

EMERSON-HUBBARD COMMUNITY SCHOOLS

Agenda for Board of Education Meeting

Wednesday, September 10, 2025 (Following the Tax Asking Hearing)

Emerson-Hubbard High School-Library, 1503 Dakota Street, Emerson, NE 68733

Regular Board Meeting Called to Order

Open Meetings Poster Announcement

Excuse Absent Board Members (as necessary).

Approval of Agenda &/or changes to Agenda

Consent Agenda

A. Approval of Minutes

B. Treasurer's Report

C. Action on Claims

Public Comment From Visitors

Action Items

A. Consider, discuss & take necessary action to approve the 2025-2026 Budget as presented in the Notice of Budget Hearing and Budget Summary.

B. Consider, discuss & take necessary action to approve the 2025-2026 Tax Request for the 2025-2026 budget year.

C. Consider, discuss & take necessary action to approve policy changes.

D. Consider, discuss, & take necessary action to accept bids for obsolete items.

E. Consider, discuss, and take necessary action to approve a teaching contract for Josie Brezenski starting 2nd semester of the 2025-2026 school year.

F. Consider, discuss, & take necessary action to approve the contract with Extreme Technology to provide technology services.

Information & Reports

A. Report from the Principals

Elementary Principal, Mr. Nielsen

1. Enrollment

2. Activities/Calendar of Events

3. After School Program Update

MS/HS Principal, Mr. Biere

1. Enrollment

2. Staff Shout-Out

3. Fall Activities

4. Building Happenings

B. Report from the Superintendent:

- Strategic Plan Update

- Transportation Update

- Budget Update

C. Report from Board Committees

NASB Board Notes

- The annual NASB State Education Conference will be held on November 19-21 in Omaha.

Discussion Items:

- Option Out Survey Questions
- NASB Superintendent Evaluation
- Public Participation policy

Next Board Meeting: October 8, 2025
Adjournment

REGULAR BOARD MEETING

August 12, 2025

Of the Board of Education of School District No. 61R, Emerson-Hubbard Community Schools, in the County of Dixon, in the State of Nebraska, a/k/a Dixon County School District No. 561, convened in open and public session at 5:45 PM on August 12, 2025, at Emerson-Hubbard's High School Library in said district. **Absent:** Tricia Belt, **Present:** Kip Ahlers, Scott Albrecht, Ryan Beacom, Joani Franzluebbbers, Ashley Fuchser. Also, Superintendent Dale Martin, Elementary Principal Dustin Nielsen, MS/HS Principal Zachary Biere, Board Secretary Linda Rohde and Community Members.

Notice of the meeting was given in advance thereof, according to law, by proper publication in the Nebraska Journal Leader, a designated method for giving notice of the School District. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the Agenda and purpose of the meeting was communicated in the advance notice of the meeting and in the notice to the members of this meeting. All proceedings of the Board of Education were taken while the convened meeting was open to the attendance of the public.

Ryan Beacom made a motion to record the absence of Tricia Belt as Excused. Ashley Fuchser seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Scott Albrecht made a motion to approve the agenda with Action Item F added. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Scott Albrecht made a motion to approve the Consent Agenda. Kip Ahlers seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Nebraska Association of School Board Members Ben & Ashley had a presentation on Strategic Planning.

Ryan Beacom made a motion to approve Superintendent Dale Martin as the Federal Programs Director. Kip Ahlers seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Kip Ahlers made a motion to approve the resignation from MS/HS Office Manager Brittany Free. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Kip Ahlers made a motion to approve Mackenzie Brown as the MS/HS office manager. Scott Albrecht seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Joani Franzluebbbers made a motion to approve updating policy #4263 classified staff benefits. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Joani Franzluebbbers made a motion to approve the Skills USA sponsor pay to the negotiated agreement at a step 5. Ashley Fuchser seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Ryan Beacom made a motion to approve the list of items to be declared as obsolete. Kip Ahlers seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0, Absent: 1

Elementary Principal Dustin Nielsen reported on Fall 2025 Enrollment, Back to School – Summer Work completed and back to school open house.

MS/HS Principal Zachary Biere reported on Fall 2025 Enrollment, Building Update, Fall Activities & 6th grade open house.

Superintendent Dale Martin reported on Budget Update, Gym Floor, Transportation, and Administrator Days.

Discussed Policies in Review – 1000's Community

Next Board Meeting will be September 10th, 2025 @ 5:30 pm.

Kip Ahlers made a motion to adjourn the meeting @ 7:20. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President.

Tricia Belt: Absent, Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes

Yes: 5, No: 0, Absent: 1

BY: _____
Joani Franzluebbbers
President of the Board of Education
Of This School District

ATTEST: _____
Linda Rohde
Secretary of the Board of Education
Of This School District

Check Reconciliation Report

Batch Description: Aug 2025 Activity Reconciliation
 Checking Account: 5 ACTIVITY ACCOUNT

Processing Month: 08/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	08/29/2025	146,688.85

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
8202	PEPSI COLA OF SIOUXLAND	08/27/2025	1,328.80
		Total:	<u>1,328.80</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
146,688.85	(1,328.80)	145,360.05	145,360.05	0.00

Cleared Automatic Payment Total:
 Cleared Checks Total: 52,682.87
 Cleared Direct Deposit Total:
 Cleared Void Total:
 Cleared Cash Receipt Total: 52,028.22
 Cleared Manual Journal Entries Total:
 Cleared Sales Journal Total:

Batch Description: August 2025 Check Reconciliation
Checking Account: 1 GENERAL CHECKING

Processing Month: 08/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	08/29/2025	1,386,785.46

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
152	NEBRASKA SCHOOL RETIREMENT SYS	08/20/2025	30,704.88
	Total:		<u>30,704.88</u>

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
42331	HNH AUTO REPAIR	08/11/2025	225.17
42368	BLUE CROSS/BLUE SHIELD	08/20/2025	55,655.06
42369	CREDIT MANAGEMENT SERVICES, INC	08/20/2025	621.00
42377	JOHN AHLERS	08/19/2025	135.00
42378	CENTURY LINK	08/20/2025	531.90
42379	CENTURY LINK	08/20/2025	5.45
42380	NEBRASKA DEPARTMENT OF LABOR	08/27/2025	2,207.69
42381	Wayne Community Theatre	08/27/2025	72.00
42382	CREDIT MANAGEMENT SERVICES, INC	09/04/2025	621.00
	Total:		<u>60,074.27</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
1,386,785.46	(90,779.15)	1,296,006.31	1,296,006.31	0.00

Cleared Automatic Payment Total:	81,888.99
Cleared Checks Total:	320,572.07
Cleared Direct Deposit Total:	(138,289.29)
Cleared Void Total:	343.25
Cleared Cash Receipt Total:	107,062.93
Cleared Manual Journal Entries Total:	(136.50)
Cleared Sales Journal Total:	

Cash Receipt Listing - Detail

Receipt Number:	Description:	Received From:	Comment:	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
454	fitness center	fitness center		50.00	05 101	08/04/2025	454	50.00
455	fitness center	fitness center		200.00	05 101	08/07/2025	455	200.00
466	EBC donation	fitness center		200.00	05 101	08/11/2025	466	2,000.00
467	FBLA donation from Watermelon Days	Watermelon Days		1,000.00	05 101	08/12/2025	467	200.00
468	dep in Athletics	FBLA donation from Watermelon Days		200.00	05 101	08/13/2025	468	46,000.00
469	fitness center	dep in Athletics		46,000.00	05 101	08/15/2025	469	20.00
470	laptop	fitness center		20.00	05 101	08/15/2025	470	400.00
471	fitness center	laptop		400.00	05 101	08/19/2025	471	150.00
472	laptop insurance	fitness center		150.00	05 101	08/20/2025	472	100.00
473	laptop insurance	laptop insurance		100.00	05 101	08/22/2025	473	50.00
474	laptop insurance	laptop insurance		50.00	05 101	08/27/2025	474	50.00

<u>Description:</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>	<u>Amount:</u>
laptop insurance	05 1710 0510	laptop insurance	50.00	05 101	08/27/2025	475	825.00
after school payments							
laptop insurance	05 1710 0545	after school payments	825.00	05 101	08/27/2025	476	12.00
fitness center							
laptop insurance	05 1710 0540	fitness center	12.00	05 101	08/27/2025	477	245.00
reimburse FBLA cash for Nationals							
laptop insurance	05 1710 0415	reimburse FBLA cash for Nationals	245.00	05 101	08/28/2025	478	50.00
laptop insurance							
fitness center	05 1710 0540	fitness center	50.00	05 101	08/28/2025	479	100.00
annual ads							
annual sales	05 1710 0400	annual ads	1,240.00	05 101	08/29/2025	480	1,240.00
blanket sales annual & stuco							
annual sales	05 1710 0400	annual sales	120.00	05 101	08/29/2025	481	120.00
blanket sales annual & stuco							
blanket sales annual & stuco	05 1710 0460	blanket sales annual & stuco	75.00	05 101	08/01/2025	483	44.42
Vendor							
Vendor	06 1990	Vendor	44.42	06 101	08/11/2025	484	32,601.85
Tax Collection							
Vendor		Vendor					

Cash Receipt Listing - Detail

01 1125	Motor Vehicle	6,729.92	01 101						
01 1100	Local Taxes	20,056.61	01 101						
01 3130	Homestead	3,738.77	01 101						
01 2130	Schools	1,388.97	01 101						
08 1100	SP BI	579.52	08 101						
08 3130	SP Homestead	108.06	08 101						
Receipt Number: 485	Received From: TSYS1 TSYS			Receipt Date: 08/11/2025		Receipt Key: 485		Amount:	203.50
Description: Lunch Money	Comment:								
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receiptable Account Number</u>					
06 1990	Lunch Money	203.50	06 101						
Receipt Number: 486	Received From: DIXCOTREAS DIXON COUNTY TREASURER			Receipt Date: 08/11/2025		Receipt Key: 486		Amount:	41,290.28
Description: Tax Collections	Comment:								
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receiptable Account Number</u>					
01 1125	MV	4,345.98	01 101						
01 1100	Tax	2,996.08	01 101						
01 3130	Homestead	1,872.44	01 101						
01 3133	Nameplate	30,631.04	01 101						
01 2110	Fines & License	418.67	01 101						
08 1100	SB - Tax	86.60	08 101						
08 3130	SB - Homestead	54.11	08 101						
08 3133	SB - Nameplate	885.36	08 101						
Receipt Number: 487	Received From: EBC Emerson Betterment Committee			Receipt Date: 08/29/2025		Receipt Key: 487		Amount:	700.00
Description: PM Milk Fund	Comment:								
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receiptable Account Number</u>					
01 1990	PM Milk	700.00	01 101						
Receipt Number: 488	Received From: THURCOTREA THURSTON COUNTY TREASURER			Receipt Date: 08/14/2025		Receipt Key: 488		Amount:	5,661.51
Description: Tax Collection	Comment:								
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receiptable Account Number</u>					
01 1125	MV	2,873.04	01 101						
01 1100	Tax	2,275.64	01 101						
01 3130	Homestead	381.32	01 101						
01 2110	Court Fines	54.72	01 101						
08 1100	SB - Tax	65.77	08 101						
08 3130	SB - Homestead	11.02	08 101						
Receipt Number: 489	Received From: EHSCHOOL EH SCHOOL			Receipt Date: 08/15/2025		Receipt Key: 489		Amount:	4,096.00
Description: Lunch Money	Comment:								
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receiptable Account Number</u>					
06 1990	Lunch Money	4,096.00	06 101						
Receipt Number: 490	Received From: TSYS1 TSYS			Receipt Date: 08/18/2025		Receipt Key: 490		Amount:	83.50
Description: Lunch Money	Comment:								
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receiptable Account Number</u>					
06 1990	Lunch Money	83.50	06 101						
Receipt Number: 492	Received From: STATENEBR STATE OF NEBRASKA			Receipt Date: 08/20/2025		Receipt Key: 492		Amount:	776.14

Description: MAC DF 25 Dec - Feb	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
01 4709	Medicaid	01 101	08/25/2025	493
Amount: 493	Received From: STATENEBR STATE OF NEBRASKA			Amount: 7,500.00
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
01 3551	state aid	01 101	08/22/2025	494
Amount: 494	Received From: EHSCHOOL EH SCHOOL			Amount: 4,003.00
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
06 1990	Lunch Money	06 101	08/25/2025	495
Amount: 495	Received From: ESU2 ESU#2			Amount: 1,618.05
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
01 4530	Fed Grant	01 101	08/27/2025	496
Amount: 496	Received From: TSYS1 TSYS			Amount: 203.50
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
06 1990	Lunch Money	06 101	08/29/2025	498
Amount: 498	Received From: EHSCHOOL EH SCHOOL			Amount: 66.22
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
05 1510	Aug interest	05 101	08/29/2025	499
Amount: 499	Received From: 1STNEBRNK FIRST NEBRASKA BANK			Amount: 805.00
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
06 1990	Lunch Money	06 101	08/29/2025	500
Amount: 500	Received From: TSYS1 TSYS			Amount: 63.50
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
06 1990	Lunch Money	06 101	08/29/2025	501
Amount: 501	Received From: INTEREST & Rebate			Amount: 653.61
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>	<u>Receipt Key:</u>
01 1510	INTEREST	01 101		

