



NEBRASKA DEPARTMENT OF EDUCATION

TO: Matthew L. Blomstedt, Ph.D.
Commissioner of Education

FROM:

MARGARET WORTH

SUBJECT:

POLICY REVIEW INFORMATION ITEM

Proposed Board Action:

STATE BOARD POLICY, B19, "Staff Research and Assistance."

Background Information:

Pursuant to the four-year review schedule implemented by the State Board Policy Committee, State Board Policy B19 is submitted for review.
Pursuant to Bylaws B8 and B5, this policy may be revised, rescinded or referred to the State Board Policy Committee for review. If the Committee, the Board President or any Board member believes that action is necessary in connection with this Policy, an appropriate motion may be placed on the Agenda for a future Board meeting.
B19 will remain in effect indefinitely until revised or rescinded.

Estimated Cost:

N/A

Supporting Documentation Included:

State Board Policy Statement B19, "Staff Research and Assistance."

For Additional Information on this item:

Contact Margaret Worth, (402) 471-0312 or margaret.worth@nebraska.gov

Staff Research and Assistance

All requests by Board members for research or other assistance by staff should be routed through the Commissioner's Office.

In cases where the individual Board member requires assistance from staff for research, creation of information or documents, or other preparation to assist the Board member in their official duties, those requests should be handled as follows:

- Requests requiring less than four hours of staff time, and minimal other costs, should be completed by the staff as directed by the Commissioner, including the preparation of a brief report of the staff time and costs involved.
- For requests requiring more than four hours of staff time and/or more than minimal other costs, such requests shall be submitted by the Board member in writing and routed through the Commissioner's office or through the Board President. The requesting Board member will be provide with a written response identifying the specific request and the activities required to complete it, the estimated staff time required, the estimated total cost of staff time and related expenses, and the estimated timeline for completion. The requesting Board member may authorize the initiation of the activity for up to four hours of time and minimal related cost. The total project will require approval of the Board for completion of the balance of the project.

In consultation with the Board President, the Commissioner shall determine the appropriateness of providing the same request for the benefit of other Board members. Board members may request copies of the projects/activities completed for other Board members. The Commissioner shall provide reports to the full Board of the requests made of staff.

Board Action History

- 12/8/95 – Prior B19
(Requests for research go through Commissioner with copies of research provided to all members.)
- 4/10/98 – Prior B19
(Completely revised)
- 9/7/06 – B19
(Same Bylaw text)

Cross-References

- State Board Policies D2 and B21