

TABLE OF CONTENTS

	POLICY
A. Organization	
1. Purpose and Role of the Board	8110
2. Duties and Functions of the Board of Education	8120
3. Annual Organizational Meeting.....	8130
4. Committee of the Whole	8150
5. Standing Committees	8151
6. Standing Committee on Negotiations	8152
7. Standing Committee on American Civics.....	8153
8. Standing Committee on Finance and Facilities	8154
9. Standing Committee on Activities	8155
10. Standing Committee on Policy	8156
11. Standing Committee on Superintendent Evaluation	8157
12. Standing Committee on Government Relations	8158
13. Standing Committee on Curriculum	8159
14. Temporary Committees	8160
B. Board Members	
1. End of Service Recognition	8200
2. Vacancies and Resignations.....	8201
3. Removal from Office	8202
4. Orientation for Newly-Elected Members of the Board of Education.....	8210
5. Policy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings ..	8230
6. Coffee Act Policy (Reimbursable Expenses).....	8231
7. Use of Public Resources by Board Members and Employees.....	8232
8. Membership in School Board Associations.....	8240
9. Conflict of Interest/Contracts.....	8260
10. Conflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member	8261
11. Conflict of Interest/Other than Contracts or Employment	8270
12. Reporting Procedures.....	8271
13. Code of Ethics.....	8272
C. Methods of Operation	
1. Methods of Operation	8300
2. Formulation of Policies.....	8310
3. Adoption, Amendment or Suspension of Policies	8320
4. Formulation of Administrative Regulations	8330
5. Meetings.....	8340
6. Types of Meetings.....	8341
7. Designated Method of Giving Notice of Meetings.....	8342
8. Agenda Construction and Control	8343
9. Location of School Board Meetings	8344
10. Procedures During Meetings.....	8345
11. Public Participation at Board Meetings	8346
12. Teacher-Administrator-Board of Education Relationships	8347

Internal Board Policies - OrganizationPurpose and Role of the Board

The responsibilities of the Board of Education shall be as follows:

1. Provide a school system which offers a pre-kindergarten through twelfth grade program.
2. Confer with the Superintendent of schools about recommendations for school programs.
3. Consider and approve major program adoptions and course revisions recommended by the Superintendent and the Curriculum Committee.
4. Set and annually review the District Strategic Action Plan.
5. Consider and approve the annual operating budget prepared by the Superintendent.
6. Consider and approve claims for expenditure.
7. Communicate and interpret school programs to the community.
8. Represent the needs of the school system before city and state authorities as well as the general public.
9. Refer parent and community criticism and suggestions to the appropriate school personnel for consideration and recommendation.
10. Review complaints and grievances properly filed by staff members and school patrons in accordance with Board policy and state statutes.
11. Establish and maintain policies consistent with the Board's interpretation of the wishes of the community and the requirements of the law. Conduct a continuous review of policies and to the extent required by law.
12. Develop a procedure whereby policy changes and/or additions may be proposed by board members, other school employees, or the general public by submitting them to the Superintendent for consideration and recommendation to the Policy Committee.
13. Continuously evaluate the effectiveness of Board policies.
14. Select the Superintendent and support the Superintendent in the efficient discharge of the Superintendent's duties.
15. Require reports from the Superintendent, as necessary to make Board decisions.

16. Evaluate the Superintendent of Schools in accordance with applicable state laws.
17. Approve school personnel upon recommendation of the Superintendent.
18. Annually elect officers of the Board and appoint district personnel to serve as Board Treasurer and Secretary.
19. Analyzes concerns and criticisms to determine their merit.
20. Perform specific duties required of school boards by statutes of the State of Nebraska.
21. Participate in local and state organizations for school board members.
22. Collaborate with other governmental bodies and agencies.
23. Collaborate with professional and educational organizations.

