>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</p>
Advocacy	Discuss the NASB Legislative Committee Report and outcome of proposals submitted for consideration;

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 , § 48-816 , and § 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
	Board/Administrators Budget Work Session
	*Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget; Due on or before September 20 § 13-508 § 79-1084 , § 79-1085 , § 79-1086 , § 13-506 , §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
	Report to County Board. On or before September 20, a [<i>Class III school district boards</i>] 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
	Class IV District Report to County Board. On or before September 20, [<i>Class IV school district boards</i>] are required to report to the county board an estimate of the amount of funds required for the next school fiscal year. § 79-1085
Class V District Report to County Board. On or before September 20, [<i>Class V school district boards</i>] 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	
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 . *Reference: (January) Board Committee Appointments.
	*Security Assessment. State school safety director is required to complete an assessment of the security of each school building no later than August 31, 2019. § 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
	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

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
	*Pending in Legislature - Distance Education Incentives Denial Appeal – Due October 1 § 79-1337
District/ESU Resources [Budget]	Negotiations contract dispute decision (year of contract, if needed); Due September 15 § 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
	*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. <i>Negotiations board must respond to agent request; Due October 1</i> § 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
	*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
	*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
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

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 , and (iv) such other information as the Commissioner of Education directs. § 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
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
	* 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
	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
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
	* Review Annual Emergency Safety Plan
Board Professional Development	NASB Board Member Candidate Webinar (even-numbered years only)
	Labor Relations Conference

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

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
Advocacy	Review the [Tentative <i>as of October 2020</i>] 2021 Legislative Session Calendar
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
Reports	Board Committees; Superintendent; Administrators;
	Review the NDE State of Schools Report
Board-Superintendent Relations	<i>*Review the Superintendent Evaluation Summary</i>
Board Professional Development	NASB New Board Member Workshop [Wednesday, December 2, 2020/Kearney, NE] Registration information: www.NASBONLINE.org
	NASB New Board Member Webinars [Modules I, II, III, and IV starting Monday, November 30, 2020] Registration information: 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 for evaluation of programs related to the community achievement plan. § 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.