

**2002**  
**Organization of the Board**

**1. Membership, Term and Election**

a. The Board of Education shall be comprised of six members who will be elected at large.

b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

**2. Internal Organization**

**a. President**

i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.

ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

**b. Vice President**

i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.

ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

**c. Secretary**

i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- 43 ii. The secretary shall see that an accurate record of the  
44 proceedings of the board is kept, that a copy of the proceedings  
45 is provided to each board member and to the superintendent, and  
46 that a concise summary of each month's meeting is published  
47 along with a list of all approved claims. The secretary shall  
48 perform such other duties as are prescribed by law and assigned  
49 by the board.  
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53 d. Treasurer  
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- 55 i. At the regular January meeting, the board shall elect, employ, or  
56 appoint a treasurer who need not be a member of the board if  
57 permitted by law. The treasurer shall serve in that capacity for  
58 one year, unless the board designates a longer term for the  
59 treasurer.  
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61 ii. The treasurer may be designated to sign checks and certain  
62 other documents. The treasurer is the custodian of the monies of  
63 the district.  
64  
65 iii. The treasurer shall give bond or equivalent insurance coverage  
66 payable to the district as prescribed by law with the cost of the  
67 bond being paid by the district.  
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69 iv. The treasurer shall issue no warrant of payment of claim against  
70 the district until such claim has been duly authorized  
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72 3. Signing and Authorizing Checks, Warrants, and other Instruments.  
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- 74 a. Unless otherwise delegated by the board, the president and  
75 secretary of the board shall sign checks, warrants, and other  
76 instruments of the district.  
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78 b. The board may delegate another person to sign and validate any  
79 checks, warrants, and other instruments. Facsimile signatures of  
80 board members may be used.  
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82 c. The board delegates that the vice president or treasurer may sign  
83 any warrant in the absence of either the president or the secretary.  
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86 4. Board Officer Voting and Tie Breakers

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88 a. The vote to elect board officers may be taken by secret ballot, but  
89 the total number of votes for each candidate shall be recorded in the  
90 minutes.

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92 b. In the event any officer cannot be elected by a majority after 10  
93 votes; no votes occur after ten motions fail for lack of a "second,"; or  
94 no member volunteers to serve as an officer for a particular position,  
95 the tie will be broken by the applicable method:

96  
97 If the board is split between two members, the officer will be determined  
98 by coin flip. The winning member will be the officer for the upcoming  
99 year unless the position changes by action of the board.

100  
101 i. If the board is split between more than two members who wish to  
102 serve as the officer, any member wanting to serve as the officer  
103 will put his or her name into a drawing. The name drawn out will  
104 be the officer for the upcoming year unless the position changes  
105 by action of the board.

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107 ii. If no member is willing to serve as an officer for a position which  
108 is required to be a member of the board, all non-officers' names  
109 will be put into a drawing. The name drawn out will be the officer  
110 for the upcoming year unless the position changes by action of  
111 the board.

112  
113 5. Committees

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115 a. The board shall authorize such committees as it deems necessary.  
116 The president shall appoint members to the committee, and  
117 designate its function, tasks it is to perform, and a completion date  
118 for its work.

119  
120 b. On or before the beginning of each calendar year, the board shall  
121 appoint three members to form a Committee on American Civics.  
122 The committee's duties shall be those prescribed by Nebraska  
123 statutes, which include:

124 i. Hold no fewer than two public meetings annually, at least one  
125 when public testimony is accepted;

126 ii. Keep minutes of each meeting showing the time and place of the  
127 meeting, which members were present or absent, and the  
128 substance and details of all matters discussed;

- 129           iii. Examine and ensure that the social studies curriculum used in  
130           the district is aligned with the social studies standards adopted  
131           pursuant to section 79-760.01 and teaches foundational  
132           knowledge in civics, history, economics, financial literacy, and  
133           geography;
- 134           iv. Review and approve the social studies curriculum to ensure that  
135           it stresses the services of the men and women who played a  
136           crucial role in the achievement of national independence,  
137           establishment of our constitutional government, and preservation  
138           of the union and includes the incorporation of multicultural  
139           education as set forth in sections 79-719 to 79-723 in order to  
140           instill a pride and respect for the nation's institutions and not be  
141           merely a recital of events and dates;
- 142           v. Ensure that any curriculum recommended or approved by the  
143           committee on American civics is made readily accessible to the  
144           public and contains a reference to this section;
- 145           vi. Ensure that the district develops and utilizes formative, interim,  
146           and summative assessments to measure student mastery of the  
147           social studies standards adopted pursuant to section 79-760.01;
- 148           vii. Ensure that the social studies curriculum in the district  
149           incorporates one or more of the following for each student:
- 150               (1) Administration of a written test that is identical to the entire  
151               civics portion of the naturalization test used by United States  
152               Citizenship and Immigration Services prior to the completion  
153               of eighth grade and again prior to the completion of twelfth  
154               grade with the individual score from each test for each student  
155               made available to a parent or guardian of such student; or
- 156               (2) Attendance or participation between the commencement of  
157               eighth grade and completion of twelfth grade in a meeting of a  
158               public body as defined by section 84-1409 followed by the  
159               completion of a project or paper in which each student  
160               demonstrates or discusses the personal learning experience  
161               of such student related to such attendance or participation; or
- 162               (3) Completion of a project or paper and a class presentation  
163               between the commencement of eighth grade and the  
164               completion of twelfth grade on a person or persons or an  
165               event commemorated by a holiday listed in section 79-724(6)  
166               or on a topic related to such person or persons or event; and
- 167           viii. Take all such other steps as will assure the carrying out of the  
168           provisions of this section and provide a report to the school board  
169           regarding the committee's findings and recommendations.
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c. The board of education may have the following standing committees appointed on a yearly basis at the January meeting:

(1) Auditing. The board of education shall appoint at least two members to review claims monthly prior to the regular board meeting.

(2) Building and Grounds. The board of education shall appoint three members to review and plan for the facility needs in the district.

(3) Teacher Negotiations. The board of education shall appoint three members to act as representatives of the board in the process of teacher negotiations.

(4) Administrative Negotiations. The board of education shall appoint three members to act as representatives of the board in the process of negotiations with the administrative staff.

## 6. Vacancies.

a. A vacancy on the board of education shall exist when any one of the follows occurs:

i. A member submits his or her formal resignation from the board.

ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

iii. A member misses more than two consecutive meetings unless excused by a majority of the remaining members.

iv. Such other reasons as set forth in Nebraska statutes.

b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: July 11, 2006

Revised on: July 13, 2010; August 12, 2014; February 13, 2019; July 10,

215 2019; June 10, 2020  
216 Reviewed on: November 8, 2011; August 12, 2014; January 13, 2015;  
217 February 13, 2019; July 10, 2019; June 10, 2020; February 12, 2024;  
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