Legal Reference: Neb. Rev. Stat. § 79-501
 Neb. Rev. Stat. § 79-512
 Neb. Rev. Stat. § 79-525
 Neb. Rev. Stat. § 79-526

Date of Adoption: August 11, 2014
Date of Revision: March 13, 2017
Date of Revision: January 28, 2021
Date of Revision: December 8, 2025

Internal Board Policies - OrganizationDuties and Functions of the Board of Education

- A. The Board of Education shall exercise full legislative control over Norfolk Public Schools, in accordance with the statutes of the State of Nebraska.
- B. The Board of Education shall hire a Superintendent to carry out the executive duties of Norfolk Public Schools. The Superintendent's appointment shall be a major item of business at the December meeting, unless the present Superintendent is on a term contract.
- C. The Board of Education shall, through its legislative function, initiate questions of policy and act on the recommendations of the Superintendent in matters of policy, employment, salary schedules or other personnel regulations, approval of major program adoptions and course revisions, and other matters pertaining to the direct welfare of the schools.
- D. The Board of Education shall require reports from the Superintendent concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board of Education.
- E. The Board of Education shall provide for the preparation and adoption of the annual budget and shall provide, by the exercise of its taxing power, the funds necessary to finance the operation of the schools within the guidelines of Nebraska State Statutes.
- F. In order to exercise its rights and duties, the Board of Education shall prepare and publish a body of policies and regulations covering organization, policies, and procedures of the school system. The Board of Education shall cause its policies and regulations to be kept in constant revision, and shall republish such policies as and to the extent required by law and as deemed necessary.

Date of Adoption: August 11, 2014
Date of Revision: March 13, 2017
Date of Reaffirmation: December 8, 2025

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Norfolk School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee.

The following outlines the procedure for filling the positions of Board President and Vice President in the event that no candidate receives a majority of votes after five (5) official ballots.

President Succession Procedure

If, after five (5) ballots, no Board member has received a majority of votes for the office of President, the following rules of succession shall apply:

1. Retention of Incumbent: The Board member who served as the President during the immediately preceding term shall continue to serve as President.
2. Succession by Vice President: In the event the immediate past President is no longer a member of the Board, the Vice President from the immediately preceding term shall become the President.
3. Succession by Seniority: If both the immediate past President and immediate past Vice President are no longer members of the Board, the Board member with the longest cumulative years of service shall serve as President.
4. Tie-Breaker: If a tie still exists after applying the seniority rule, a coin toss makes the final decision.

Vice President Succession Procedure

If, after five (5) ballots, no Board member has received a majority of votes for the office of Vice President, the following rules of succession shall apply:

1. Retention of Incumbent: The Board member who served as the Vice President during the immediately preceding term shall continue to

serve as Vice President.

2. Succession by Seniority (Vacancy): In the event the immediate past Vice President is no longer a Board member, the Board member still available (not already filling the President's role via this policy) with the most cumulative years of service shall serve as Vice President.
3. Tie-Breaker: If a tie still exists after applying the seniority rule, a coin toss makes the final decision.

The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. All other individuals elected will take office upon the conclusion of the elections.
4. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Review and sign Code of Conduct / Ethics
4. Elections
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
5. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to appoint the Recording Secretary of the BOE.
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to approve Committees
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Designate the method of advance notice of Board meetings
6. Dissemination to each Board member of conflict of interest statutes
7. Other Business listed on the Agenda
8. Adjournment

Date of Adoption: August 11, 2014
Date of Revision: March 13, 2017
Date of Revision: September 11, 2017
Date of Revision: January 28, 2021
Date of Revision: August 14, 2023
Date of Revision: April 14, 2025
Date of Revision: December 8, 2025
Date of Revision: July 13, 2026

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

The following members voted against the same: _____

The following members were absent or not voting: _____

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

Norfolk Public Schools

BY: _____
President

Attest:

Secretary

Internal Board Policies - Organization

Committee of the Whole

It shall be the policy of Norfolk Public Schools that the Board of Education shall take formal actions as a Committee of the Whole on all matters pertaining to business and educational policies of the district.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: August 11, 2014

Date of Reaffirmation: March 13, 2017

Date of Reaffirmation: December 8, 2025

Internal Board Policies - OrganizationStanding Committees

It shall be the policy of Norfolk Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Committee on American Civics
3. Curriculum Committee
4. Finance and Facilities Committee
5. Policy Committee
6. Government Relations Committee
7. Activities Committee
8. Superintendent Evaluation Committee
9. District Wellness Committee

It shall further be the policy of Norfolk Public Schools that the Board President shall recommend the members of the above committees to be approved by a vote of the Board.

