NASB
Annual Board Calendar

NEBRASKA ASSOCIATION OF SCHOOL BOARDS
MARCIA R. HERRING, DIRECTOR OF BOARD LEADERSHIP

2016 NASB Annual Board Calendar

The Annual Board Calendar is a dynamic document to help assist school boards regarding important conference dates, report deadlines, suggested work sessions, and planning reminders. The calendar is constantly evolving as issues and interests unfold. The board president and superintendent collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar is not all inclusive of all items a board needs to be aware of, but a starting point, which include some primary planning and policy functions. NASB is not responsible for any missing information or dates. It is the users responsible to ensure they read and understand the requirements of each statute and deadline. This document or any of the information in this document is not to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user's attorney. NASB recommends the user contact their own attorney for formal legal advice.

Other General Monthly Activities not included on the attached calendar may include, but not limited to:

- Committee Reports
- Advisory Committee Activities/Reports
- Curriculum/Instruction Review
- Technology Updates

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

- Nebraska Department of Education Master Calendar - Identifies all state mandated deadlines to ensure board/administrative accountability. http://ndecalendar.mhsoftware.com/ViewCal.html.

- Superintendent Reports – Please be aware there are various reports superintendents must file that are not all included on this report. It is encouraged you work with your superintendents to add any required superintendent reporting to this calendar, as needed. Many of these reports can be found in § 79-528

Federal – There are various federal laws and regulations, which require school districts to adopt certain policies, written procedures, and/or notices. Some of those requiring annual reviews or notices are listed on the below calendar. For a more extensive list of required federal policies, please visit:

http://www.nsba.org/2014-federal-policies

The information on the above link is provided by the National School Board Association. NASB does not verify the accuracy or update the federal policies on the above link.

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January

General Monthly Activities

NASB Events
- NASB Legislative Issues Conference
- Post LIC-Finance Workshop
- Post LIC-Advocacy Workshop

Planning
- Annual Leadership Team Planning Retreat

Curriculum
- District Report Card

Committee Reports

Personnel
- Approve superintendent contract – NOTE: Before approval of new contract/amendment, board must publish a copy of the proposed contract/amendment three days before approval along with estimate and description of all costs.
- Review and revise evaluation instrument
- Develop new superintendent goals
- Appoint superintendent as district's Non-discrimination Compliance Coordinator
- Negotiations mandatory mediation if no agreement; Due February 8 - § 48-818.01

Policy

Other
- Board office elections

Activity	Statute	Timeframe	Summary
Annual Financial Report	§ 79-1229	On or before January 31	Requires an administrator of each ESU to submit to the Commissioner an annual financial report.
Negotiations	§ 48-818.01	On or before February 8	If an agreement is not reached by February 8th, the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact-finding.

February

NASB Events
- NAEP State Convention
- NASA/NASB Education Forum
- NASB President's Retreat - Sidney

Planning
- Adopt district goals

Curriculum
- Review Special Education Program

Committee Reports

Personnel
- Adopt revised superintendent evaluation instrument and goals
- Negotiations, mediation, fact-finding end date; Due March 25 - § 48-818.01

Learning Community
- Learning Community attendance; Due March 1 § 79-2110

Policy

Other
- Board committee assignments

Activity	Statute	Timeframe	Summary
Learning Community	§ 79-2110	On or before March 1	School board shall provide notice to parent whose student is currently attending a school outside of the attendance area stating what school the student shall be allowed to attend as a continuing student.

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	Negotiations	§ 48-818.01	On or before March 25 (or within 25 days after certification of amounts, whichever occurs last in time)	Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission.