Summary Totals

<u>Account Type</u>	<u>Cash Accounts</u>	<u>Receivable Accounts</u>
Subtotal Revenue	152,332.08	89,011.00
Subtotal Expense		52,028.22
Subtotal General Ledger		9,502.42
Total:	152,332.08	1,790.44

Cash Receipt Listing - Detail

Total: 152,332.08

09/09/2025 09:30 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	1	Fund Number 01	GENERAL FUND	
	40362	ACCESS ELEVATOR	08/19/2025	502.00
01 2620 340 001		elevator inspection		502.00
Total	ACCESS ELEVATOR			502.00
	26915	ACE HARDWARE & HOME	08/20/2025	123.14
01 2620 610 001		maint supplies		61.57
01 2620 610 004		maint supplies		61.57
Total	ACE HARDWARE & HOME			123.14
	25/26 Policy	ALICAP	08/22/2025	86,343.00
01 2610 520 001		25/26 Policy		28,781.00
01 2610 520 004		25/26 Policy		28,781.00
01 2610 520 002		25/26 Policy		28,781.00
Total	ALICAP			86,343.00
	Aug FB field	ALPINE LAWN SERVICE	08/30/2025	560.00
01 2620 340 001		Spray FB field		280.00
01 2620 340 004		Spray FB field		280.00
Total	ALPINE LAWN SERVICE			560.00
	113Y-P1FQ-CRNP	AMAZON CAPITAL SERVICES	08/27/2025	41.98
01 2410 610 001		flags		20.99
01 2410 610 004		flags		20.99
	1CN(-4JJN-9LXC	AMAZON CAPITAL SERVICES	08/22/2025	119.99
01 1100 610 001		printer		119.99
	1FLD-TRJ4-94P1	AMAZON CAPITAL SERVICES	08/26/2025	25.97
01 2130 610 000		AED batteries		25.97
	1FLD-TRJ4-9NW3	AMAZON CAPITAL SERVICES	08/26/2025	33.98
01 2410 610 001		office supplies		16.99
01 2410 610 004		office supplies		16.99
	1LQM-49QM-LVPP	AMAZON CAPITAL SERVICES	08/05/2025	144.62
01 1100 610 002		SUPPLIES		144.62
	1RKX-FCKF-KKVR	AMAZON CAPITAL SERVICES	08/09/2025	323.90
01 1100 610 002		supplies		323.90
	1TDQ-3FWY-7NG3	AMAZON CAPITAL SERVICES	08/18/2025	68.38
01 1100 610 002		syplies		68.38
	1VVL-FQD6-YML7	AMAZON CAPITAL SERVICES	08/25/2025	545.80
01 1100 610 000		instrument repair kit		545.80
	1YNC-DVHJ-T91Y	AMAZON CAPITAL SERVICES	08/29/2025	436.05
01 1100 610 001		science supplies		436.05
Total	AMAZON CAPITAL SERVICES			1,740.67
	1107210	APPEARA	08/07/2025	151.72
01 2610 610 001		supplies		75.86
01 2610 610 004		supplies		75.86
	1107211	APPEARA	08/07/2025	29.61
01 2710 610 000		supplies		29.61
	1107213	APPEARA	08/07/2025	57.95
01 2610 610 002		supplies		57.95
	1111417	APPEARA	08/21/2025	156.21
01 2610 610 001		supplies		78.11

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 610 004		supplies		78.10
	1111419	APPEARA	08/21/2025	58.00
01 2610 610 002		supplies		58.00
Total APPEARA				<u>453.49</u>
	18331053	BOMGAARS	07/21/2025	209.95
01 2620 610 001		supplies		104.98
01 2620 610 004		supplies		104.97
	18334226	BOMGAARS	07/30/2025	192.25
01 2620 610 001		supplies		96.13
01 2620 610 004		supplies		96.12
Total BOMGAARS				<u>402.20</u>
	0089535B	CAPITAL SANITARY SUPPLY CO, INC	08/22/2025	20.40
01 2610 610 001		supplies		10.20
01 2610 610 004		supplies		10.20
	0089961A	CAPITAL SANITARY SUPPLY CO, INC	08/22/2025	196.28
01 2610 610 001		supplies		98.14
01 2610 610 004		supplies		98.14
	0090200A	CAPITAL SANITARY SUPPLY CO, INC	08/22/2025	210.25
01 2610 610 002		supplies		210.25
	89961	CAPITAL SANITARY SUPPLY CO, INC	08/07/2025	438.35
01 2610 610 001		supplies		219.18
01 2610 610 004		supplies		219.17
	89961B	CAPITAL SANITARY SUPPLY CO, INC	08/29/2025	200.00
01 2610 610 001		supplies		100.00
01 2610 610 004		supplies		100.00
	90103	CAPITAL SANITARY SUPPLY CO, INC	08/11/2025	312.29
01 2610 610 001		supplies		156.15
01 2610 610 004		supplies		156.14
	90160	CAPITAL SANITARY SUPPLY CO, INC	08/13/2025	97.06
01 2610 610 001		supplies		48.53
01 2610 610 004		supplies		48.53
	90200	CAPITAL SANITARY SUPPLY CO, INC	08/13/2025	1,168.51
01 2610 610 002		supplies		1,168.51
	o090200B	CAPITAL SANITARY SUPPLY CO, INC	09/05/2025	600.77
01 2610 610 002		supplies		600.77
	o091032	CAPITAL SANITARY SUPPLY CO, INC	09/05/2025	534.03
01 2610 610 001		supplies		267.02
01 2610 610 004		supplies		267.01
Total CAPITAL SANITARY SUPPLY CO, INC				<u>3,777.94</u>
	32184	CODE HS	08/14/2025	3,491.00
01 1100 643 000		Pr Teacher Lic		3,491.00
Total CODE HS				<u>3,491.00</u>
	9176105/9181602	EAKES OFFICE SOLUTIONS	08/29/2025	501.59
01 2510 610 000		supplies		501.59
Total EAKES OFFICE SOLUTIONS				<u>501.59</u>
	albuterol 27517	EMERSON APOTHECARY	08/29/2025	20.57
01 2130 610 000		albuterol		20.57
Total EMERSON APOTHECARY				<u>20.57</u>

09/09/2025 09:30 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	1011	ESU #7	08/15/2025	180.00
01 1200 810 002		Austism workshop		180.00
Total ESU #7				<u>180.00</u>
	012958	ESU ONE	08/13/2025	1,761.60
01 1100 643 000		powerschool		1,761.60
	012992	ESU ONE	08/28/2025	25.00
01 1200 810 001		write IEP		12.50
01 1200 810 004		write IEP		12.50
	SP10603	ESU ONE	06/30/2025	612.75
01 6408 395 000		PS educare		612.75
	SP10637	ESU ONE	07/31/2025	322.50
01 6408 395 000		PS Educare		322.50
Total ESU ONE				<u>2,721.85</u>
	1561607	FASTWYRE BROADBAND	09/01/2025	142.11
01 1100 382 000		dist learning		142.11
Total FASTWYRE BROADBAND				<u>142.11</u>
	Aug CC purchases	FNBT BANK	09/01/2025	847.37
01 1100 643 000		Aug CC purchases		70.00
01 1200 890 004		summer school		28.89
01 2510 890 000		Aug CC purchases		101.33
01 1100 643 000		safe serv		120.00
01 1100 610 001		Aug CC purchases		22.77
01 2710 610 000		booster seats		154.89
01 2620 610 001		batteries		41.99
01 1100 610 002		Aug CC purchases		8.50
01 1100 643 000		Aug CC purchases		299.00
Total FNBT BANK				<u>847.37</u>
	611294	FOLLETT CONTENT SOLUTIONS LLC	08/25/2025	1,345.78
01 2220 640 002		books		1,345.78
Total FOLLETT CONTENT SOLUTIONS LLC				<u>1,345.78</u>
	457179/457189	H2O4U	08/21/2025	266.70
01 2620 610 001		softner salt		133.35
01 2620 610 004		softner salt		133.35
Total H2O4U				<u>266.70</u>
	3724	HEARTLAND COUNSELING SERVICES INC	08/31/2025	1,000.00
01 2190 340 000		social work		1,000.00
Total HEARTLAND COUNSELING SERVICES INC				<u>1,000.00</u>
	4593	HNH AUTO REPAIR	08/06/2025	441.14
01 2730 431 000		vehicle maint		441.14
	4664	HNH AUTO REPAIR	08/21/2025	46.35
01 2730 431 000		vehicle maint		46.35
	4716	HNH AUTO REPAIR	09/03/2025	219.73
01 2730 431 000		vehicle repair		219.73
Total HNH AUTO REPAIR				<u>707.22</u>
	Pymt #13	HOMETOWN LEASING	08/31/2025	1,034.89

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 440 000		copiers		1,034.89
Total	HOMETOWN LEASING			1,034.89
	IN4907372	INNOVATIVE OFFICE SOLUTIONS, LLC	08/14/2025	5.60
01 1100 610 001		supplies		5.60
Total	INNOVATIVE OFFICE SOLUTIONS, LLC			5.60
	6785	J C ROOFING	08/21/2025	900.00
01 2620 340 002		roof repair		900.00
Total	J C ROOFING			900.00
	9955591	KING'S DISPOSAL	08/31/2025	800.00
01 2810 420 001		garbage		266.67
01 2810 420 004		garbage		266.67
01 2810 420 002		garbage		266.66
Total	KING'S DISPOSAL			800.00
	WW of Water	LOWER ELKHORN NRD	09/03/2025	60.00
01 1100 810 001		Registration for WW of Water		60.00
Total	LOWER ELKHORN NRD			60.00
	49625	LUX BROTHERS	08/11/2025	4,250.00
01 2620 610 001		rock		2,125.00
01 2620 610 004		rock		2,125.00
Total	LUX BROTHERS			4,250.00
	52552037	MATHESON-LINWELD	09/01/2025	143.15
01 1100 440 001		rental		143.15
Total	MATHESON-LINWELD			143.15
	137472861001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	08/22/2025	1,277.46
01 1100 640 001		math books		1,277.46
Total	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC			1,277.46
	69647	MENARDS	09/08/2025	250.04
01 2620 610 001		maint supplies		125.02
01 2620 610 004		maint supplies		125.02
Total	MENARDS			250.04
	N-53796	NASB	08/11/2025	65.00
01 2510 810 000		membership NAEP		65.00
Total	NASB			65.00
	44648	NATIONAL ART & SCHOOL SUPPLY	07/17/2025	179.54
01 1100 610 002		supplies		179.54
	44976	NATIONAL ART & SCHOOL SUPPLY	08/22/2025	218.49
01 1100 610 001		supplies		109.25
01 1100 610 004		supplies		109.24
Total	NATIONAL ART & SCHOOL SUPPLY			398.03
	35315	NEBRASKA JOURNAL-LEADER	08/31/2025	136.92
01 2310 540 000		board minutes		136.92

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	NEBRASKA JOURNAL-LEADER			136.92
	9200002530	NIBC	09/04/2025	100.00
01 1100 440 001		ice machine		50.00
01 1100 440 004		ice machine		50.00
Total	NIBC			100.00
	64881	NORTHSIDE GLASS	08/12/2025	485.00
01 2730 431 000		windshIELD		485.00
	64882	NORTHSIDE GLASS	08/12/2025	485.00
01 2730 431 000		windsheild		485.00
Total	NORTHSIDE GLASS			970.00
	2022187177	ONE SOURCE	08/29/2025	73.00
01 2510 810 000		background check		73.00
Total	ONE SOURCE			73.00
	2033	PONY EXPRESS	08/19/2025	57.16
01 2650 626 000		gas		57.16
	2179	PONY EXPRESS	08/20/2025	43.86
01 2650 626 000		gas		43.86
	2206	PONY EXPRESS	08/20/2025	45.86
01 2650 626 000		gas		45.86
	2269	PONY EXPRESS	08/20/2025	47.73
01 2650 626 000		gas		47.73
	2445	PONY EXPRESS	08/21/2025	31.99
01 2650 626 000		gas		31.99
	3739	PONY EXPRESS	08/25/2025	36.17
01 2650 626 000		gas		36.17
	4360	PONY EXPRESS	08/27/2025	21.58
01 2650 626 000		gas		21.58
	4367	PONY EXPRESS	08/27/2025	46.65
01 2650 626 000		gas		46.65
	4538	PONY EXPRESS	08/28/2025	29.02
01 2650 626 000		gas		29.02
	4813	PONY EXPRESS	08/29/2025	35.95
01 2650 626 000		gas		35.95
	7487	PONY EXPRESS	08/04/2025	56.54
01 2650 626 000		gas		56.54
	75	PONY EXPRESS	08/13/2025	146.29
01 2510 890 000		staff pizza		146.29
	7682	PONY EXPRESS	08/05/2025	29.61
01 2650 626 000		gas		29.61
	786	PONY EXPRESS	08/15/2025	26.12
01 2650 626 000		gas		26.12
	9712	PONY EXPRESS	08/12/2025	55.96
01 2650 626 000		gas		55.96
	9867	PONY EXPRESS	08/12/2025	46.04
01 2650 626 000		gas		46.04
Total	PONY EXPRESS			756.53
	34069	POST 60 MARKET	08/15/2025	16.15
01 1200 610 002		snacks		16.15
	August	POST 60 MARKET	08/31/2025	16.15