In addition, one Board representative shall be appointed to serve on each of these school committees: Award for Excellence and the NPS Foundation Board.

Legal Reference: Neb. Rev. Stat. § 79-724

Date of Adoption: August 11, 2014
Date of Revision: March 13, 2017
Date of Revision: August 12, 2019
Date of Revision: January 28, 2021
Date of Revision: December 8, 2025

Internal Board PoliciesStanding Committee on Negotiations

It shall be the policy of Norfolk Public Schools that the Negotiations Committee shall consist of three Board members.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption:	August 11, 2014
Date of Revision:	March 13, 2017
Date of Reaffirmation:	January 28, 2021
Date of Revision:	November 13, 2023
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - OrganizationStanding Committee on American Civics

It shall be the policy of Norfolk Public Schools that the Committee on American Civics consist of three members appointed at the beginning of the calendar year. The committee will hold at least two public meetings annually, at least one when public testimony is accepted, and keep minutes of each meeting.

The responsibilities of the committee shall be to examine social studies curriculum used in the district to assure it is aligned with state social studies standards and also meets the requirements for social studies curriculum as detailed in Nebraska Statute 79-724 to 79-727 and as regulated by the Nebraska Department of Education.

The committee shall ensure that any curriculum recommended or approved is readily accessible to the public and contains a reference to Nebraska Statute 79-724 to 79-727. The committee shall also ensure that each student complete one of the three assessment options prescribed by the statute, as determined by the district.

The Committee on American Civics provides a report to the **Curriculum Committee** regarding findings and recommendations related to social studies curriculum and assessment. This may include recommendations related to the development of new social studies programs, revision of existing instructional programs, recommended modifications in graduation requirements related to social studies, and other related matters.

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520
 LB 399 (2019)

Date of Adoption: August 11, 2014
Date of Revision: October 10, 2016
Date of Revision: March 13, 2017
Date of Revision: August 12, 2019
Date of Revision: October 12, 2020
Date of Reaffirmation: January 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - OrganizationStanding Committee on Finance and Facilities

It shall be the policy of Norfolk Public Schools that the Committee on Finance and Facilities shall consist of three members, including the President and/or Vice President, and is required to meet monthly prior to the monthly business meeting. The responsibilities of this committee will be to study financial documents (which include the annual budget and audit, as well as monthly claims and account balances) and facilities proposals. This committee shall report findings to other members of the Board of Education.

Date of Adoption:	March 13, 2017
Date of Revision:	January 29, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - OrganizationStanding Committee on Activities

It shall be the policy of Norfolk Public Schools that the Committee on Activities shall consist of up to three members. The responsibilities of this committee will be to provide input to the administration regarding activities policies, procedures and program goals, as well as to provide the administration with community feedback regarding the activities program. This committee shall report findings to other members of the Board of Education.

Coaching and staffing decisions are the responsibility of the administration.

Date of Adoption:	March 13, 2017
Date of Revision:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - OrganizationStanding Committee on Policy

It shall be the policy of Norfolk Public Schools that the Committee on Policy shall consist of up to three members. The responsibilities of this committee will be to conduct regular reviews of Board policy and provide recommendations to the full Board regarding revisions and adoptions.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: March 13, 2017

Date of Revision: January 28, 2021

Date of Reaffirmation: December 8, 2025

Internal Board Policies - OrganizationStanding Committee on Superintendent Evaluation

It shall be the policy of Norfolk Public Schools that the committee on Superintendent Evaluation shall consist of three Board members, including the Board President, Vice President, and one other Board member. This committee will be responsible for the completion of regular reviews of the Superintendent Evaluation Instrument, policies, and procedures to ensure that they provide an effective means to evaluate the Superintendent's performance.

This committee will also be responsible for meeting to review the Final Report and Executive Summary compiled by the NASB and for meeting with the Superintendent to review this information. If performance improvements are needed, the Committee shall develop a written list of these improvements along with a means for making the improvements and a timeline for implementing the suggested improvements.

