

Board of Education Election Requirements

AR-8110.1

- (a) The board of education shall be composed of six members.
- (b) Board of education members shall be elected from within the school district as at-large representatives.
- (c) Each new board of education candidate shall be a registered voter in the school district.
- (d) Terms shall be staggered so that three members shall be elected to each six-member board at a general election for terms of four years.
- (e) All board of education elections shall be held in conjunction with the statewide primary or general election.
- (f) A candidate for the board of education may place his or her name on the primary election ballot by filing a candidate filing form prescribed by the Nebraska Secretary of State as provided in Neb. Rev. Stat. § 32-607. The name of a candidate for the board of education may also be placed on a ballot by petition upon securing the signatures of at least twenty percent of the total number of votes cast for the board of education member receiving the highest number of votes at the immediately preceding general election in the school district. If a candidate is an incumbent, the deadline for filing the form shall be February 15 prior to the date of the primary election. All other candidates shall file for office by March 1 prior to the primary election.
- (g) The terms of office of outgoing board of education members shall expire on the first Thursday after the first Tuesday in January, or on the day such members' successors shall qualify for taking office as provided by law.

Legal Reference: Neb. Rev. Stat. § 32-543
 Neb. Rev. Stat. § 32-556
 Neb. Rev. Stat. § 32-572
 Neb. Rev. Stat. § 32-606
 Neb. Rev. Stat. § 32-607
 Neb. Rev. Stat. § 32-618

Procedures for Filling a Board Vacancy

AR-8110.3

When a vacancy occurs on the board of education, the remaining members shall fill the vacancy in the following manner:

- (a) No candidate shall be declared to be elected to the vacancy unless two-thirds of the remaining members of the board of education vote for such candidate. If no candidate received a two-thirds vote of the remaining board of education members, the president of the board of education shall declare the issue lost and shall order another ballot cast.
- (b) Balloting may continue as many times as necessary to elect a replacement or until the meeting is adjourned.
- (c) If the board of education fails to fill the vacancy by electing a candidate, the president of the board of education may request the election commissioners of the county to hold a special election. The cost of the election shall be the responsibility of the school district.
- (d) If there are vacancies in the offices of a majority of the members of the board of education, the Nebraska Secretary of State shall be notified and shall conduct a special school district election to fill such vacancies.

Legal Reference: Neb. Rev. Stat. § 32-570

Adoption and Amendment of Bylaws and Policies

AR-8305

The board of education, through its policy committee, will conduct a review of two (2) policy articles each year. The intent of the review is to identify policies or administrative regulations which may require changes or updates to correspond with statutory changes, administrative practices, or the intent of the board of education.

The anticipated schedule to review articles for ensuing years is:

2014 to 2015 school year	Articles 1 and 2
2015 to 2016 school year	Articles 3 and 4
2016 to 2017 school year	Articles 5 and 6
2017 to 2018 school year	Articles 7 and 8

It is expected that the scheduled rotation of review will continue in future years.

Procedures for Closed Sessions

AR-8320

Voting for a Closed Session. Any member of the board of education may request a closed session. When a closed session is requested, it shall require the immediate action of the entire board of education. The approval of a motion to enter into closed session must state the reason or reasons to enter into the closed session and shall require an affirmative vote of the majority of those board members present.

Closed Session. During the closed session, the board of education shall either retire to a secluded conference area or request that all individuals within the meeting room be removed during the closed session. No notes or recording devices shall be used during the closed session. No member of the board of education shall be excluded from a closed session. The board of education shall not take any formal action during a closed session.

Any member of the board of education shall have the right to challenge the continuation of a closed session if he or she feels that the closed session has exceeded the reason or reasons for entering into the closed session or that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge may be overruled only by a majority vote of the members of the board of education in attendance at the closed session. Such challenge and its disposition shall be recorded in the minutes. (Note: Since no official action can be taken during a closed session, any action taken on a challenge to the continuation of a closed session must be taken in open session.)

Action Following a Closed Session. When the closed session has concluded, the president of the board of education shall announce to all present that the closed session has been concluded and that the board of education is ready to return to the open meeting. Action to return to the open meeting shall require a majority vote of those board of education members present during the closed session. Any action requiring approval by the board of education shall be taken only after the board has reconvened in open session.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 84-1410

Calendar of Reports and Forms

AR-8325

The following is a recommended listing of the monthly reports or forms that may be shared with the board of education.