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1200 610 002		August purchases		16.15
Total	POST 60 MARKET			32.30
	599060C	PRESTO-X	08/31/2025	113.94
01 2620 340 001		pest control		37.98
01 2620 340 002		pest control		37.98
01 2620 340 004		pest control		37.98
Total	PRESTO-X			113.94
	EMHU82125	RIDER CLASSROOM SPANISH, LLC	08/21/2025	5,200.00
01 2212 810 001		online Spanish		5,200.00
Total	RIDER CLASSROOM SPANISH, LLC			5,200.00
	313963	SHARE CORP	08/22/2025	600.00
01 2620 610 001		water testing		200.00
01 2620 610 002		water testing		200.00
01 2620 610 004		water testing		200.00
Total	SHARE CORP			600.00
	25TriReg_20	TAESE/USU	06/13/2025	355.00
01 1200 810 001		sped conf reg		177.50
01 1200 810 004		sped conf reg		177.50
Total	TAESE/USU			355.00
	81986	THOMPSON SOLUTIONS GROUP	08/12/2025	612.97
01 2620 340 001		maint repair		306.49
01 2620 340 004		maint repair		306.48
	82216	THOMPSON SOLUTIONS GROUP	08/12/2025	800.00
01 2620 340 002		service maint		800.00
	82217	THOMPSON SOLUTIONS GROUP	08/12/2025	1,100.00
01 2620 340 001		maint service		550.00
01 2620 340 004		maint service		550.00
Total	THOMPSON SOLUTIONS GROUP			2,512.97
	124971	US OMNI & TSACG COMPLIANCE SERVICES	08/18/2025	41.67
01 2510 810 000		monthly fee		41.67
Total	US OMNI & TSACG COMPLIANCE SERVICES			41.67
	5529463	VERNIER SOFTWARE	08/21/2025	1,192.19
01 1100 610 001		science supplies		596.10
01 1100 610 004		science supplies		596.09
	5529969	VERNIER SOFTWARE	08/27/2025	207.90
01 1100 610 001		supplies		207.90
Total	VERNIER SOFTWARE			1,400.09
	Aug 2025	VILLAGE OF EMERSON	09/04/2025	5,063.00
01 2610 621 002		electric		1,155.91
01 2610 410 002		water		43.09
01 2610 621 001		electric		1,913.81
01 2610 621 004		electric		1,913.80
01 2610 410 001		water		18.20
01 2610 410 004		water		18.19
Total	VILLAGE OF EMERSON			5,063.00

09/09/2025 09:30 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	18490	WARREN OIL CO	08/30/2025	1,170.83
01 2710 626 000		bus gas		1,170.83
Total WARREN OIL CO				1,170.83
	Aug advertising	WAYNE HERALD	08/31/2025	222.00
01 2310 540 000		Aug advertising		222.00
Total WAYNE HERALD				222.00
	461782	WOODRIVER ENERGY	08/31/2025	388.99
01 2610 621 001		natural gas		121.97
01 2610 621 004		natural gas		121.97
01 2610 621 002		natural gas		145.05
Total WOODRIVER ENERGY				388.99
Fund Number 01				133,448.04
Checking Account ID 1	Fund Number 06	NUTRITION FUND		
1107212	APPEARA		08/07/2025	20.00
06 3100 890 000	other supplies			20.00
1111418	APPEARA		08/21/2025	20.00
06 3100 890 000	other supplies			20.00
Total APPEARA				40.00
	Aug invoices	CASH-WA	08/26/2025	2,619.73
06 3100 890 000		floor mat		178.95
06 3100 630 000		food		2,440.78
Total CASH-WA				2,619.73
	11000190 & 200	CLINCH PRODUCE	09/02/2025	204.00
06 3100 630 000		fruit		204.00
Total CLINCH PRODUCE				204.00
	August 2025 milk	HILAND DAIRY	08/31/2025	694.98
06 3100 630 000		August milk		694.98
Total HILAND DAIRY				694.98
	2100259309	PEPSI COLA OF SIOUXLAND	08/12/2025	132.18
06 3100 630 000		juice machine		132.18
Total PEPSI COLA OF SIOUXLAND				132.18
	August	POST 60 MARKET	08/31/2025	472.95
06 3100 630 000		August purchases		472.95
Total POST 60 MARKET				472.95
	August purchase	SAMS CLUB MC/SYNCB	08/31/2025	804.08
06 3100 630 000		food		804.08
Total SAMS CLUB MC/SYNCB				804.08
	August 2025	SYSCO	08/29/2025	6,732.31
06 3100 890 000		supplies		566.65
06 3100 630 000		food		6,165.66
Total SYSCO				6,732.31

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Fund Number	06			<hr/> 11,700.23
Checking Account ID	1			<hr/> 145,148.27

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	Qtrly Whitsel	NEBRASKA DEPARTMENT OF LABOR	07/11/2025	2,207.69
01 1100 890 000		Qtrly		2,207.69
Total	NEBRASKA DEPARTMENT OF LABOR			<u>2,207.69</u>
	Drama	Wayne Community Theatre	08/27/2025	72.00
01 1100 810 001		Drama Day		72.00
Total	Wayne Community Theatre			<u>72.00</u>
Fund Number	01			<u>2,279.69</u>
Checking Account ID	1			<u>2,279.69</u>

08/19/2025 10:14 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 06	NUTRITION FUND	
	Peaches	JOHN AHLERS	08/19/2025	135.00
06 2300 400 000		Reimburse Fruit		135.00
Total JOHN AHLERS				135.00
Fund Number 06				135.00
Checking Account ID 1				135.00

09/08/2025 01:13 PM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	Certified Letter	US POST OFFICE - EMERSON	09/08/2025	10.48
01 2510 531 000		Certified		10.48
Total	US POST OFFICE - EMERSON			10.48
Fund Number 01				10.48
Checking Account ID 1				10.48

09/09/2025 09:50 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01	GENERAL FUND	
Phones -		CENTURY LINK	08/20/2025	531.90
01 1100 382 000		Phone Lines		531.90
Total CENTURY LINK				<u>531.90</u>
	748540473	CENTURY LINK	08/20/2025	5.45
01 2510 382 000		Phone		5.45
Total CENTURY LINK				<u>5.45</u>
Fund Number 01				<u>537.35</u>
Checking Account ID 1				<u>537.35</u>

09/09/2025 09:40 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01	GENERAL FUND	
132		JOANIE FRANZLUEBBERS	08/13/2025	1,155.00
01 2130 810 000		CPR		1,155.00
Total JOANIE FRANZLUEBBERS				1,155.00
Fund Number 01				1,155.00
Checking Account ID 1				1,155.00

09/10/2025 09:57 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01	GENERAL FUND	
	253108	ALLEN CONS. SCHOOL	08/31/2025	143.40
01 2710 110 000		Wages		118.90
01 2710 626 000		Gas		24.50
Total ALLEN CONS. SCHOOL				<u>143.40</u>
	4205	EQUIPT TRUCK & MACHINERY	08/13/2025	1,899.10
01 2730 431 000		Bus Repair		1,899.10
	4253	EQUIPT TRUCK & MACHINERY	08/13/2025	1,223.32
01 2730 431 000		Inspection/Repair		1,223.32
Total EQUIPT TRUCK & MACHINERY				<u>3,122.42</u>
	District Dues	NAEA	09/10/2025	250.00
01 1100 810 001		District Dues		250.00
Total NAEA				<u>250.00</u>
	NEMTSS	NEBRASKA DEPARTMENT OF EDUCATION	09/10/2025	750.00
01 1100 810 002		NEMTSS		750.00
	NEMTSS SUMMIT	NEBRASKA DEPARTMENT OF EDUCATION	09/10/2025	750.00
01 1100 810 002		NEMTSS Fees		750.00
Total NEBRASKA DEPARTMENT OF EDUCATION				<u>1,500.00</u>
	Contest Fees	NEBRASKA SOCIETY FOR RANGE MANAGEMENT	09/10/2025	36.00
01 1100 810 001		Contest Fees		36.00
Total NEBRASKA SOCIETY FOR RANGE MANAGEMENT				<u>36.00</u>
	INV-267506	Pioneer Athletics	09/09/2025	105.40
01 2620 610 001		PAINT		105.40
Total Pioneer Athletics				<u>105.40</u>
Fund Number 01				<u>5,157.22</u>
Checking Account ID 1		Fund Number 06	NUTRITION FUND	
	Food	SAMS CLUB MC/SYNCB	09/10/2025	43.02
06 3100 630 000		HL Food		43.02
Total SAMS CLUB MC/SYNCB				<u>43.02</u>
Fund Number 06				<u>43.02</u>
Checking Account ID 1				<u>5,200.24</u>

VOIDED

09/10/2025 10:07 AM

User ID: LSR

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	SUMMIT	NEBRASKA DEPARTMENT OF EDUCATION	09/10/2025	750.00
01 1100 810 002		NEMTSS		750.00
Total		NEBRASKA DEPARTMENT OF EDUCATION		750.00
Fund Number 01				750.00
Checking Account ID 1				750.00

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. _____

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of Emerson-Hubbard Public School passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of Emerson-Hubbard Public School resolves that:

1. The 2025-2026 property tax request be set at:

General Fund:	\$	3,593,344.00
Bond Fund:	\$	-
Special Building Fund:	\$	101,010.00
Qualified Capital Purpose	\$	-
Undertaking Fund:		

2. The total assessed value of property differs from last year's total assessed value by 17.26 percent.

3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.513517 per \$100 of assessed value.

4. Emerson-Hubbard Public School proposes to adopt a property tax request that will cause its tax rate to be 0.527614 per \$100 of assessed value.

5. Based on the proposed property tax request and changes in other revenue, the total operating budget of Emerson-Hubbard Public School will increase (decrease) last year's budget by -1.28 percent.

6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2025.

Motion by _____, seconded by _____ to adopt Resolution # _____.

Voting yes were:

Voting no were:

Dated this _____ day of _____, 2025

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- 1) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- 2) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- 3) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- 4) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- 5) Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
- 4) Implement adequate maintenance procedures for the equipment; and
- 5) Implement sales and disposition procedures for the equipment to ensure the highest possible return.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for simplified acquisition thresholds (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids (over \$250,000);
- 4) A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over \$250,000); and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

- 1) An assurance that minority business enterprises and labor surplus area firms are used, when possible;
- 2) An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
- 3) A Suspension and Debarment clause;
- 4) A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
- 5) A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;
- 6) For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
- 7) A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
- 8) A provision addressing the District's conflict of interest policies; and
- 9) A requirement that the contractor maintains records related to the contracted work.

Legal Reference: 2 CFR § 200.319(d); 2 CFR § 200.321; 2 CFR § 200, Appendix II(I); 2 CFR § 200, Appendix II(H); 2 CFR § 200, Appendix II(B); 2 CFR § 200, Appendix II(A); 2 CFR § 200, Appendix II(G); 2 CFR § 200.318(b); 2 CFR § 200.318(c)(1); 2 CFR § 200.318(i); 2 CFR § 200.324(a); 2 CFR § 200.324(b).

Federal Interest Reporting: The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Legal Reference: 2 CFR §§ 200.310-200.313.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient, or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.34 & 34 C.F.R. § 81.31.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the vendor. The District will maintain a copy of said verification or documentation.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally funded activities;
- 4) Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both federal and non-federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally assisted, and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

Budget estimates will generally not be used to support charges to federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of “prevailing wages” to those who work on the job site, as well as the contractor bonding requirements.

Legal Reference: 40 U.S.C. § 3141, et seq; 2 C.F.R. § 200.326.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- 1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- 2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- 3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- 4) Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- 5) When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.
- 6) If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

- 7) Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Conflict of Interest: No District employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A “conflict of interest” includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or board member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. District employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with the District’s Conflict of Interest Policy. Any District employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Travel Costs: Travel costs (including transportation, lodging, subsistence, and related items) incurred by an employee who travels on official business for a federal award may only be charged to the federal award on an actual cost basis, a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The District will ensure that the method used will be consistent with the method normally allowed in similar circumstances in the District’s other travel and Board Policies. Any travel costs charged directly to a federal award must be documented to justify that (1) the individual’s participation is necessary for the federal award and (2) the costs are reasonable and consistent with the District’s travel costs and expectations. All travel costs must be reasonable and not in excess of what the District typically allows for other travel. All reasonable rates and amounts will be consistent with the rates and amounts established under 5 U.S.C. 5701-11.