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520

Date of Adoption: March 13, 2017
Date of Revision: January 28, 2021
Date of Revision: April 14, 2025
Date of Reaffirmation: December 8, 2025

Internal Board Policies - OrganizationStanding Committee on Government Relations

It shall be the policy of Norfolk Public Schools that the Committee on Government Relations shall consist of three members. The responsibilities of this committee will be to participate in a variety of government relation activities. This shall include attending related meetings (such as “Town Hall” meetings and meetings of the Greater Nebraska Schools Association), monitoring legislation for potential impact on the district and advocating for the district accordingly. This may also include contacting government officials in writing or in person and testifying before the legislature on behalf of the district.

Each December, the Committee is responsible for submitting the Norfolk Public Schools Advocacy Belief Statements to the Board for review and approval.

Date of Adoption:	March 13, 2017
Date of Revision:	January 28, 2021
Date of Reaffirmation:	December 8, 2025
Date of Revision:	March 9, 2026

Internal Board Policies - OrganizationStanding Committee on Curriculum

It shall be the policy of Norfolk Public Schools that the Committee on Curriculum shall consist of up to three members.

The Committee on Curriculum shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new curriculum, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724

Date of Adoption: August 12, 2019
Date of Revision: January 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - OrganizationTemporary Committees

It shall be the policy of Norfolk Public Schools that in addition to the appointment of standing committees, temporary committees may be appointed by the President of the Board of Education or a majority vote of the Board. The duration of temporary committees shall not exceed beyond the next annual meeting of the Board of Education.

Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption:	August 11, 2014
Date of Revision:	March 13, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersEnd of Service Recognition

It shall be the policy of Norfolk Public Schools that members of the Board of Education who are ending their service shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is ending their service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the Board member.

Date of Adoption:	August 11, 2014
Date of Revision:	March 13, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersVacancies and Resignation

In the event of a vacancy among the membership of the Board of Education, the remaining members of the Board of Education, shall fill such vacancy by appointment.

The person appointed shall take office immediately and continue to serve until a replacement is nominated at the next primary election and elected at the following general election. This replacement will take office at the regular January school board meeting following the general election.

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

Date of Adoption:	March 9, 2015
Date of Reaffirmation:	March 13, 2017
Date of Revision:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersRemoval From Office

Any member elected or appointed to an officer position on the Board of Education may be removed from the officer position by a two-thirds (2/3rds) vote of the membership of the Board.

Date of Adoption:	March 9, 2015
Date of Reaffirmation:	March 13, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersOrientation for Newly-Elected Members of the Board of Education

The Board of Education and staff members shall assist each new elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end the following steps shall be taken:

1. The newly-elected member shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of Nebraska school laws and information on the responsibility of a school Board member.
2. The newly-elected member shall be invited to attend meetings of the Board of Education and to participate in the discussions.
3. The secretary of the Board of Education shall supply material pertinent to the meetings and the Superintendent of the School shall explain the use of such materials.
4. The newly-elected member shall be invited to meet with the Superintendent and other district administrators to discuss their area of responsibility as defined by the Board of Education.
5. Any other material deemed helpful shall be made available upon request.

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Date of Reaffirmation:	March 13, 2017
Date of Revision:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersPolicy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings

Board members are expected to maintain effectiveness by being well-informed on educational issues. Accordingly, Board members are encouraged to attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are sponsored by the school district, state, and national education organizations.

Board members are specifically authorized to attend in-state functions which are sponsored by this school district, the Nebraska Association of School Boards, the Greater Nebraska Schools Association, and similar organizations at district expense without specific action by the Board of Education. In addition, Board members are authorized to attend out of state functions sponsored by these organizations and the National School Boards Association at district expense upon specific prior approval of the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: August 11, 2014

Date of Revision: March 13, 2017

Date of Reaffirmation: January 28, 2021

Date of Reaffirmation: December 8, 2025

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:

1. Board members, as a result of this policy are hereby given prior approval by this Board and upon approval by the Superintendent or the Superintendent's designee, are specifically authorized to attend such functions without additional or further approval by the Board unless otherwise so determined. The school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses. If travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed, based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.

2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee. The school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses. If travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed, based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.

B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, or other items of value should be granted provided that no such plaque, certificate, or other item of value to be awarded shall cost more than \$75.00.

D. Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.

E. Non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.

F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the Board.