March

NASB Events
- Judge and Jury Workshops
- NASB New Board Member Workshop
- NASB Membership Renewal (2% Discount Deadline: April 1)

Planning
- Monitor progress of district goals, link goals to discussion and action items

Budget
- Board/Administrators Budget Work Session

Committee Reports

Curriculum
- Review School Improvement Plan
- Review Alternative Education Program

Policy
- Review Student Attendance Policy

April

NSBA Event
- NSBA National Conference

Planning
- Monitor progress of district goals, link goals to discussion and action items

Budget
- State Aid Certification

Curriculum
- Review ELL Program

Committee Reports

Learning Community
- Learning Community attendance; Due April 1 § 79-2110

Personnel
- Teacher Non-Renewal, RIF, and Termination Notices; Due April 15 - § 79-831

Policy
- Review Student Handbooks and relative policies

Educational Service Unit
- Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 - § 79-1236

Activity	Statute	Timeframe	Summary
Learning Community attendance application	§ 79-2110	On or before April 1	School district must accept or reject any applications made by a parent or guardian requesting to attend a school that is not in an attendance area where the applicant resides.
ESU	§ 79-1236	On or April 15 of year action is taken on the contract	For any certificated employee whose contract of employment may be amended, terminated or not renewed for the following school year, shall be noticed in writing on or before April 15.
Certificated employee contract notice	§ 79-831	On or before April 15 of each year action is taken on the contract	For any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee's contract for the next school year. Final action on this contract must be taken on or before May 15.

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May

Planning
- Monitor progress of district goals, link goals to discussion and action items

Budget
- Board/Administrators Budget Work Session

Committee Reports

Curriculum
- Review Statewide Assessment Results

Personnel
- Superintendent Evaluation Review

Policy

June

NASB Events
- School Law Seminar

Advocacy
- Submit Legislative Resolution or Standing Position to NASB Legislation Committee

Planning
- Monitor progress of district goals, link goals to discussion and action items
- Board Self-Assessment and Goal Planning

Budget
- Board/Administrators Budget Work Session

Committee Reports

Curriculum
- Year End Assessment and Curriculum Review
- Review School Improvement Plan

Policy
- Annual Review Bullying Prevention Policy; Due July 1 - § 79-2,137

Activity	Statute	Timeframe	Summary
Bully Prevention Policy	§ 79-2,137	On or before July 1	School district must review their bullying prevention and education policy annually; update as needed.

July

NASB Events
- NASB Board Member Candidate Forum
- NAEP Summer Workshops
- NASB Orientation (New Superintendents, Board President, and District Administrative Assistant)
- Review NASB Board Awards of Achievement (Deadline for updating points earned.)

Planning
- Monitor progress of district goals, link goals to discussion and action items, adopt board goals

Budget
- Board / Administrator Budget Work Session
- Budget Authority and Allowable Reserve Percentage Certification

Committee Reports

Curriculum
- Review Special Education Program
- Review Multi-Cultural Education Program

Policy
- Annual Review Parent Involvement Policy (public hearing and adoption only if changes) - § 79-531 and § 79-533
- Student Fees Policy; Due August 1 § 79-2,134

Personnel
- Superintendent evaluation and goal planning
- File copy of approved superintendent/ESU administrator contract or any amendments with the Department of Education by August 1 § 79-2403

Other
- Distance Education Incentives Application; Due August 1 (through 2020) § 79-1337
- Pupils Instruction in Another District Contracts: Due August 15 § 79-598

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	Activity	Statute	Timeframe	Summary
July	Student Fees	§ 79-2,134	On or before August 1	Requires every school board to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook.
	Distance Education Incentives	§ 79-1337	On or before August 1 (through 2020)	Districts and ESUs shall apply for incentives annually, through 2020, to the Department of Education on or before August 1.
	Superintendent Contract	§ 79-2403	On or before August 1	After approval of a contract, or any amendments, for superintendent/ESU administrator services, file a copy of such contract or amendment with the State Department of Education on or before the next succeeding August 1.
	Instruction in another District	§ 79-598	On or before August 15	If contracting with a neighboring district(s) for instruction of all or any part of the pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district.