Legal Reference: 2 C.F.R. § 200.475

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- 1) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- 2) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- 3) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- 4) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- 5) Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
- 4) Implement adequate maintenance procedures for the equipment; and
- 5) Implement sales and disposition procedures for the equipment to ensure the highest possible return.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for simplified acquisition thresholds (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids (over \$250,000);
- 4) A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over \$250,000); and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

- 1) An assurance that minority business enterprises and labor surplus area firms are used, when possible;
- 2) An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
- 3) A Suspension and Debarment clause;
- 4) A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
- 5) A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;
- 6) For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
- 7) A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
- 8) A provision addressing the District's conflict of interest policies; and
- 9) A requirement that the contractor maintains records related to the contracted work.

Legal Reference: 2 CFR § 200.319(d); 2 CFR § 200.321; 2 CFR § 200, Appendix II(I); 2 CFR § 200, Appendix II(H); 2 CFR § 200, Appendix II(B); 2 CFR § 200, Appendix II(A); 2 CFR § 200, Appendix II(G); 2 CFR § 200.318(b); 2 CFR § 200.318(c)(1); 2 CFR § 200.318(i); 2 CFR § 200.324(a); 2 CFR § 200.324(b).

Federal Interest Reporting: The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Legal Reference: 2 CFR §§ 200.310-200.313.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient, or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.34 & 34 C.F.R. § 81.31.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the vendor. The District will maintain a copy of said verification or documentation.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally funded activities;
- 4) Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both federal and non-federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally assisted, and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

Budget estimates will generally not be used to support charges to federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of “prevailing wages” to those who work on the job site, as well as the contractor bonding requirements.

Legal Reference: 40 U.S.C. § 3141, et seq; 2 C.F.R. § 200.326.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- 1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- 2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- 3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- 4) Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- 5) When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.
- 6) If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

- 7) Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Conflict of Interest: No District employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A “conflict of interest” includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or board member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. District employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with the District’s Conflict of Interest Policy. Any District employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Travel Costs: Travel costs (including transportation, lodging, subsistence, and related items) incurred by an employee who travels on official business for a federal award may only be charged to the federal award on an actual cost basis, a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The District will ensure that the method used will be consistent with the method normally allowed in similar circumstances in the District’s other travel and Board Policies. Any travel costs charged directly to a federal award must be documented to justify that (1) the individual’s participation is necessary for the federal award and (2) the costs are reasonable and consistent with the District’s travel costs and expectations. All travel costs must be reasonable and not in excess of what the District typically allows for other travel. All reasonable rates and amounts will be consistent with the rates and amounts established under 5 U.S.C. 5701-11.

Legal Reference: 2 C.F.R. § 200.475

Date of Adoption: [Insert Date]

Community Relations

Funerals

Because of the many emotions that funerals evoke and the lasting impact in facilities where funerals are held, it is the policy of the Emerson-Hubbard Community Schools to support the use of local funeral homes and religious institutions for funerals. Funerals may not be held in the Emerson-Hubbard Schools or on school property.

Date of Adoption: March 9, 2009
Reviewed: June 2017

Extreme Technology LLC

700 Westwood Rd.

PO BOX 416

Wayne NE 68787

Service Maintenance Agreement

Between Extreme Technology LLC (The Provider), and Emerson-Hubbard Public Schools (The Client), herein each entity shall be called the Provider and the Client respectfully.

IT IS HEREBY AGREED AS FOLLOWS:

Preventive Maintenance:

Under the full-service maintenance agreement regular inspections, adjustments and repairs would be carried out by the Provider to maintain the efficiency and optimize the use of the Clients' equipment with minimum repair interruptions. For 2024-2025 school year.

Service Calls:

Additional charges may be levied should a machine require attention between scheduled inspections.

- I. Only machines supplied or approved by the Provider will be taken under the preventative maintenance contract.
- II. Only alterations, additional attachments, specification changes may necessitate review of maintenance rates.
- III. In the event that service is required during normal business hours, the Client (Any authorized employee) may call, leave a voice mail message or e-mail with the Provider. The Provider will respond as soon as possible. This includes a 24/7 service to system down issues. Should the Provider be unable to get to a system down issue in a timely manner, the Provider will contract with a local company in Client's area, and pay the fees for the on-site repairs.
- IV. The Client shall not modify any equipment or software configurations. The Provider's responsibility ceases, if the equipment or software is relocated or misconfigured by any person other than by the authorized personnel of Extreme Technology LLC or if the damage to the equipment has been caused by the use of media or accessories which have not been approved by the Provider, or if the damage is caused due to faulty electrical supply or wiring not done to the specified requirements of the equipment. Repairs following these circumstances will be at the Client's expense on labor and material basis.
- V. Should a customer change the location of a machine, it will be his/her responsibility to inform the Provider and ensure continuity of maintenance. No rebate will be entered for uncompleted maintenance due to location changes and any location changes which may require the review of maintenance rates.

- VI. In the case of a workshop overhaul being deemed necessary for the machine to be kept in a satisfactory working condition under this agreement, a cost estimate will be submitted. Such work, if authorized by the Client, will be in addition to the maintenance charges. If the Client does not authorize the overhaul, the Provider will be entitled to terminate this agreement, if in his/her opinion, to continue the maintenance would be unreasonably expensive or impractical.
- VII. The Provider reserves the right to vary the maintenance rates by providing the Client with a three-month written notice. If the charges are reduced, the Client shall have the benefit of the lower charges. If the charges are increased the Client may terminate this contract on the effective date of such change, otherwise the increase shall be deemed as effective.
- VIII. This agreement becomes effective upon the signatures of the Provider and the Client. Either the Provider or the Client may cancel this agreement to the other by providing a three-month notice of cancellation in writing.
- IX. This agreement is not transferable without the written consent of the Provider.
- X. Under no circumstances will the Provider be responsible for any loss of business, profit or any consequential loss, however arising.
- XI. The Provider will not be liable for any loss or damage caused due to unstable power supply to the machines.
- XII. The terms contained herein shall prevail notwithstanding any variance submitted by the Client for the repair or maintenance of Client's machines.
- XIII. This agreement does not cover damage to equipment caused by power fluctuations, natural causes, mishandling of equipment and any tampering with equipment.

The Service Maintenance Agreement Detail:

Effective Date: September 1, 2025 to August 31, 2026

\$13,750 paid the last day of February and \$13,750 paid the last day of August. Total Pay to be \$27,500.

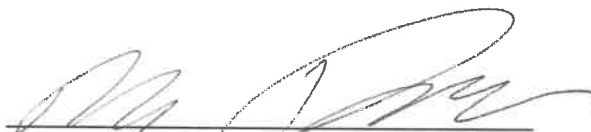
Monthly General Maintenance and support;
Charges will apply for hardware repairs/additions
Charges will apply for software purchases/upgrades
Upgrades to current devices are included based on current terms
Assistance to project technology needs and budgets will be provided; including hardware replacements
A computer inventory will be maintained for all software and hardware contracts for Antivirus, Microsoft, and warranties
Mileage will be paid at the current State Rate.

The Provider and the Client hereby agrees to this Service Maintenance Agreement's terms and conditions by his/her signature below and dated _____, 2024.

Signed:

Dale Martin, Superintendent
Emerson-Hubbard Public Schools
109 W 3^d Street
Emerson, NE 68733

Signed:



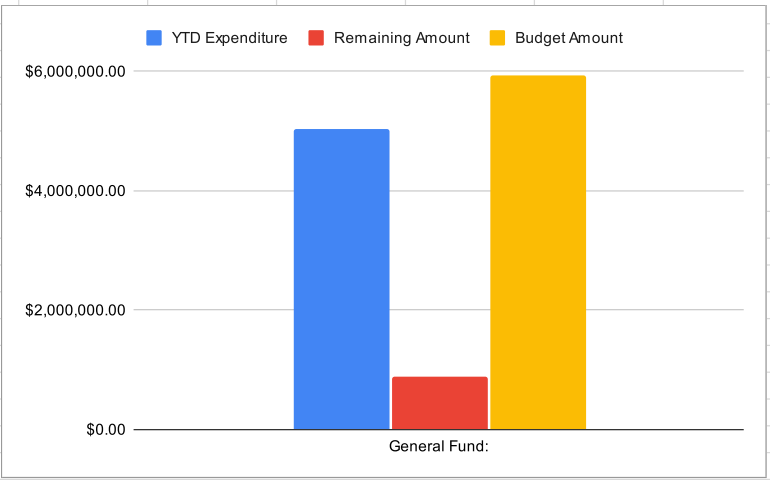
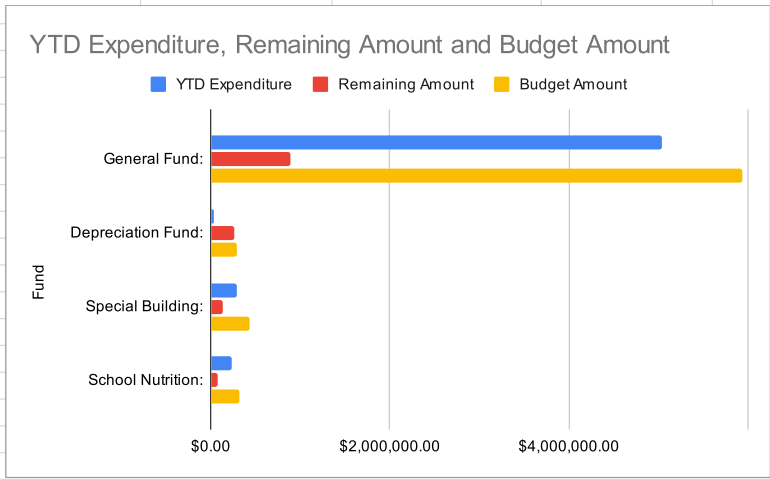
Micky Rutenbeck, Owner
Extreme Technology, LLC
700 Westwood Rd
PO Box 416
Wayne, NE 68787

Stakeholder Group	Invitation Date	Deadline	Current Response Rate	Target Response Rate	Notes
District Profile:	Tue. Aug. 19th	Fri. Aug. 29th	1/1	100% (1/1)	<i>Closed.</i>
Administrator:	Mon. Aug. 25th	Mon. Sept. 8th	3/3	100% (3/3)	<i>Closed.</i>
Board Members:	Mon. Aug. 25th	Mon. Sept. 8th	2/6	100% (6/6)	
Certified Staff:	Wed. Sept. 24th	Wed. Oct. 8th	-/-	100% (-/-)	<i>Survey distributed during PD. NASB available virtually.</i>
Classified Staff:	Wed. Sept. 24th	Wed. Oct. 8th	-/-	75% (-/-)	
Parents:	Tue. Oct. 7th	Tue. Oct. 21st	-/-	60% (-/-)	
Students: (5th - 12th)	Tue. Oct. 7th	Tue. Oct. 21st	-/-	80% (-/-)	<i>Distribute at 1:00 p.m. CT (during advisory time after lunch).</i>
Option-Out Patrons	TBD	TBD	-/-	-	<i>Sending unique survey to option-out families.</i>

**All survey invites and reminders will be sent out at 8:00 a.m. CT unless otherwise specified.*

2025-2026 Expenditure Report for Board Meeting

Fund	YTD Expenditure	Remaining Amount	Budget Amount	Percent Remaining
General Fund:	\$5,042,215.00	\$892,552.00	\$5,934,767.00	15.04%
Depreciation Fund:	\$32,387.00	\$264,824.00	\$297,211.00	89.10%
Special Building:	\$296,720.00	\$140,560.00	\$437,280.00	32.14%
School Nutrition:	\$232,002.00	\$82,998.00	\$315,000.00	26.35%



NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.
All Dates & Locations Tentative & Subject to Change

JOIN US!

LEARN MORE!

Events & Networking - <https://members.nasbonline.org/events>

Where Will NASB be This Month?*



- Ainsworth
- Arapahoe
- Centura
- Cozad
- Fremont
- Gordon Rushville
- Hayes Center
- Kearney
- Nebraska City
- North Platte
- Omaha
- Santa Fe, NM
- Scribner-Snyder
- SEM
- Summerland
- Wheeler Central
- Winside

For ... Area Meetings, Advocacy, Board Retreats, Engagement, Events, Strategic Planning, and more!

*Items currently scheduled



Area Membership Meetings run through September 24

- Wednesday, September 3 - North Platte
- Tuesday, September 9 - Omaha
- Wednesday, September 10 - Nebraska City
- Wednesday, September 24 - Fremont



State Education Conference Registration Opens Wednesday, September 10

Thriving Children, Families, and Communities Conference
Tuesday, September 16 - Kearney

Governor's School Finance Commission Meeting - Monday, September 22

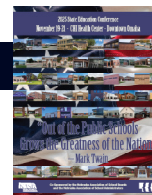


Labor Relations Conference - October 1-2 - Lincoln



State Education Conference - November 19-21 - Omaha

"Out of the Public Schools Grows the Greatness of the Nation"
Registration Opens Wednesday, September 10



Continued on Page 2

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

PAGE 2



New Board Member Workshop - Wednesday, December 3 - Kearney



1st Day of the 2026 Legislative Session - Wednesday, January 7, 2026

School Board Member Week in Nebraska - January 25-31, 2026

Legislative Issues Conference - January 25-26, 2026 - Lincoln

YOUR 2025 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



NASB STANDARD SUPERINTENDENT EVALUATION HANDBOOK

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 STATEMENT

Support Effective Board Governance and Grow Leadership
Capacity to Serve Districts and Communities.