G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the Board to the Superintendent or designee.

I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204

Date of Adoption: August 11, 2014

Date of Revision: March 13, 2017

Date of Revision: July 9, 2018

Date of Revision: January 28, 2021

Date of Reaffirmation: December 8, 2025

Internal Board Policies/PersonnelUse of Public Resources by Board Members and EmployeesRestrictions on Use

No Board member or employee of Norfolk Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee's duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor's directive; or (5) the use is for the employee's personal financial gain or potential for personal financial gain.

Incidental or De Minimis Use: Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation: Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and
2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

School Vehicles: Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

Communication Devices: A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the School District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

Election Issues: A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the School Board in determining the effect of a ballot question on the School District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the School District on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions of

use.

The School Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

Legal Reference: Neb. Rev. Stat. §§49-14,101.01 and 49-14,101.02

Date of Adoption:	August 11, 2014
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Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersMembership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption:	August 11, 2014
Date of Revision:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Revision:	July 8, 2024
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersConflict of Interest/Contracts

It shall be the policy of Norfolk Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.
2. The affected Board member does not participate in consideration or discussion of the contract.
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.
4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of Norfolk Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: Neb. Rev. Stat. ' 49-14,103.01

Date of Adoption:	August 11, 2014
Date of Reaffirmation:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board PoliciesConflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
 - a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
 - b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
 - c. The Board of Education approves the employment or supervisory position.
2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
 - a. Without first having made a reasonable solicitation and consideration of applications for such employment.
 - b. Who is not qualified for and able to perform the duties of the position.
 - c. For any unreasonably high salary.
 - d. Who is not required to perform the duties of the position.
3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.
5. A member of the Board of Education may not be engaged in a contract to teach with the Norfolk Public School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; ' 49-1499.05; 79-544; and 79-818

Date of Adoption:	August 11, 2014
Date of Reaffirmation:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (a) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (b) Deliver a copy of the statement to the Secretary of the Board of Education who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:

(A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.

(B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: August 11, 2014
Date of Revision: August 8, 2016
Date of Reaffirmation: April 10, 2017
Date of Reaffirmation: January 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - Board MembersReporting Procedures

It shall be the policy of Norfolk Public Schools that any school Board member who has a direct or indirect interest in a formal contract entered into with Norfolk Public Schools, or an open account, shall provide the Superintendent of schools with the following:

1. Names of the contracting parties.
2. Nature of the interest of the school Board member.
3. Date that the contract was approved by the school Board.
4. Amount of the contract.
5. Basic terms of the contract.

The above information shall be provided to the Superintendent of Schools no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the school Board member. The ledger kept by the Superintendent of Schools shall be available for public inspection during the normal working hours.

It shall further be the policy of Norfolk Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: Neb. Rev. Stat. § 49-14,103.02

Date of Adoption:	August 11, 2014
Date of Reaffirmation:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Board MembersCode of Ethics and Standards of Conduct

Board members' actions, verbal and nonverbal, reflect the attitude and the belief of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to the responsibility of duty.

It shall be the policy of Norfolk Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics and Standards of Conduct.

As a Norfolk Public School Board member, I will:

1. Scope of Authority:

Accept that the authority of the NPS Board is derived from the State which is responsible for the organization and operation of public schools, and which determines the degree of discretionary power exercised by the Board representing the people of the Norfolk community.

2. Purpose/Focus:

Focus on district policy development, goal setting, planning, efficient use of resources, and evaluation, to promote the largest measure of educational development for all NPS children and young adults, and further the welfare of this community, of the State, and of the Nation.

3. Character:

Be honest, fair, and impartial and act with integrity and civility. I will assume positive intent in others, model excellence, and uphold the public trust.

4. Board Member Relations and Decision-Making Conduct:

a. Express Opinions/Encourage Discussion:

Encourage board member free expression and honor different opinions and perspectives, share my views in an open, honest manner while working for consensus and Board harmony.

b. Respect:

Voice opinions respectfully, accord others with respect, make no disparaging remarks in or out of the board meeting, about other members of the Board or their perspectives. I will maintain positive relations with other board members, administrators, school staff, and members of the public. I will recognize the integrity of my predecessors and the merit of their work.

c. Open-Mindedness:

Approach decision-making with an open mind and rely on data and professional expertise to determine how to vote. I will determine how to vote only after board discussion and deliberation.

d. Commitment, Preparation, Engagement:

Honor the commitment entrusted to me by the public to be an effective board member and to make informed decisions. I will diligently prepare for and attend all board and committee meetings, devote time, thought, and study and actively participate so I contribute the best service possible to Norfolk Public Schools.