August

Final expenditures of budget year
Certification of District's assessed valuation
Budget work session
Budget hearing and meeting for adoption of new budget
Census summary report
Recognize board as collective bargaining agent for next year
Daily pay rate for substitute teachers
School opening report

September:

Enrollment report
Staffing and organization
Confirm staff training requirements including Dating Violence, Concussion Awareness, and Suicide Prevention
Review local student assessment plan
Review emergency plans/procedures from Crisis Team

October:

District Profile including assessment results
Review School Improvement Plan
Review evaluation instruments for district employees
Approve Negotiated Agreement
Review parent-teacher conference plan

November:

Review State of Schools Report
Distribute Superintendent Evaluation forms
NASB State Conference plans

December:

Board of education's consensus report of the superintendent's evaluation
Auditor's report
Review Special Education program and ILCD
Plan for Board retreat

January:

Election of officers
Sub-Committee assignments
Identify legal newspaper, banks, insurance company, recording secretary, non-discrimination compliance officer, and calendar of agenda topics

Complete Accountability and Disclosure Commission forms
Enter into any needed Open Contracts
Approve Superintendent contract

February:

State or other agency accreditation reports
Adopt district goals
Approve Principal's contract

March:

Act on proposed school calendar for upcoming year
Approve Course Description Book
Act on ESU contract for next year
Consider classified staff wages

April:

Option Enrollment report
Teacher RIF, non-renewal notices
Distance Learning report
Site improvement and maintenance projects

May:

Budget review
Conduct student fees hearing – Review fees to be collected, waivers, policy
Review facility rental rates
Coach and sponsor assignments
Review athletic admission prices

June:

Multicultural education report
Review of required policies such as bullying, excessive absenteeism, etc.
Student Handbook
Staff Handbook
Athletic Handbook
Confirm required notices to parents such as FERPA, PPRA, AHERA, McKinney-Vento
Homeless Assistance Act, Non-discrimination Act, IDEA, drug-free workplace, etc.

July:

Vehicle transportation mileage report

Retaining Records**AR-8340**

The secretary of the board of education, or his or her designee, shall cause to be kept and preserved, according to the following schedule, all school district records. Any records kept for a period over five years may be micro-filmed or stored on computer disk and kept in a secure, fire-proof place.

TYPE OF RECORD - EDUCATION	LENGTH OF PRESERVATION
Annual Audit Reports	Permanently
Annual Budget	Permanently
Annual Financial Report	Permanently
Bonds (For School Officials)	Ten Years
Budget Requests	Five Years
Building Construction Contracts Records	Permanently
Canceled Warrants, Check Stubs, Bank Statements, Invoices, and Other Related Records	Five Years
Contracts (Land Lease and Utilities)	Five Years
Correspondence, General	Two Years
Equipment History Files	While in Inventory
Equipment Inventory and Cost Records	Five Years
Federal Grants and Other Funds	Three Years
Insurance Policies	After Audit, Expiration of Policy, and Claims Settled
Minutes of the Board of Education	Permanently
Purchase Orders and Requisitions	Three Years
Secretary's Financial Records	Permanently
Treasurer's Financial Records	Permanently
Work Orders	Three Years
Written Contracts	Five Years

TYPE OF RECORD - PERSONNEL	LENGTH OF PRESERVATION
Alleged Accident or Occupational Disease	Five Years
Employee's Insurance File	Five Years
Employee's Withholding Exemption Certificate	Five Years
Extension of Employment	After Termination
Garnishments	Two Years
Loyalty Oath	Until Termination of Employment
Payment Records	Five Years
Retirement Records	Five Years
Salary Deduction Forms	Two Years
Time Cards and Time Sheets	Five Years
Workmen's Compensation Reports	Five Years

All student records, with the exception of student discipline records, shall be kept permanently. Student discipline records shall be purged of all references to disciplinary actions after a student has been absent from the school district for a period of three calendar years.

Legal Reference: Neb. Rev. Stat. § 79-2,104