

UNIT ORGANIZATION

Section 2 ESU #13 Board

A. Board's Name and Role

ESU #13 is governed by a board legally known as the “Board of Educational Service Unit No. 13.” The Board is responsible for the general control and direction of ESU #13.

Legal Reference:	Nebraska Statute: 79-1217
Date of Adoption: Updated:	6/18/19

B. Board Philosophy

ESU #13’s function is to act primarily as a service agency in providing core services and services to schools as identified and requested by member schools.

Legal Reference:	
Date of Adoption: Updated:	6/18/19

C. Duties and Function of the Board

The Board functions as a policy-forming and legislative body and, in some circumstances, as a quasi-judicial body. The general duties and functions of the Board are as follows:

1. Policies: Adopt policies governing the organization and operation of ESU #13 that are appropriate to serve the role and mission of ESU #13 and meet requirements of law. The Board policies will be available for review upon request at the administrative office of ESU #13. The Board may act to suspend policies for a specified purpose and limited time by a majority vote of the Board.

The Board does not adopt administrative policies unless specifically required to do so by law, or unless requested to do so by the administrator or as required by negotiated agreement with employee organizations.

New or amended policies shall be codified and placed in the ESU #13 administrative policy manual. Copies of new or amended administrative policies will be presented to the Board members and staff for their information.

2. Amendments to the Policies: The Board may enact, amend, or repeal any of the policies governing the Board by a majority vote of the Board

provided that prior public notice of the proposed action has been given. Proposed addition, deletions, or modifications to the policies shall be discussed at one Board meeting and acted upon at the first subsequent Board meeting when it shall be convenient for the Board to pass upon such policies.

The Board reserves the right to review and require revisions of administrative policies should the policies, in the Board's judgement, be inconsistent with the policies adopted by the Board.

3. Personnel:

Administrator: Appoint and fix the compensation and duties of the administrator and evaluate the administrator's performance. The method for selecting the administrator shall be determined by the Board and may include the use of administrator Selection Services or committee(s) created by the Board for the sole purpose of identifying candidates for the position.

Professional and Classified Staff: With the advice of the administrator, the Board shall also employ and fix the compensation and duties of professional and classified staff. The Board shall be responsible for taking action on certain personnel grievances and personnel contracts required pursuant to law or Board policy.

4. Budget: Provide for the preparation and adoption of the annual budget for the operations of ESU #13, which shall include an itemized list of contemplated expenditures and expected revenue.

5. Services: Exercise final authority with regard to the determination of services to be provided to member school districts and contracted services to be provided to other schools or entities. The Board shall determine the participation of ESU #13 in providing supplementary educational services.

6. Purchases and Contracts: Approve purchases and contracts for which Board action is required pursuant to law or Board policy.

7. Memberships: Determine on an annual basis whether or not it wishes to continue membership in professional organizations such as NASB and AESA.

8. Audit: Cause a complete and comprehensive annual audit to be made of the books, accounts, records, and affairs of ESU #13. The audits shall be conducted annually, except that the Auditor of Public Accounts may determine an audit of less frequency to be appropriate but not less than once in any three-year period. The Board may contract with the Auditor of Public Accounts or select a licensed public accountant or certified public accountant or firm of such accountants to conduct the audit and shall be responsible for the cost of the audit pursuant to the contract. Such audit

shall be conducted in the same manner as audits of county officers. The original copy of the audit shall be filed in the office of the Auditor of Public Accounts.

9. Fulfill Mission: Take any other lawful and appropriate action to fulfill the mission of ESU #13.
10. State, Regional and National meetings: To authorize the membership to attend state, regional, or national meetings with necessary and actual expenses incurred to be paid from funds budgeted for that purpose. This attendance will allow each member an opportunity to keep abreast of the many current issues facing today's Boards. Regular participation by members of the Board will assure access to the current information and thinking and the legal and legislative mandates that impact today's educational service agencies. To afford each member full opportunity to participate in the many growth and development activities available, Board policy is developed in order to assure fairness, equity, and equal access to all the funds budgeted each year for this purpose.
11. Amenities: To provide refreshments such as coffee, tea, donuts, cookies, and other such refreshments, from time to time, to ESU #13 employees, Board members, advisory committee members, and others involved with or conducting business or activities on behalf of ESU #13.

It shall further be the policy of the Board to, from time to time, make provisions for meals and refreshments when to do so assists ESU #13 employees, Board members, advisory committee members, and others engaged in the business of ESU #13 to accomplish the role and mission of ESU #13. The Board finds that Board participation is enhanced by such amenities as are provided for by this policy. The Board further finds that the provision of such amenities does not constitute compensation to members of the Board.

Legal Reference:	Nebraska Statutes: 79-1217 to 79-1224, 79-1229 NDE Rule 84, Section 3.04F
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