Marcia R. Herring, NASB Director of Board Leadership

mherring@NASBonline.org

Katie Corfield, NASB Board Leadership Online Survey Specialist

kcorfield@NASBonline.org

1.800.422.4572



TABLE OF CONTENTS

NASB Superintendent Evaluation System	Page 4
Superintendent Evaluation Outline	Page 5
NASB Superintendent Online Evaluation System	Page 6
Superintendent Pay Transparency Act	Page 7
NASB Standard Superintendent Evaluation Instrument	Page 9
NASB Standard Superintendent Job Description	Page 18
NASB Standard Superintendent Evaluation Sample Report	Page 23
Following the Superintendent Evaluation	Page 25



NASB SUPERINTENDENT EVALUATION SYSTEM

The superintendent evaluation is one of the fundamental responsibilities of the school board. The intended purpose is to assess the superintendent in relation to performance-based standards that prove effective in relation to student learning. The superintendent should take the lead by conducting a self-assessment to aid in the development of goal setting, a professional development plan, and personal reflection of how he/she has demonstrated success in the performance of his/her duties.

The board and superintendent must exercise mutual understanding of the value and overall purpose of the evaluation process. Personalities and personal relationships must be removed from the process placing an emphasis on the professional attributes of the superintendent's job performance. When effective and purposeful, a quality superintendent evaluation process will also aid in the development of mutual respect between the board-superintendent working relationship, benefit and clarify respective roles and responsibilities, create common understanding of the leadership qualities, and provide a mechanism for public accountability. Consequently, it is important to allow for flexibility in the process, remembering to differentiate between goals that can reasonably be expected to be achieved and goals that are subject to circumstances beyond the superintendent's ability to control.

	Clarify the superintendent's role as defined by the board
The board through their governance role should accomplish the following objectives through the evaluation process:	Develop an appropriate working relationship between the board and superintendent
	Support job performance improvement and development
	Establish goals and objectives to align to the district goals, strategic plan, and vision of the district

Strengthening the board-superintendent working relationship is vital to the continuing health and productive performance of the school district's leadership team. The evaluation process is not an exercise that can be accomplished without design and purpose. The board and superintendent must be equally familiar with the process, adapt and apply the performance criteria to the expectations and responsibilities of the superintendent and the mission, vision, and goals for the school district. Therefore, it is important to understand the performance evaluation is an applicable method of communicating future expectations, not simply for reviewing past performance. A carefully administered evaluation reflects the record of the superintendent's annual performance and provides a constructive accountability method for communication.



SUPERINTENDENT EVALUATION OUTLINE

The Association recommends a defined course of action to ensure the board executes an effective and appropriate evaluation process.

Designing an effective board process:

The board president will:

- ✓ Connect with NDE to verify the tool on record with the department
Contact Mr. Todd Wolverton todd.wolverton@nebraska.gov, and Dr. Sandy Suiter sandra.suiter@nebraska.gov at the Nebraska Department of Education to:
 - 1) Verify the superintendent evaluation on file with NDE, or
 - 2) Email a new superintendent evaluation to NDE requesting certification
- ✓ Request certification of the tool the board is adopting
- ✓ Upon receipt of certification place the new superintendent evaluation on the board meeting agenda for the board to officially adopt
- ✓ Forward a copy of the board meeting minutes to the contact who provided certification to validate the board's action to adopt
- ✓ Review and update a superintendent job description aligned to the evaluation instrument
- ✓ Review, update, and adopt the evaluation instrument periodically
- ✓ Consider board policy to determine if the evaluation is to be reviewed at a specific board meeting (i.e., November, December, etc.)
- ✓ Review the language of the superintendent contract to determine if the contract addresses superintendent evaluation
- ✓ Adopt an annual timeline to support board procedures for administering the superintendent evaluation according to policy and applicable contract language

Superintendent evaluation must be filed with NDE and certified before it is utilized by the board according to 007.06 Certificated-Employee Evaluation and the full contents of the section of Rule 10.

007.06A2 *In the event a district changes its policies or procedures for certificated-employee evaluation, it shall submit the revised policies and procedures to the Commissioner or designee for approval. If the Commissioner or designee finds the policies and procedures in compliance with the requirements of Sections 007.06A through 007.06A1f, of this Chapter, it notifies the district in writing that such policies and procedures are approved. Such approval shall remain in effect until there is a change in the policies or procedures by the district, or the amendment of state law or regulations relating to such approval. In the event the Commissioner or designee does not find the revised policies and procedures of the district in compliance with the provisions of this Chapter, the Commissioner or designee will notify the district in writing and the district may resubmit amended policies and procedures. (The following information can also be found on the Accreditation website: <https://www.education.ne.gov/apac/accreditation-rule-10/>)*



NASB SUPERINTENDENT ONLINE EVALUATION SYSTEM

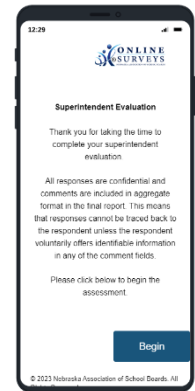
When administering the Superintendent Evaluation through the NASB Online Survey Service, the Association will:

- ✓ Distribute the superintendent evaluation on behalf of the board according to the timeline set forth
- ✓ Forward the superintendent link to complete a self-evaluation (this is typically a seven-day period)
- ✓ Compile the results of the self-evaluation and email a copy to each board member along with the link to the superintendent evaluation
- ✓ Distribute a link to all board members to complete evaluation (this is typically a ten-day period)

Note: The Superintendent Evaluation survey is accessible by computer, smart phone, and other mobile devices for ease of completion

- ✓ Send reminders to board members who have not completed the assessment prior to the deadline
- ✓ Compile the results of the feedback provided by the board
- ✓ Develop an Executive Summary highlighting board strengths and areas of need
- ✓ Distribute the evaluation report and summary to the Board President either through email or the U.S. Postal Service.
- ✓ Provide follow-up call with Board President to discuss summary and explain best practice and protocols/procedures moving forward

Note: A sample report is included at the end of this handbook



Returning districts will be given a comparative Superintendent Evaluation report showing standard averages from the current year and the most recent assessment. This use of comparative data allows the board to establish progress on areas of growth and goals.

- ✓ Add superintendent evaluation to the regular board meeting agenda
- ✓ Remember, the superintendent evaluation summary is protected from the Open Meetings Law request as it is a personnel document
- ✓ Discuss the superintendent evaluation during a regular meeting of the board in open session unless otherwise guided
- ✓ Contact the school attorney to verify the need for a closed session to discuss the superintendent evaluation

Note: It is the recommendation of the Association that the board conduct the superintendent evaluation in open session to ensure the board does not risk violating the Nebraska Open Meetings Law. The Association strongly advises the board president to contact the school attorney to ascertain his/her position with respect to the evaluation of the superintendent.

- ✓ Celebrate the positive success derived under the leadership of the current superintendent
- ✓ Work collaboratively with the superintendent to define goals and expectations to align to the identified areas of growth



NASB recommends the board continually review and adopt a superintendent evaluation instrument that effectively identifies the district's achievement progress under the superintendent's leadership.

SUPERINTENDENT PAY TRANSPARENCY ACT

Superintendent approved contracts and amendments are to be filed with the Nebraska Department of Education by August 1 each school year. Updated contracts/amendments may be uploaded at any time. Note: If the school district has a change during the school year, NDE requires that the old contract and amendments be removed and updated with the new contract and supporting documentation.

For each school district, a separate identification and description of all current and future costs of the contract that are reasonably anticipated as a result of any contract, and any adopted amendments, for services rendered by the superintendent, must be included in the budget statement and reported to the Auditor of Public Accounts (APA) per statute.

Superintendent Pay Transparency Act Statutory Requirements

Step 1. (CURRENT Superintendent)

Prior to Board Action - At least **three days** prior to the Board Meeting:

- Publish/Post Meeting Notice to approve proposed contract or amendment to the contract that provides detailed contract costs, date, time, and location of the Board Meeting.
- Publish/Post a (PDF) of the proposed contract or amendment.
- Publish in a newspaper or post the proposed contract or amendment and proposed costs on the school district website in a prominent location that is accessible to the public.

Step 2. (NEW HIRE of the Superintendent)

Following Board Action - At least **two days** following board action to approve the contract or amendment:

- Publish/Post a (PDF) of the approved contract or amendment.
- Publish/Post the contract/amendment costs for current year and estimate of costs for future years of the contract.
- Publish in a newspaper or post the contract or amendment and complete proposed cost information on the school district website in a prominent location that is accessible to the public.

Step 3. (RESPONSIBILITIES Following Board Action)

Annually, on or before August 1st - The school district Superintendent will submit a (PDF) copy of the approved contract or contract with amendment through the Consolidated Data Collection



(CDC) in the NDE Portal. *Instructions for filing may be found at:*
https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf

Annually, on or before **September 20th** - The school district Superintendent will submit Budget Schedule D with the budget documents.

Annually, on **October 1st** - NDE will withhold state and local funds for those districts that have not submitted their approved contract/contract with amendment for the current year.

*Note: If the school district has a change in the superintendent during the school year, the respective district must update the information with NDE and post according to the guidelines outlined above. Remove the old information including contracts and/or amendments and update with the new contract.

NASB STANDARD SUPERINTENDENT EVALUATION INSTRUMENT

The superintendent's evaluation serves several functions. Most importantly, it will link the superintendent's assessment to the district's vision and goals by establishing a set of performance indicators for the superintendent. The effective evaluation process fosters communication and understanding between the board and superintendent, commends the superintendent for accomplishments, and documents decisions made regarding the superintendent's employment.



STANDARD I: MISSION, VISION, & GOALS

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

I.a.	Works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals.						
I.b.	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community), using relevant data in the discussion of long-term plans and goals.						
I.c.	Effectively utilizes data to implement, guide, and monitor progress of district goals/strategic plan.						
I.d.	Adjusts mission and vision to changing expectations and opportunities for the district and changing needs and situations of students.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> • District strategic plan/district goals • Plan for implementing, monitoring and reporting progress of strategic plan/district goals • School improvement plan (including updates/assessment of progress and modifications) • School improvement teams • Superintendent performance plan aligned with district priorities and indicators to measure progress and success • Student performance data • Engagement/communication plan • Meeting agendas/minutes 						
	If you were to suggest one improvement to Mission, Vision, and Goals for the upcoming year, what would it be?						



STANDARD II: POLICY

Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <small>The supt. does an outstanding job at this task.</small>	Good <small>The supt. performs this task as required.</small>	Average <small>The supt. does an adequate job performing this task.</small>	Fair <small>The supt. does a passable job performing this task.</small>	Poor <small>The supt. does not perform this task well or at all.</small>	Unsure <small>I do not have certainty or confidence that the supt. completes this task.</small>
--	---	---	---	--	---

II.a.	Works with the board to review, update and adopt effective and purposeful district policy.						
II.b.	Governs consistently through board policy and administrative protocols and procedures.						
II.c.	Provides public access to district policy.						
II.d.	Ensures all handbooks are aligned to district policy.						
II.e.	Implements a policy to ensure curriculum is reviewed and aligned with current state standards.						
II.f.	Understands, complies with, and educates the school community on local, state, and federal laws, policies, and regulations.						
II.g.	Ensures student discipline is implemented with integrity and consistency.						
II.h.	Ensures student and personnel policies are clear and implemented consistently.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> • District adopted policy review process/calendar • Progress/updates of the board's work with policy • Policy committee minutes • Curriculum review policy • Meeting agendas/minutes 						
	If you were to suggest one improvement to Policy for the upcoming year, what would it be?						

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*



STANDARD III: BUDGET PLANNING & MANAGEMENT

Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility and management of school operations by allocating, using, and investing district resources to support effective instruction, improved and student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <small>The supt. does an outstanding job at this task.</small>	Good <small>The supt. performs this task as required.</small>	Average <small>The supt. does an adequate job performing this task.</small>	Fair <small>The supt. does a passable job performing this task.</small>	Poor <small>The supt. does not perform this task well or at all.</small>	Unsure <small>I do not have certainty or confidence that the supt. completes this task.</small>
--	---	---	---	--	---

III.a.	Upholds fiscal responsibility and accountability.						
III.b.	Leads a collaborative board and administrative budget planning process to align resources with the district mission, vision, and goals.						
III.c.	Utilizes data, research, and informed decision-making to support the allocation of district resources.						
III.d.	Updates board with historical and current budget data to monitor revenue and expenditures.						
III.e.	Ensures that the district completes an annual CPA audit and discloses findings to the finance committee/board.						
III.f.	Advocates for and pursues innovative solutions to improve and expand fiscal and human resources.						
III.g.	Ensures the maintenance and upkeep of facilities.						
III.h.	Institutes and manages operations and administrative systems that promote the mission and vision of the school.						
III.i.	Strategically manages staff resources, assigning and scheduling teachers and staff to roles that optimize their professional capacity.						
III.j.	Develops, implements, and sustains a responsive district crisis and safety plan.						

