

BOARD OF EDUCATIONAL SERVICE UNIT #13

Tuesday – August 15, 2017

Location – ESU #13 Center, 4215 Avenue I, Scottsbluff, NE

REGULAR MEETING – 7:00 PM

1. Call to Order

- Meeting is governed by the Nebraska Open Meetings Act as posted.
- The ESU #13 Board reserves the right to rearrange the order of the agenda.
- The ESU #13 Board reserves the right to convene an executive session in accordance with § 84-1410

2. Excuse Absent Board Member(s) (Motion Necessary for Approval)

3. Approval of Agenda (Motion Necessary for Approval)

Consent Action Items (Motion Necessary for Approval)

- Minutes of Regular Meeting (May and June Regular Meeting)
- Treasurer’s Report (June 30, 2017 and July 31, 2017)
- Fund Balance (June 30, 2017 and July 31, 2017)
- Budget Report (June 30, 2017 and July 31, 2017)
- Claims for Disbursement (July 18, 2017 and August 15, 2017)

Calendar

- **Tuesday, August 15, 2017** – New employee orientation – Harms, Room 188
- **Wednesday, August 16, 2017** – Staff Training – Harms, Room 188
- **Thursday, August 17, 2017** – Staff workday/Department Meetings
- **Friday, August 18th, 2017** – ESU All staff in-service – Harms, Bay Area
- **August 29, 2017** – First ESUAAC Meeting for Superintendents – Harms, Room 188 – 2:00 PM
- **August 29, 2017** – 2017 NASB Area Membership Meeting – Gering Civic Center – 4:30 PM Registration begins (Diemoz, Knapper, Marx, Tollman)
- **September 6-7, 2017** – NASA/NASB Labor Relations Conference – Lincoln, NE
- **September 19, 2017** – Budget Hearing, Tax Request Hearing and Regular Meeting- 7:00 PM
- **November 15-17, 2017** – 99th Annual State Education Conference – LaVista Conference Center

- **November 29-December 2, 2017** - AESA Annual Conference – San Antonio, Texas (Tom Millette) *Please let Desira know by September for early discounted registration.*

Public Forum

- Time limit for each person is three (3) minutes; no response or action taken by the Board.

Reports

- George Schlothauer – Medtronic News regarding VALTS student Shelbi Klingsporn’s pacemaker experiment.
- Administrator’s Report ([Appendix A](#))
- July 12, 2017 – Open Meetings Law Workshop – Scottsbluff High School (Coon, Marsh, Marx, Tollman)
- Head Start Policy Council Activity Report and Director’s Report (June 2017 and July 2017)

4. Old Business

- **Board Policy regarding School Wellness Policy-Students:**
The following policy will replace the current Wellness Policy and has been reviewed by our attorney, Jerry Ostdiek. It is being updated based on new requirements from NDE. This is the final reading.

School Wellness Policy-Students

A mission of Educational Service Unit #13 (“ESU 13”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

ESU 13 will convene a representative Wellness Committee (“EWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The EWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; school health professionals or staff and mental health and social services staff. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the

EWC will include representatives from each facility and reflect the diversity of the community.

Leadership

The Administrator or designee(s) will convene the EWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

ESU 13 will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at ESU 13's website.

Recordkeeping

ESU 13 will retain records to document compliance with the requirements of the wellness policy at the Administrator's office and/or on ESU 13's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;*
- Documentation demonstrating that the policy has been made available to the public;*
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods ESU 13 uses to make stakeholders aware of their ability to participate on the EWC;*
- Documentation to demonstrate compliance with the annual public notification requirements;*
- The most recent assessment on the implementation of the local school wellness policy;*
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.*

Annual Notification of Policy

ESU 13 will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. ESU 13 will make this information available via ESU 13 website. This will include a summary of ESU 13's events or activities related to wellness policy implementation. Annually, ESU 13 will also publicize the name and contact

information of ESU 13 officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, ESU 13 will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which ESU 13's schools are in compliance with the wellness policy;*
- The extent to which ESU 13's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and*
- A description of the progress made in attaining the goals of ESU 13's wellness policy.*

The position/person responsible for managing the triennial assessment and contact information is the Administrator or the Administrator's designee.

The EWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

ESU 13 will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The EWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

ESU 13 will actively communicate ways in which representatives of EWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. ESU 13 will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. ESU 13 will use electronic mechanisms, such as email or displaying notices on ESU 13's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. ESU 13 will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that ESU 13 and individual schools are communicating important school information with parents. ESU 13 will notify the public about the content of or any updates to the wellness policy annually, at a minimum. ESU 13 will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

All schools within ESU 13 that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). ESU 13 will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

ESU 13 will encourage staff to ensure that foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

- 1. Celebrations and parties. ESU 13 will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.*
- 2. Classroom snacks brought by parents. ESU 13 will provide or make available to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.*
- 3. Rewards and incentives. ESU 13 will provide teachers and other relevant school staff a [list of alternative ways to reward children or other comparable resources](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.*

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

Nutrition Education

ESU 13 will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;*
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;*

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.*
- Displays, such as on vending machine exteriors*
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)*
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by ESU 13.*
- Advertisements in school publications or school mailings.*
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.*

As ESU 13/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and

replacement) decisions should reflect the applicable marketing guidelines established by ESU 13 wellness policy.

4. Physical Activity

Children and adolescents should participate in physical activity every day. To the extent practicable, ESU 13 will ensure that its grounds and facilities are safe and that equipment is available to students to be active. ESU 13 will conduct necessary inspections and repairs.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. ESU 13 recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week.

ESU 13 will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

5. Other Activities that Promote Student Wellness

ESU 13 will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. ESU 13 will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the EWC.

Community Partnerships

ESU 13 will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Staff Wellness and Health Promotion

The EWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in ESU 13 will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. ESU 13 promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, ESU 13 will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

School Campus: *areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.*

School Day: *the time between midnight the night before to 30 minutes after the end of the instructional day.*

Triennial – *recurring every three years.*

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Recommendation: Move to adopt School Wellness Policy-Students.

- **Board Policy Regarding Annual Emergency Safety Plan, Warning System, Bomb Threats, Safety Drills, Crisis Management and Communications and Visitors to School:**

These proposed policies are a continuation of NDE’s request to standardize protocol for safety and security. Jerry Ostdiek has reviewed our existing policies and recommends we add these policies.

ANNUAL EMERGENCY SAFETY PLAN

All employees have the responsibility for maintaining safe, healthful and sanitary conditions within the buildings and on the grounds of ESU 13. The ESU 13 Administrator shall designate staff and develop procedures to insure that all facilities meet fire, safety and health codes.

The ESU 13 Administrator shall appoint a school safety and security committee represented by faculty, parents and community members that will prepare and review the ESU 13 safety plan. This plan will be updated annually by the committee and approved by

the ESU 13 Board. The plan will address safety procedures and security plans for students, staff and visitors, including during emergency events.

Typical elements of this plan will include:

- The assignment of specific employees to safety tasks and responsibilities.*
- Instructions relating to the use of alarm systems and signals.*
- Information concerning methods of fire containment and equipment use.*
- Systems for notification of appropriate authorities.*
- Specification of evacuation routes and procedures.*
- Posting of plans and procedures at suitable locations.*
- Procedures and frequency of emergency evacuation drills.*
- An evaluation of each evacuation drill.*

The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the ESU 13. This review includes a visit to each ESU13 building to analyze plans, policies, procedures and practices.

Recommendations shall be made to the Administrator and the committee for use in revising the plan.

WARNING SYSTEMS

ESU 13 shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for ESU 13 buildings and sites.

Students shall be informed of this system according to ESU 13 board policy. Each classroom and office shall have a plan for helping those in need of assistance to safety during an emergency. This shall include, but not be limited to, students and employees with disabilities.

Certificated employees shall be responsible for instructing students on the proper techniques to be followed during an emergency.

BOMB THREATS

As soon as a bomb threat is reported to the ESU 13 Administration, the local police authorities shall be notified. The ESU 13 facility may be cleared immediately. A thorough search will be made by the appropriate ESU 13 or law enforcement officials and take other precautions they believe to be necessary and prudent.