August

NASB Events
- NASB Area Membership Meetings: Valentine and Gering

Planning
- Monitor progress of district goals, link goals to discussion and action items

Budget
- Board/Administrators Budget Work Session
- Certification of District's Assessed Valuation
- Public Budget Hearing / Adopt Budget; Due on or before September 20 § 13-508 § 79-1084, § 79-1085, § 79-1086

Committee Reports

Curriculum
- Review Alternative Education Program

Learning Community
- Learning Community attendance reports; Due September 1 § 79-201
- Learning Community Budget; Due September 1 § 13-508

Personnel
- Board/All Staff Gathering
- Negotiations employee's agent request recognition; Due September 1(year preceding contract year) § 48-818.01

Policy

Other
- Committee on Americanism; Due beginning of school year § 79-724

Activity	Statute	Timeframe	Summary
Negotiations	§ 48-818.01	On or before Sept 1 (year preceding the contract year in question)	The certificated and instructional employees' collective bargaining agent must request recognition as bargaining agent.
Committee on Americanism	§ 79-724	Beginning of school year	Requires every school board to appoint a committee of three to be known as the committee on Americanism.

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August	Learning Community attendance reports	§ 79- 201	On or before September 1	Each district that is a member of a learning community needs to report to the leaning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports.
	Learning Community Budget	§ 13-508	On or before September 1	Learning communities shall file a copy of their adopted budget statement with member school districts.
	Negotiations	§ 48-818.01	On or before September 15	Negotiations contract dispute decision (year of contract, if needed);
	General Budget Adoption	§ 13-508	On or before September 20	School board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget.
	Class III Budget	§ 79-1084	On or before September 20	Requires school boards of Class III districts to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year.
	Class IV Budget	§ 79-1085	On or before September 20	Requires school boards of a Class IV district to report to the county board an estimate of the amount of funds required for the next school fiscal year.
	Class V Budget	§ 79-1086	On or before September 20	Requires school board of a Class V district that is a member of a learning community to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year.
	ESEA Notices	Federal		Elementary and Secondary Education Act (ESEA) – Requires school districts and individual schools to provide numerous notices to parents the public and others under the No Child Left Behind Act. A complete list, description and sample notices can be found at: http://www.ed.gov/programs/titleiparta/parentinvguid.doc
	FERPA Annual Notice	Federal		Family Educational Rights and Privacy Act (FERPA) - Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. Sample Notice: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html
	PPRA Annual Notice	Federal		Protection of Pupil Rights Amendment – (PPRA) – Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.

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August	Child Nutrition Annual Notice	Federal		Child Nutrition Programs – If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about fee and reduced price meals and/or free milk and must provide parents with an application form.
	AHERA Annual Notice	Federal		Asbestos Hazard Emergency Response Act (AHERA) – requires schools districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring. Sample Notice: http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dcdc38825672f0058649d!OpenDocument
	McKinney-Vento Notice	Federal		McKinney-Vento Homeless Assistance Act – Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary in their native language. Downloadable poster: http://center.serve.org/nche/pr/er_poster.php#youth.
	Non-discrimination Notice	Federal		Non- Discrimination - requires all recipients of federal funds to notify their students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
	IDEA Annual Notice	Federal		Individuals with Disabilities Education Act (IDEA) – Annual notice to parents of a child with a disability of the district's procedural safeguards. A notice must also be placed on the district's website. The notice must be easily understandable and in the native language of the parents. Sample Notice: http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf

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September

NASB Events

- NASB Area Membership Meetings: Kearney, York, Norfolk, and North Platte
- NASA/NASB Labor Relations Conference

Planning

- Monitor progress of district goals, link goals to discussion and action items

Committee Reports

Curriculum

- Review Summer School Programs
- Review ACT Results
- Review School Improvement Plan

Learning Community

- Learning Community Coordinating Council Only – learning community levies and total assessed valuation; Due October 15 § 79-528

Personnel

- Negotiations contract dispute decision (year of contract, if needed); Due September 15 § 48-818.01
- Personnel Report to the Department of Education; Due September 15 § 79-804
- Negotiations board must respond to agent request; Due October 1 § 48-818.01

Policy

Other

- Annual Emergency Safety Plan – Annual Adoption
- Annual District Report
- Tax Request Hearing for Fund Levies; Due October 13 § 77-1601.02
- Poverty Plan; Due October 15 § 79-1013
- Superintendent file Membership Report; Due October 15 § 79-528
- Limited English Proficiency Plan; Due October 15 § 79-1014
- Elementary Site Allowance; Due October 15 § 79-1007.15
- Distance Education Incentives Denial Appeal (through 2020); Due October 1 § 79-1337