<p>Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> • Budget strategic/district goals • Professional development plan • Monthly budget reports • Quarterly expenditure updates • District audit • Crisis and safety plan • Executive summary of the safety audit • Management and use of alternative resources (i.e. ESU funding, all grant applications, etc.) • Five/Ten-year facility plan • Budget development calendar/board • Financial policies • Forecast financial data 	
--	--



If you were to suggest one improvement to Budget Planning and Management for the upcoming year, what would it be?	
---	--

STANDARD IV: EDUCATIONAL LEADERSHIP

Standard Descriptor: The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent	Good	Average	Fair	Poor	Unsure
<i>The supt. does an outstanding job at this task.</i>	<i>The supt. performs this task as required.</i>	<i>The supt. does an adequate job performing this task.</i>	<i>The supt. does a passable job performing this task.</i>	<i>The supt. does not perform this task well or at all.</i>	<i>I do not have certainty or confidence that the supt. completes this task.</i>

IV.a.	Advocates for the learning needs of all students.						
IV.b.	Promotes a student-centered culture and accepts responsibility for each student’s academic success and well-being.						
IV.c.	Advocates for the engagement of parents/families as partners in the education of students.						
IV.d.	Ensures curricular and instructional decision-making is based upon current research, data, and the needs of each student.						
IV.e.	Provides the time and resources to align curriculum vertically, horizontally, and to the state standards.						
IV.f.	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.						
IV.g.	Ensures the district-adopted instructional framework is implemented consistently.						
IV.h.	Integrates the district-adopted instructional framework into certificated staff evaluations.						
IV.i.	Advocates for curriculum and instruction that recognizes student strengths, is differentiated, and challenges each student.						
IV.j.	Optimizes alignment of resources, curriculum, and assessments to support student success.						
IV.k.	Assumes the key leadership in the successful learning of each child through an adopted instructional framework and curriculum review cycle.						
IV.l.	Promotes the effective use of technology in the service of teaching and learning.						



	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> • District strategic plan/district goals • School improvement plan (including assessment of progress and modifications) • School improvement teams • District calendar • Curriculum review cycle plan and updated policy for curriculum and assessment review • Curriculum review committee minutes • Student performance data and goals • Data to support instruction strategies and student-centered initiatives • Curriculum/programs additions/modifications • Instructional model 	
	If you were to suggest one improvement to Educational Leadership for the upcoming year, what would it be?	

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

STANDARD V: ORGANIZATIONAL & CULTURAL LEADERSHIP

Standard Descriptor: The superintendent provides cultural leadership through accountability, inclusiveness, engagement, and advocacy for staff and students.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

V.a.	Contributes to a unified school environment of trust and respect among students, staff, families, and community members.						
V.b.	Commits to developing a high-performing leadership team.						
V.c.	Ensures a purposeful and equitable recruiting and hiring process that meets the changing needs of the district.						
V.d.	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.						
V.e.	Promotes a culture of shared expectations and mutual accountability for the success of each student.						
V.f.	Fosters a collaborative environment that includes shared reflection, feedback and growth.						



V.g.	Promotes an environment where differing opinions and backgrounds are welcomed and embraced among staff and students.						
V.h.	Maintains a safe, caring, and healthy school environment.						
V.i.	Provides systems of academic and social supports, services, extracurricular activities, and accommodations to meet the range of learning needs of each student.						
V.j.	Supports and develops effective and caring teachers and other professional staff, ensuring an educationally effective staff.						
V.k.	Promotes the personal and professional health, well-being, and work-life balance of faculty and staff.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> • Conflict resolution process • Leadership development plan • Professional development plan • Hiring protocols and procedures • Evidence to validate engagement of parents/families • Diversity, equity and inclusion initiatives • Personnel policies 						
	If you were to suggest one improvement to Organizational and Cultural Leadership for the upcoming year, what would it be?						

STANDARD VI: COMMUNITY RELATIONS

Standard Descriptor: The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

VI.a.	Regularly attends and participates in school activities, events, and programs and is visible within the community.						
VI.b.	Interacts and expresses genuine interest in building a connection with students.						
VI.c.	Develops collaborative partnerships to foster support for the school district.						



VI.d.	Effectively communicates key public information in a timely manner.						
VI.e.	Promotes a positive image of the district.						
VI.f.	Understands and is respectful of the political, economic, and social aspects of the community.						
VI.g.	Is approachable, accessible, and welcoming to families and members of the community.						
VI.h.	Builds and sustains productive partnerships with public and private sectors to promote school improvement and student learning.						
VI.i.	Advocates publicly for the needs and priorities of students, families, and the community.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to:						
	<ul style="list-style-type: none"> • Community engagement summary/report • District partnerships and initiatives established to provide resources and support • Partnership support received through the district foundation, scholarships, grant monies, etc. • Inter-local agreements • District annual report • Communications designed by and distributed to generate support of the district • Membership and participation with civic, community and state organizations • Meeting invitations/agendas 						
	If you were to suggest one improvement to Community Relations for the upcoming year, what would it be?						

STANDARD VII: PROFESSIONAL LEADERSHIP

The superintendent models and develops the professional capacity of school personnel to promote improved instruction and student academic success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent
The supt. does an outstanding job at this task.

Good
The supt. performs this task as required.

Average
The supt. does an adequate job performing this task.

Fair
The supt. does a passable job performing this task.

Poor
The supt. does not perform this task well or at all.

Unsure
I do not have certainty or confidence that the supt. completes this task.

VII.a.	Models positive and professional leadership based upon ethics, trust, integrity, and respect.						
VII.b.	Addresses concerns and opinions with respect and confidence.						
VII.c.	Develops teachers' and staff members' professional knowledge and practice through						



	differentiated opportunities for learning and growth.						
VII.d.	Provides an effective evaluation process with actionable feedback anchored in research and evidence based instructional practices.						
VII.e.	Exemplifies a life-long learning model to grow personal and professional knowledge.						
VII.f.	Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.						
VII.g.	Establishes and maintains a comprehensive onboarding and mentoring program to effectively support new certified hires.						
VII.h.	Sustains a professional culture of engagement and commitment to shared mission, goals, and objectives pertaining to student success.						
VII.i.	Establishes clear and consistent expectations for staff.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> • Memberships • Professional development activities (including, but not limited to conferences, workshops, committee work, studies, research, and published works) • Educational growth plan (professional goals and development) • Leadership team development plan • District staff professional development plan 						
	If you were to suggest one improvement to Professional Leadership for the upcoming year, what would it be?						

*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.

STANDARD VIII: BOARD-SUPERINTENDENT RELATIONS

The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

VIII.a.	Maintains an appropriate and professional relationship with the board.						
VIII.b.	Keeps all board members informed with consistent and open communication.						



VIII.c.	Demonstrates support and respect for the board and refrains from public criticism of the board.						
VIII.d.	Demonstrates collaborative problem solving and decision-making.						
VIII.e.	Supports board committee work as part of effective board decision-making.						
VIII.f.	Collaboratively supports or opposes, local, state and/or federal legislation impacting the district.						
VIII.g.	Encourages and helps to develop board members' knowledge of educational issues and trends and their impact on the school community.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> • Superintendent performance plan/goals • Board committee minutes • Communication plan • Board development plan • Board policies • Meeting agendas/minutes • Retreat agendas/minutes 						
	If you were to suggest one improvement to Board-Superintendent Relations for the upcoming year, what would it be?						

STANDARD IX: STRATEGIC PLANNING

The superintendent collaborates with the board to implement and monitor progress of the strategic plan.

Please provide evidence to support the superintendent's leadership in strategic planning.

IX.a.	What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?	
IX.b.	When is the superintendent reviewing the progress/success of the strategic plan with the board?	
IX.c.	How and where is the superintendent documenting the progress and success of the strategic plan priorities?	
IX.d.	Is the superintendent aligning the budget and district resources to ensure the success of the strategic plan priorities?	



IX.e.	How has the implementation of the strategic plan altered the focus of the superintendent and his/her engagement with the board?	
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?	
	<p>Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> • Superintendent performance plan/goals • NASB Strategic Plan Progress Analysis Reports • Board committee minutes • Communication plan • Board development plan • Board policies • Meeting agendas/minutes • Retreat agendas/minutes 	
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?	

SUPERINTENDENT GOALS

This component of the evaluation tool may contain a changing list of annual goals from year to year for the board to provide feedback on.



NASB STANDARD SUPERINTENDENT JOB DESCRIPTION

The superintendent's job description identifies the essential tasks that are assigned and expected of the district leader. The job description may also identify reporting relationships, describe required and desirable qualifications. The board and superintendent are collectively responsible for developing and maintaining an accurate and current job description to support the superintendent. The duties should be appropriate to the position and leadership responsibilities and aligned to the accountability defined in the evaluation instrument.

Overview of the Position of Superintendent

The Superintendent of Schools reports directly to the board and holds all staff accountable. The superintendent promotes leadership to ensure the district provides the best possible educational programs and services for all students at the school district. To lead, guide, direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and community.

Performance Responsibilities:

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

Job Requirements:

- A. Education Specialist Degree or Doctorate
- B. Nebraska Administrative and Supervisory Certificate
- C. Experience (as defined by the Board)

Reports to:

The Superintendent of Schools reports directly to the Board and may delegate specific powers or duties to assistants or subordinates, while maintaining final responsibility and actions taken.

Job Responsibilities:

The Superintendent is the chief executive officer of the school district and serves in both a leadership and management role. The Superintendent may delegate performance of management; however, the Superintendent will maintain final responsibility for actions taken.

Standard I: Mission, Vision, and Goals

The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure the progress and success of student learning and achievement.

Performance Indicators:

- A. Develops, implements, and monitors plans for accomplishing the district mission, vision, and goals
- B. Engages internal and external stakeholders in the educational vision and priorities of the district



- C. Reviews the progress of the School Improvement Plan
- D. Leads the board in the development of a vision to support goals and long-range decision-making
- E. Provides and advocates for decision-making based upon data and best practice in allocation of district resources
- F. Plans, formulates, recommends, and advises the board concerning various issues, trends, concerns, and/or any legislation that may impact the district's mission or strategic plans

Standard II: Policy

The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

Performance Indicators:

- A. Provides guidance to the board in the development of policy, adoption, and revisions
- B. Implements administrative protocol and procedures via effective and purposeful board policy
- C. Provides public access to district policy and ensures all handbooks aligned to board policy
- D. Ensures and monitors administrators in providing procedural enforcement and regulation
- E. Conducts all meetings of the board in accordance with the Nebraska Open Meetings Law
- F. Conducts all school business and decision-making within the parameters of NDE Rules and Regulations, state and federal laws, and board policy
- G. Files all reports required by state or federal law/regulations

Standard III: Budget Planning and Management

The superintendent provides organizational leadership district-wide to ensure fiscal responsibility by allocating, using, and investing district resources to support effective instruction and improved student learning.

Performance Indicators:

- A. Educates and engages the board in discussion of the development of the budget, acting in accordance with rules and regulations, statute, and policy
- B. Leads budget planning process including forecasting potential revenue, expenditures, and needs to align with available resources and district mission, vision, and goals
- C. Establishes and maintains efficient procedures and effective controls for operations and all expenditures
- D. Administers the adopted budget in accordance with legal requirements and board policy
- E. Remains accountable to the board for utilization of fiscal and human resources
- F. Provides effective financial forecasting and long and short-term financial planning to support decision-making
- G. Ensures the upkeep and maintenance of all facilities, and in collaboration with the board, plans for long-range facilities maintenance and upkeep
- H. Ensures completion of an annual CPA audit in accordance with law, board policy, and prompt disclosure of findings to board and/or finance committee



Standard IV: Educational Leadership

The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current and/or applicable curriculum/ assessments to support student success.

Performance Indicators:

- A. Assumes the key educational leadership role by promoting a culture centered around students, curriculum, and instruction to meet the needs of all students
- B. Promotes the engagement of parents and families as partners in the education of students
- C. Considers methods to advance programs and services to address the needs of the district
- D. Validates district is in compliance with NDE Accreditation requirements
- E. Informs the board of AQuESTT status for each building and the school district
- F. Ensures alignment of curriculum vertically, horizontally, and to the state standards and consistent implementation of the district-adopted instructional framework
- G. Integrates the district-adopted instructional framework into certificated staff evaluations
- H. Provides comprehensive coursework and opportunities to ensure college/career readiness for every student
- I. Optimizes alignment of resources, curriculum, and assessments to support student success

Standard V: Organizational and Cultural Leadership

The superintendent provides cultural leadership through accountability, inclusiveness, engagement and advocacy for staff and students.

Performance Indicators:

- A. Promotes a healthy environment advocating for diversity, equity, and inclusion initiatives for staff and students
- B. Creates a respectful culture of shared expectations, mutual accountabilities, and constructive feedback
- C. Develops a high-performing leadership team and conducts purposeful and equitable recruiting and hiring processes
- D. Resolves conflict and addresses social-emotional matters in a purposeful and timely manner
- E. Coordinates a responsive district crisis and safety plan

Standard VI: Community Relations

The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members and business leaders.