5. Trustworthiness in Stewardship:

Fulfill the obligation I have to the Norfolk community by respecting and obeying Nebraska state statutes including the Open Meetings Act, being knowledgeable about NPS educational programs, ensuring efficient use of district resources, following district policies, and representing programs, priorities, and academic progress accurately. I expect that board meeting time be spent both on learning about education programs and ensuring efficient use of education resources.

a. Exercise Independent Judgment:

Uphold my personal obligation to the community, school, and State by maintaining individual judgment and by not making personal promises, taking private action that may compromise my performance of responsibilities, or surrendering that individual judgment to benefit myself or other individuals or groups.

b. Avoid Conflict of Interest and Avoid Actions for Personal Gain:

Avoid any conflict of interest or appearance of impropriety and not use my board membership for my own personal advantage, receive directly or indirectly any gift or compensation for making a recommendation or casting a vote.

c. Respect Authority of the Whole:

Acknowledge that legal authority rests with the Board and not with me as an individual board member. As such, I will not take any private action or make any commitments that may compromise the Board or administration. I will abide by and uphold the final majority decisions of the Board regardless of how I voted. When speaking in public, I will provide a disclaimer that my comments are mine alone and do not necessarily reflect the position of the NPS Board.

d. Maintain Confidentiality:

Respect the confidentiality of privileged information and will not disclose privileged information including that shared in closed board sessions. I will vote for closed sessions if the situation requires it, however, I will not support meetings that violate the Open Meetings Act.

6. Professional Development:

Model continuous learning by studying educational issues, participating in board training activities provided by education organizations, sharing experience and knowledge with other board members, and networking with other local school board members in an effort to be the most effective school board member possible.

7. Community:

Listen to those who communicate with the Board and direct individual community member concerns to appropriate staff. I will be responsive to and seek input from community members. I will encourage the Board to provide updated, accurate information to the community about public school system priorities and programs, and I will balance the needs of the community with needs of the school and act in the best interest of the school.

8. Policy:

Comply with updated board policies and state and federal laws and regulations, as well as guidance from the Superintendent, when making Board decisions. I will work with other board members to establish effective board policies and delegate the authority for implementation of policy to the Superintendent and professional and non-professional staff members who work with the Superintendent. I will provide policy support for school administrators in the performance of their duties.

9. Superintendent Relations:

Strive for a positive working relationship with the Superintendent, respecting the Superintendent's responsibility to advise and keep the Board informed, to implement board policy, and to administer the district. I will maintain open and honest communication with the Superintendent, collaborate to identify and measure performance goals, and evaluate the Superintendent as required by law.

10. Personnel Relations:

Acknowledge that the only Board employee is the Superintendent and that other prospective employees are recommended to the Board for appointment. The responsibility for employing and evaluating school personnel rests with administrators. I do not have the authority to give directives to any school administrator or employee.

Board Member Signature

Date

Date of Adoption: August 11, 2014
Date of Revision: April 10, 2017
Date of Reaffirmation: January 28, 2021
Date of Revision: March 9, 2026

Internal Board Policies - Methods of OperationMethods of Operation

It shall be the policy of Norfolk Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent of Schools and professional and non-professional staff elected to work with the Superintendent of Schools. The Superintendent and Principals shall be held responsible for the effective administration and supervision of Norfolk Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent of Schools for study, analysis, review and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-526
 Neb. Rev. Stat. § 79-520

Date of Adoption: August 11, 2014
Date of Reaffirmation: April 10, 2017
Date of Reaffirmation: January, 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - Methods of OperationFormulation of Policies

It shall be the policy of Norfolk Public Schools that the Board of Education, representing the people of the Norfolk School District, will be the governing body which determines all questions of general policy to be employed in the governance of the Norfolk Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a Board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent and the Policy Committee.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-520