Activity	Statute	Timeframe	Summary
Negotiations	§ 48-818.01	On or before September 15	The commission will render a decision on any contract dispute in regards to a non-agreed upon agreement that was due March 25.
Personnel Report	§ 79-804	On or before September 15	All schools shall file with the Department of Education a fall personnel report, specifies the names of all individuals employed by the school who are certificated.
Negotiations	§ 48-818.01	On or before Oct 1 (year preceding the contract year in question)	The board of directors must respond to an agent's request for recognition as bargaining agent.
Tax Request Hearing	§ 77-1601.02	On or before Oct13 and a special public hearing and proper notice to be held prior to this date.	Requires a school board, ESU, learning community board, who is setting the tax request at a different amount than the prior year, to hold a special public hearing, provide proper notice at least five days prior to the hearing, pass by a majority vote a resolution or ordinance increasing the tax amount and to certify and submit the resolution to the county clerk on or before October 13.

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September	Distance Education Incentives	§ 79-1337	On or before October 1 (through 2020)	District or ESU may appeal the denial of incentives for any course by the Department of Education to the State Board of Education.
	Membership Report	§ 79-528	On or before October 15	All superintendents must file with the Commissioner of Education the fall school district membership report.
	Poverty Plan	§ 79-1013	On or before October 15	Requires each school district designating a maximum poverty allowance greater than zero dollars to submit a poverty plan for the next school fiscal year to the NDE and to the learning community coordinator council (if applicable).
	Limited English Proficiency Plan	§ 79-1014	On or before October 15	Requires each school district designating a maximum limited English proficiency allowance greater than zero dollars to submit a limited English proficiency plan for the next school fiscal year to the NDE and to the learning community council (if applicable).
	Elementary Site Allowance	§ 79-1007.15	On or before October 15	Requires each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE.

October

NASB Events
- NASB Area Membership Meetings: Nebraska City, Omaha, and Fremont

Planning
- Monitor progress of district goals, link goals to discussion and action items

Budget
- Fall district enrollment figures

Committee Reports

Curriculum
- Review Statewide Assessment Results

Educational Service Unit
- Publish Report of Yearly Activities of the ESU Board; Due November 1 § 79-1228

Personnel
- Negotiations shall begin; Due November 1 § 48-818.01

Policy

Other
- Appoint Delegate Assembly Representative
- Review Annual Emergency Safety Plan
- Superintendents file Financial Report; Due November 1 § 79-528

Activity	Statute	Timeframe	Summary
Negotiations	§ 48-818.01	On or before November 1 (year preceding the contract year in question)	Negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent.
Financial Report	§ 79-528	On or before November 1	All superintendents must submit to the Commissioner of Education an annual financial report.
ESU	§ 79-1228	November 1	Board of the ESU must publish a brief report of the yearly activities of the board.

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November

NASB Events
- NASA/NASB State Education Conference
- NASB Delegate Assembly

Planning
- Monitor progress of district goals, link goals to discussion and action items

Committee Reports

Personnel
- Distribute superintendent evaluation

Policy

Other
- District Audit Report

December

NASB Events
- NASB New Board Member Workshops: Gering, North Platte, Grand Island, LaVista, and Norfolk

Planning
- Monitor progress of district goals, link goals to discussion and action items

Personnel
- Mid-year superintendent evaluation

Budget
- Fiscal Year Audit Report

Committee Reports

Curriculum
- NDE State of the Schools Report
- Review School Improvement Plan

Learning Community
- Report Evaluation and Research Results of Funds Distributed per § 79-1241.03; Due January 1 - § 79-2104.02

Educational Service Unit
- ESU Annual Financial Report; Due January 31 § 79-1229

Policy

Activity	Statute	Timeframe	Summary
Learning Community	§ 79-2104.02	On or before January 1	Each learning community shall report evaluation and research results regarding funds distributed per § 79-1241.03
ESU	§ 79-1229	On or before January 31	Administrator of ESU shall submit to the Commission of Education the annual financial report.

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