Performance Indicators:

- A. Represents the school district through effective public relations and engagement



- B. Develops and sustains purposeful community partners to support the educational needs of the district
- C. Establishes a visible presence and positive relationships with board members, parents, students, and community members
- D. Expresses genuine interest in building a connection with students and regularly attends and participates in school activities, events, and programs

Standard VII: Professional Leadership

The superintendent models and demonstrates professional leadership, ethics, and a commitment to growth and improved instruction and learning for staff and students.

Performance Indicators:

- A. Delegates duties as appropriate, with the knowledge of final responsibilities for action taken
- B. Models ethical leadership in word and deed that is based upon integrity, trust, and respect
- C. Conducts staff observations and evaluations per board policy and legal requirements, ensures that evaluations are completed by other district staff as assigned, improvement plans are implemented as the need is identified
- D. Affords opportunities for staff to participate in professional development
- E. Demonstrates a personal and professional commitment to life-long learning knowledge of current evidence-based practices, trends to support effective instruction and learning
- F. Assigns conditions of employment for staff in the best interest of the district and educational programs provided for students
- G. Participates, as deemed appropriate by the board, in negotiations with recognized employee bargaining groups

Standard VIII: Board-Superintendent Relations

The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

Performance Indicators:

- A. Serves as the educational leader of the school district
- B. Assists the board in fulfilling their proper roles, responsibilities, and duties in an effective manner
- C. Coordinates the work of the board through collaborative problem-solving and decision-making
- D. Demonstrates support and respect for the board and board committee work
- E. Prepares for board adoption and distribution to the public an annual report as prescribed by law
- F. Maintains an appropriate and professional relationship with the board



- G. Provides the board with facts, information, data, and recommendation for action to support informed decision-making
- H. Ensures all board members are informed with timely, consistent, and open communication

Standard IX. Strategic Plan

The superintendent collaborates with the board to implement and monitor the progress of the strategic plan.

Performance Indicators:

- A. Provides evidence to validate the progress of the strategic plan priorities
- B. Reviews the progress and success of the strategic plan with the board
- C. Documents the progress and success of the strategic plan priorities
- D. Aligns the budget and district resources to the identified needs and priorities within the strategic plan
- E. Utilizes the strategic plan to support board discussion and engagement



NASB STANDARD SUPT. EVAL. SAMPLE REPORT:



Nebraskaland Public Schools Superintendent Evaluation 2025



© 2025 Nebraska Association of School Boards. All rights reserved.

1

Self-Evaluation Standard Averages

(listed highest to lowest)

- 5.00 - Standard III: Budget Planning & Management
- 5.00 - Standard VI: Community Relations
- 4.57 - Standard V: Organizational & Cultural Leadership
- 4.50 - Standard II: Policy
- 4.50 - Standard IV: Educational Leadership
- 4.29 - Standard VII: Professional Leadership
- 4.20 - Standard I: Mission, Vision, & Goals
- 3.83 - Standard VIII: Board-Superintendent Relations

Board Evaluation Standard Averages

(listed highest to lowest)

- 5.29 - Standard III: Budget Planning & Management
- 5.24 - Standard VI: Community Relations
- 5.15 - Standard VIII: Board-Superintendent Relations
- 5.10 - Standard V: Organizational & Cultural Leadership
- 5.04 - Standard I: Mission, Vision, & Goals
- 5.00 - Standard II: Policy
- 4.68 - Standard VII: Professional Leadership
- 4.48 - Standard IV: Educational Leadership

*Averages range from 1.00-6.00 with averages closer to 6.00 indicating strengths and averages closer to 1.00 indicating areas for growth.
Scale: Excellent (6.00); Good (5.00); Average (4.00); Unsure (3.00); Fair (2.00); Poor (1.00)*

© 2025 Nebraska Association of School Boards. All rights reserved.

4

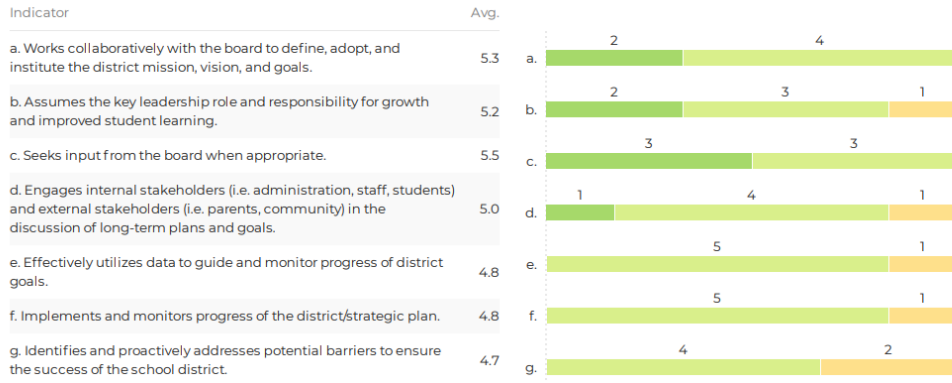


Standard I: Mission, Vision, & Goals

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure the progress and success of student learning and achievement.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .



Note: The averages range from 1.00-6.00 with averages closer to 6.00 indicating strengths and averages closer to 1.00 indicating areas for growth.

Values are as follows:

Excellent: 6 Good: 5 Average: 4 Fair: 2 Poor: 1 Unsure: 3

Excellent Good Average Fair Poor Unsure

© 2025 Nebraska Association of School Boards. All rights reserved.

5

Standard I: Mission, Vision, & Goals

Provide evidence to support your choices above.

Suggested supplemental evidence for this standard includes but is not limited to:

- District strategic plan/district goals
- School improvement team
- Student performance data
- Engagement/communication plan
- Plan for implementing, monitoring and reporting progress of strategic plan/district goals
- School improvement plan (including updates/assessment of progress and modifications)
- Superintendent performance plan aligned with district priorities and indicators to measure progress and success
- Meeting agendas/minutes

Enim fermentum morbi. Eleifend. Suscipit pellentesque dictumst, purus interdum imperdiet.

Purus ultrices turpis turpis dolor? Montes. Dui placerat diam id suscipit.

Consequat egestas ipsum facilisi sem fringilla convallis accusamus imperdiet tortor, vel, sed praesent ullamcorper eleifend.

Sapien tellus tempor rhoncus venenatis? Sollicitudin odio massa elit? Nec.

Amet, luctus consetetuer morbi dolor euismod fermentum tincidunt fringilla. Ultrices eget per, molestie.

Pharetra laoreet phasellus aenean tempora. Nec tempora nibh, mattis dui! Imperdiet justo cras.

If you were to suggest one area of growth in the superintendent's performance within Mission, Vision, & Goals for the upcoming year, what would it be?

Lectus cursus maecenas convallis eros pharetra mauris temporibus! Tempus? Laoreet enim nonummy.

Temporibus fringilla porttitor. Laoreet potenti? Sollicitudin imperdiet! Odio turpis quis porta pharetra tincidunt.

Massa urna natoque tellus eleifend? Nunc nibh quam atque, tempora ac.

Ridiculus dui, in. In auctor dui tellus arcu sit dignissim.

Diam vivamus. Consetetuer ligula cursus, urna. Pharetra tempus accumsan in! Tempora. Phasellus! Est pretium.

Urn a elit consetetuer montes eget tincidunt ultrices ut phasellus sed eleifend. Ligula.

© 2025 Nebraska Association of School Boards. All rights reserved.

6



FOLLOWING THE SUPT. EVAL., THE SUPT. AND THE BOARD WILL:

- Adopt a timeline and develop goals to address the improvement and growth of the superintendent's performance in the identified areas as set forth in the evaluation summary
 - At the conclusion of the evaluation process, it is important that all board members return their individual copies of the evaluation and the executive summary to the Board President for appropriate and secure disposal
 - The Superintendent and Board President will sign one copy and that official copy will be placed in the superintendent's personnel file.
 - Schedule and advertise a board work session to review the results of the assessment
 - Discuss the success of the board and consider areas of growth
 - Establish goals to address areas of growth, define performance indicators to measure progress, and set timelines to review, update and amend goals as progress is realized
- Or,

Request support of the NASB Board Leadership team to facilitate a board retreat to lead the board through the review of the Board Self-Assessment Summary and establish board goals.

If the board would value additional support from the NASB Board Leadership Department to facilitate the development of goals, a board retreat will be scheduled and the fee for the evaluation will be waived. A board retreat fee will be assessed plus reasonable travel expenses.



NASB LEADERSHIP SUPERINTENDENT EVALUATION



STANDARD I: DISTRICT & BOARD OPERATIONS

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

a.	Oversees district business according to policy, the district's compliance and reporting requirements within all NDE rules and regulations, accreditation requirements, and state and federal law.						
b.	Represents the district in its dealings with other school districts, NDE, ESU, community organizations, the media, and all legal matters.						
c.	Demonstrates collaborative problem solving and decision-making.						
d.	Informs and seeks input from the board as appropriate.						
e.	Provides notice of meetings, attends, and monitors compliance with the Nebraska Open Meetings Act.						
f.	Works collaboratively with board president to develop the board agenda, and to the greatest extent possible, ensures that the board has adequate information to support purposeful and informed decision-making.						
g.	Supports board committee work as part of effective board decision-making.						
	Provide evidence to support your choices above.						



STANDARD II: BOARD POLICY

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

a.	Works with the board to maintain effective and purposeful district policy.						
b.	Governs consistently through board policy and administrative protocol and procedures.						
c.	Ensures student discipline is implemented with integrity and consistency.						
d.	Personnel policies are clear and implemented consistently.						
e.	Monitors administrators' implementation of policy and procedures.						
	Provide evidence to support your choices above.						

STANDARD III: BUDGET PLANNING & MANAGEMENT

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

a.	Upholds fiscal responsibility and accountability.						
b.	Leads a collaborative board and administrative budget planning process to align resources with the district needs and priorities.						
c.	Updates the board with historical and current budget data to monitor revenue and expenditures.						
d.	Ensures that the district completes an annual audit and discloses findings to the finance committee and board.						
e.	Oversees current building projects (if applicable) and the maintenance and upkeep of district facilities and grounds.						
	Provide evidence to support your choices above.						



STANDARD IV: EDUCATIONAL LEADERSHIP

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent
The supt. does an outstanding job at this task.

Good
The supt. performs this task as required.

Average
The supt. does an adequate job performing this task.

Fair
The supt. does a passable job performing this task.

Poor
The supt. does not perform this task well or at all.

Unsure
I do not have certainty or confidence that the supt. completes this task.

		Excellent	Good	Average	Fair	Poor	Unsure
a.	Advocates for the learning needs of all students.						
b.	Advocates for the engagement of parents/families as partners in the education of students.						
c.	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.						
d.	Optimizes alignment of resources, curriculum, and assessments to support student success.						
e.	Provides integrated technology curriculum and resources.						
f.	Ensures curriculum is reviewed and updated per board policy.						
g.	Assumes the key leadership role and responsibility for growth and improved student learning.						
h.	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community) in the discussion of long-term plans and goals.						
i.	Effectively utilizes data to guide and monitor progress of district goals.						
	Provide evidence to support your choices above.						



STANDARD V: ORGANIZATIONAL & CULTURAL LEADERSHIP

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

a.	Contributes to a unified school environment of trust and respect among students, staff, families, and community members.						
b.	Provides leadership and oversight to the administrative team through regular communication, supervision, and evaluation.						
c.	Ensures that district personnel and all staff are evaluated regularly according to board policy and applicable laws.						
d.	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.						
e.	Handles personnel matters in a forthright, objective, and professional manner.						
	What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?						
	Provide evidence to support your choices above.						



STANDARD VI: COMMUNITY RELATIONS

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
a.	Establishes a visible presence in the district and community and is accessible to both internal and external stakeholders.						
b.	Effectively communicates key public information in a timely manner.						
c.	Acts as a unifying leader within and on behalf of the district, presents a positive image, and strives to reconcile divergent viewpoints in the interest of what is best for students.						
d.	Understands and is respectful of the political, economic, and social aspects of the community.						
e.	Seeks to engage external stakeholders, build cohesive and positive relationships, while promoting involvement and support of the school district.						
	Provide evidence to support your choices above.						

STANDARD VII: PROFESSIONAL LEADERSHIP

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
a.	Models positive and professional leadership based upon ethics, trust, integrity, and respect.						
b.	Addresses concerns and opinions with respect and confidence.						
c.	Demonstrates values and an attitude that inspires others to attain a higher level of performance.						
d.	Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.						
	Provide evidence to support your choices above.						

Additional Comments (Optional):



NASB SUPERINTENDENT LEADERSHIP EVALUATION

Superintendent's Response:

Superintendent Evaluation Summary

(Signature of Superintendent)

(Date)

(Signature of Board President)

(Date)



NASB STANDARD SUPERINTENDENT EVALUATION



STANDARD 1: MISSION, VISION, & GOALS

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent
The supt. does an outstanding job at this task.

Good
The supt. performs this task as required.

Average
The supt. does an adequate job performing this task.

Fair
The supt. does a passable job performing this task.

Poor
The supt. does not perform this task well or at all.

Unsure
I do not have certainty or confidence that the supt. completes this task.