Date of Adoption: August 11, 2014
Date of Revision: April 10, 2017
Date of Reaffirmation: January 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - Methods of OperationAdoption, Amendment or Suspension of Policies

- A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.
- B. The Board may suspend a policy in extreme, unique emergencies that require immediate action. Any policy of the Board may be suspended for an agreed upon period of time by a Majority vote of the members of the Board.
- C. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption:	August 11, 2014
Date of Reaffirmation:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Revision:	January 12, 2026

Internal Board Policies - Methods of OperationFormulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption:	August 11, 2014
Date of Reaffirmation:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	March 9, 2026

Internal Board Policies - Methods of OperationMeetings

The formation of school policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1412

Date of Adoption: August 11, 2014
Date of Reaffirmation: April 10, 2017
Date of Reaffirmation: January 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - Methods of OperationTypes of MeetingsRegular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 84-1409

Date of Adoption: August 11, 2014
Date of Reaffirmation: April 10, 2017
Date of Reaffirmation: January 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

State law requires at a minimum, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change. Norfolk Public Schools will provide timely advance notice by publishing in a newspaper of general circulation within the District's jurisdiction for each meeting.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Weather Delays - In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president or superintendent. The board will communicate the delay to each board member, as well as members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411

Date of Adoption:	August 11, 2014
Date of Revision:	April 10, 2017
Date of Revision:	December 14, 2020
Date of Revision:	February 25, 2021
Date of Revision:	July 8, 2024
Date of Revision:	March 10, 2025
Date of Revision:	November 10, 2025
Date of Revision:	July 13, 2026

Internal Board Policies - Methods of OperationAgenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall be sufficiently descriptive to set forth the matters to be discussed at the meeting. An agenda, kept continuously current, shall be readily available for public inspection on the District's website and at the office of the Superintendent of Schools of the Norfolk Public Schools District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption:	August 11, 2014
Date of Revision:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Revision:	July 11, 2022
Date of Reaffirmation:	December 8, 2025

Internal Board PoliciesLocation of School Board Meetings

The traditional meeting place for Board meetings shall be Norfolk Public Schools Central Administration Office Board Room. The President or Superintendent may designate a different meeting place for individual meetings with advance notice to the members.

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Meetings of the Board may be held outside the school district boundaries when deemed necessary by the Board and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the state of Nebraska upon compliance with applicable laws.

Legal Reference: Neb. Rev. Stat. §§ 84-1411 and 84-1412

Date of Adoption:	August 11, 2014
Date of Revision:	April 10, 2017
Date of Reaffirmation:	January 28, 2021
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Methods of OperationProcedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

The requirements of a roll call or vica voce vote may be satisfied by the use of an electronic voting device which allows the yeas and the nays of each member of the Board to be readily seen by the public.

Legal

Legal Reference: Neb. Rev. Stat. § 79-569
 Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 84-1413

Date of Adoption: August 11, 2014
Date of Revision: April 10, 2017
Date of Reaffirmation: January 28, 2021
Date of Reaffirmation: December 8, 2025

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

E. Speak

Members of the public will be permitted to speak at Board meetings during the Public Comments section of the meeting. Members of the public may also speak when invited to make a presentation or when recognized by the President.

At our first meeting of the month, individual speakers will typically have up to 5 minutes to address the Board. For all meetings other the first meeting of the month, individual speakers will typically have up to 3 minutes to address the Board, and the Board shall hear up to 30 cumulative minutes of public comment. The Board President/Chair may modify these time limits when appropriate.

The President/Chair may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption:	August 11, 2014
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Date of Revision:	July 11, 2022
Date of Revision:	July 8, 2024
Date of Reaffirmation:	December 8, 2025

Internal Board Policies - Methods of OperationTeacher-Administrator-Board of Education Relationships

Because it is recognized that providing a high quality education for children is the paramount aim of Norfolk Public Schools and that good morale is necessary for the best education of children, the Board sets forth the following policy concerning the relationship of the Board, the administration, and the staff:

- A. The Board of Education, under law, has the final responsibility of establishing policies for the district.
- B. The Superintendent and staff have the responsibility of carrying out the policies established through the development and monitoring of administrative rules and regulations.
- C. The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

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