		Excellent	Good	Average	Fair	Poor	Unsure
I.a.	Works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals.						
I.b.	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community), using relevant data in the discussion of long-term plans and goals.						
I.c.	Effectively utilizes data to implement, guide, and monitor progress of district goals/strategic plan.						
I.d.	Adjusts mission and vision to changing expectations and opportunities for the district and changing needs and situations of students.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> • District strategic plan/district goals • Plan for implementing, monitoring and reporting progress of strategic plan/district goals • School improvement plan (including updates/assessment of progress and modifications) • School improvement teams • Superintendent performance plan aligned with district priorities and indicators to measure progress and success • Student performance data • Engagement/communication plan • Meeting agendas/minutes 						
	If you were to suggest one improvement to Mission, Vision, and Goals for the upcoming year, what would it be?						



STANDARD II: POLICY

Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent
The supt. does an outstanding job at this task.

Good
The supt. performs this task as required.

Average
The supt. does an adequate job performing this task.

Fair
The supt. does a passable job performing this task.

Poor
The supt. does not perform this task well or at all.

Unsure
I do not have certainty or confidence that the supt. completes this task.

		Excellent	Good	Average	Fair	Poor	Unsure
II.a.	Works with the board to review, update and adopt effective and purposeful district policy.						
II.b.	Governs consistently through board policy and administrative protocols and procedures.						
II.c.	Provides public access to district policy.						
II.d.	Ensures all handbooks are aligned to district policy.						
II.e.	Implements a policy to ensure curriculum is reviewed and aligned with current state standards.						
II.f.	Understands, complies with, and educates the school community on local, state, and federal laws, policies, and regulations.						
II.g.	Ensures student discipline is implemented with integrity and consistency.						
II.h.	Ensures student and personnel policies are clear and implemented consistently.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> • District adopted policy review process/calendar • Progress/updates of the board's work with policy • Policy committee minutes • Curriculum review policy • Meeting agendas/minutes 						
	If you were to suggest one improvement to Policy for the upcoming year, what would it be?						

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*



STANDARD III: BUDGET PLANNING & MANAGEMENT

Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility and management of school operations by allocating, using, and investing district resources to support effective instruction, improved and student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

III.a.	Upholds fiscal responsibility and accountability.						
III.b.	Leads a collaborative board and administrative budget planning process to align resources with the district mission, vision, and goals.						
III.c.	Utilizes data, research, and informed decision-making to support the allocation of district resources.						
III.d.	Updates board with historical and current budget data to monitor revenue and expenditures.						
III.e.	Ensures that the district completes an annual CPA audit and discloses findings to the finance committee/board.						
III.f.	Advocates for and pursues innovative solutions to improve and expand fiscal and human resources.						
III.g.	Ensures the maintenance and upkeep of facilities.						
III.h.	Institutes and manages operations and administrative systems that promote the mission and vision of the school.						
III.i.	Strategically manages staff resources, assigning and scheduling teachers and staff to roles that optimize their professional capacity.						
III.j.	Develops, implements, and sustains a responsive district crisis and safety plan.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> • Budget strategic/district goals • Professional development plan • Monthly budget reports • Quarterly expenditure updates • District audit • Crisis and safety plan • Executive summary of the safety audit • Management and use of alternative resources (i.e. ESU funding, all grant applications, etc.) • Five/Ten-year facility plan • Budget development calendar/board • Financial policies • Forecast financial data 						

NASB STANDARD SUPERINTENDENT EVALUATION

If you were to suggest one improvement to Budget Planning and Management for the upcoming year, what would it be?	
---	--

STANDARD IV: EDUCATIONAL LEADERSHIP

Standard Descriptor: The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent	Good	Average	Fair	Poor	Unsure
<i>The supt. does an outstanding job at this task.</i>	<i>The supt. performs this task as required.</i>	<i>The supt. does an adequate job performing this task.</i>	<i>The supt. does a passable job performing this task.</i>	<i>The supt. does not perform this task well or at all.</i>	<i>I do not have certainty or confidence that the supt. completes this task.</i>

IV.a.	Advocates for the learning needs of all students.						
IV.b.	Promotes a student-centered culture and accepts responsibility for each student's academic success and well-being.						
IV.c.	Advocates for the engagement of parents/families as partners in the education of students.						
IV.d.	Ensures curricular and instructional decision-making is based upon current research, data, and the needs of each student.						
IV.e.	Provides the time and resources to align curriculum vertically, horizontally, and to the state standards.						
IV.f.	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.						
IV.g.	Ensures the district-adopted instructional framework is implemented consistently.						
IV.h.	Integrates the district-adopted instructional framework into certificated staff evaluations.						
IV.i.	Advocates for curriculum and instruction that recognizes student strengths, is differentiated, and challenges each student.						
IV.j.	Optimizes alignment of resources, curriculum, and assessments to support student success.						
IV.k.	Assumes the key leadership in the successful learning of each child through an adopted instructional framework and curriculum review cycle.						
IV.l.	Promotes the effective use of technology in the service of teaching and learning.						



NASB STANDARD SUPERINTENDENT EVALUATION

	<p>Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> • District strategic plan/district goals • School improvement plan (including assessment of progress and modifications) • School improvement teams • District calendar • Curriculum review cycle plan and updated policy for curriculum and assessment review • Curriculum review committee minutes • Student performance data and goals • Data to support instruction strategies and student-centered initiatives • Curriculum/programs additions/modifications • Instructional model 	
	<p>If you were to suggest one improvement to Educational Leadership for the upcoming year, what would it be?</p>	

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

STANDARD V: ORGANIZATIONAL & CULTURAL LEADERSHIP

Standard Descriptor: The superintendent provides cultural leadership through accountability, inclusiveness, engagement, and advocacy for staff and students.

Please indicate what you feel is the most accurate descriptor to the following statements.
 The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

V.a.	Contributes to a unified school environment of trust and respect among students, staff, families, and community members.						
V.b.	Commits to developing a high-performing leadership team.						
V.c.	Ensures a purposeful and equitable recruiting and hiring process that meets the changing needs of the district.						
V.d.	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.						
V.e.	Promotes a culture of shared expectations and mutual accountability for the success of each student.						
V.f.	Fosters a collaborative environment that includes shared reflection, feedback and growth.						
V.g.	Promotes an environment where differing opinions and backgrounds are welcomed and embraced among staff and students.						



NASB STANDARD SUPERINTENDENT EVALUATION

V.h.	Maintains a safe, caring, and healthy school environment.						
V.i.	Provides systems of academic and social supports, services, extracurricular activities, and accommodations to meet the range of learning needs of each student.						
V.j.	Supports and develops effective and caring teachers and other professional staff, ensuring an educationally effective staff.						
V.k.	Promotes the personal and professional health, well-being, and work-life balance of faculty and staff.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> • Conflict resolution process • Leadership development plan • Professional development plan • Hiring protocols and procedures • Evidence to validate engagement of parents/families • Diversity, equity and inclusion initiatives • Personnel policies 						
	If you were to suggest one improvement to Organizational and Cultural Leadership for the upcoming year, what would it be?						

STANDARD VI: COMMUNITY RELATIONS

Standard Descriptor: The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

VI.a.	Regularly attends and participates in school activities, events, and programs and is visible within the community.						
VI.b.	Interacts and expresses genuine interest in building a connection with students.						
VI.c.	Develops collaborative partnerships to foster support for the school district.						
VI.d.	Effectively communicates key public information in a timely manner.						
VI.e.	Promotes a positive image of the district.						



NASB STANDARD SUPERINTENDENT EVALUATION

VI.f.	Understands and is respectful of the political, economic, and social aspects of the community.						
VI.g.	Is approachable, accessible, and welcoming to families and members of the community.						
VI.h.	Builds and sustains productive partnerships with public and private sectors to promote school improvement and student learning.						
VI.i.	Advocates publicly for the needs and priorities of students, families, and the community.						
	<p>Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> • Community engagement summary/report • District partnerships and initiatives established to provide resources and support • Partnership support received through the district foundation, scholarships, grant monies, etc. • Inter-local agreements • District annual report • Communications designed by and distributed to generate support of the district • Membership and participation with civic, community and state organizations • Meeting invitations/agendas 						
	If you were to suggest one improvement to Community Relations for the upcoming year, what would it be?						

STANDARD VII: PROFESSIONAL LEADERSHIP

The superintendent models and develops the professional capacity of school personnel to promote improved instruction and student academic success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.
 The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

VII.a.	Models positive and professional leadership based upon ethics, trust, integrity, and respect.						
VII.b.	Addresses concerns and opinions with respect and confidence.						
VII.c.	Develops teachers' and staff members' professional knowledge and practice through differentiated opportunities for learning and growth.						



NASB STANDARD SUPERINTENDENT EVALUATION

VII.d.	Provides an effective evaluation process with actionable feedback anchored in research and evidence based instructional practices.						
VII.e.	Exemplifies a life-long learning model to grow personal and professional knowledge.						
VII.f.	Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.						
VII.g.	Establishes and maintains a comprehensive onboarding and mentoring program to effectively support new certified hires.						
VII.h.	Sustains a professional culture of engagement and commitment to shared mission, goals, and objectives pertaining to student success.						
VII.i.	Establishes clear and consistent expectations for staff.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> • Memberships • Professional development activities (including, but not limited to conferences, workshops, committee work, studies, research, and published works) • Educational growth plan (professional goals and development) • Leadership team development plan • District staff professional development plan 						
	If you were to suggest one improvement to Professional Leadership for the upcoming year, what would it be?						

*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.

STANDARD VIII: BOARD-SUPERINTENDENT RELATIONS

The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
--	---	---	---	--	---

VIII.a.	Maintains an appropriate and professional relationship with the board.						
VIII.b.	Keeps all board members informed with consistent and open communication.						
VIII.c.	Demonstrates support and respect for the board and refrains from public criticism of the board.						



NASB STANDARD SUPERINTENDENT EVALUATION

VIII.d.	Demonstrates collaborative problem solving and decision-making.						
VIII.e.	Supports board committee work as part of effective board decision-making.						
VIII.f.	Collaboratively supports or opposes, local, state and/or federal legislation impacting the district.						
VIII.g.	Encourages and helps to develop board members' knowledge of educational issues and trends and their impact on the school community.						
	<p>Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> • Superintendent performance plan/goals • Board committee minutes • Communication plan • Board development plan • Board policies • Meeting agendas/minutes • Retreat agendas/minutes 						
	If you were to suggest one improvement to Board-Superintendent Relations for the upcoming year, what would it be?						

STANDARD IX: STRATEGIC PLANNING

The superintendent collaborates with the board to implement and monitor progress of the strategic plan.

Please provide evidence to support the superintendent's leadership in strategic planning.

IX.a.	What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?	
IX.b.	When is the superintendent reviewing the progress/success of the strategic plan with the board?	
IX.c.	How and where is the superintendent documenting the progress and success of the strategic plan priorities?	
IX.d.	Is the superintendent aligning the budget and district resources to ensure the success of the strategic plan priorities?	



NASB STANDARD SUPERINTENDENT EVALUATION

IX.e.	How has the implementation of the strategic plan altered the focus of the superintendent and his/her engagement with the board?	
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?	
	<p>Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> • Superintendent performance plan/goals • NASB Strategic Plan Progress Analysis Reports • Board committee minutes • Communication plan • Board development plan • Board policies • Meeting agendas/minutes • Retreat agendas/minutes 	
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?	

SUPERINTENDENT GOALS

This component of the evaluation tool may contain a changing list of annual goals from year to year for the board to provide feedback on.



Superintendent’s Response:

Superintendent Evaluation Summary

The superintendent should identify no more than four performance areas on which to focus their growth professionally. Note: Targeting in excess of four performance areas will make it difficult for the individual to address the areas adequately. When his/her performance is at a high-level, sustaining, refining, and replicating the performance is the goal. Follow through will ensure the success of the superintendent and the board.

The Performance Plan should consist of:

- goals (**what** must he/she do to achieve the objective or what is the intended result)
- performance indicators (**how** will the board measure progress and/or success)
- timeline (**when** will progress/success be assessed or completion date)
- signature (once the Performance Plan has been completed and reviewed the board president and superintendent will both sign and date placing a copy in the superintendent’s personnel file and a copy will be retained by the board president)

Note: The Performance Plan should be reviewed and updated throughout the year to assess progress and success. Modifications should only be made if the board/superintendent discuss and agree upon appropriate changes.

(Signature of Superintendent)

(Date)

(Signature of Board President)

(Date)



Potential Survey Questions for Families Opting Out

1. What is your current educational choice for your child(ren)?
 - Homeschooling
 - Enrolled in another public school district
 - Enrolled in a private/parochial school
 - Other (please specify) _____

2. What was the main factor in choosing not to enroll your child in our district?
(select no more than two)
 - Academic offerings/curriculum
 - Class size or teacher-student ratio
 - Extracurricular or activity options
 - School culture or climate
 - Safety concerns
 - Facilities/resources/technology
 - Transportation challenges
 - Other (please specify) _____

3. What programs or opportunities that are offered elsewhere do you wish our district provided?
(open ended)

4. How clear and accessible do you find the information our district shares regarding programs, opportunities, and services?
 - Very clear and accessible
 - Somewhat clear
 - Not very clear
 - Not at all clear or accessible