It shall be the responsibility of the Administrator to file a report or keep a report of each incident for the ESU 13 records.

SAFETY DRILLS

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. The ESU 13 Administrator will conduct emergency drills in accordance with state statute and the ESU 13 Emergency Safety Plan.

Drills and instruction on fire emergencies shall include routes and methods of exiting the

building.

Drills and instruction on tornado dangers and natural disasters shall be conducted at least twice each year.

CRISIS MANAGEMENT AND COMMUNICATIONS

A school crisis may occur at any time, may take various shapes, and may hit with varying degrees of severity. The ESU13 Administrator is directed to develop appropriate procedures to ensure the crisis and all necessary communications will be managed effectively.

VISITORS TO SCHOOL

The ESU 13 Board encourages parents and other district citizens to visit ESU13 programs and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which includes persons other than employees or students, must notify the program Director of their presence in the facility upon arrival and request authorization to visit elsewhere in the building.

Persons who wish to visit a classroom while school is in session are asked to notify the program Director and obtain approval from the program Director prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The Board and Administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the Administrator and Directors to take the action necessary to cease the inappropriate conduct. If the Administrator or Directors are not available, an ESU 13 employee shall act to cease the inappropriate conduct.

The Board discourages using the school as a site for parents without custody to visit their children. The onsite supervisor may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska law.

ESU 13 may restrict the use of its buildings and grounds or restrict access to school property by issuing no trespassing commands and/or stay away/ no trespassing letters when deemed necessary by the Administrator when any individual or group:

- is determined to present a risk to the safety of others,*
- presents a disruption to the learning environment,*
- fails to follow proper check-in and identification procedures, or*
- does not have a legitimate purpose to be present on school grounds or activities.*

In the event a person prohibited by this or other board policies is on ESU 13 property or is attending an ESU 13 sponsored event, the administrator or program Director will tell the person he or she must leave and will notify the person they are not permitted back on ESU

13 property, except if their presence is required by the ESU 13. The Administrator or program Director may contact the proper legal authorities if necessary to enforce this policy and may file a report or sign a complaint on behalf of ESU 13.

Recommendation: First reading. No action required.

5. NEW BUSINESS:

- **Employee Contract for 2017-2018:**

Due to Head Start Rule 11 Teacher Certification, we have offered a contract to Michele Kuxhausen for Head Start teacher. She has an Associate's Degree from WNCC and a Bachelor of Science Degree in Education from Chadron State College. This will be a 192 day contract.

Recommendation: Move to approve the employee contract with Michele Kuxhausen for 2017-2018 school year.

- **Employee Contract for 2017-2018:**

Due to Head Start Rule 11 Teacher Certification, we have offered a contract to Andrea Amber Newberry (Businga). Amber has an Undergraduate Degree from Chadron State College in Elementary Education. She also has a Master's Degree from Wayne State College in English Language Learner Education. She has taught in Minatare Public Schools for the past 6 years. Her contract will begin on August 15, 2017 and will be for 192 days.

Recommendation: Move to approve the employee contract with Andrea Amber Newberry for 2017-2018 school year.

- **Employee Contract for 2017-2018:**

Due to Head Start Rule 11 Teacher Certification, we have offered a contract to Deborah Lee Sinks. Deborah is a graduate of Gering High School and has a BA Degree from the University of Wyoming with an emphasis on Elementary Education. She has 25 years of experience in working with children, families and additional public activities in Torrington.

Recommendation: Move to approve the employee contract with Deborah Lee Sinks for the 2017-2018 school year.

- **Revision and Updated Head Start Policies and Procedures:**

As per the Performance Standards, we need Board approval of revised Policy and Procedures. We have uploaded to the website the revised Nutrition Policy. Policy Council approved this Policy on July 25, 2017 at the Policy Council meeting.

Recommendation: Move to approve the revised Head Start Nutrition Policy.

- **Payroll Dates for 2017-2018:**

The following 2017-2018 payroll dates are proposed:

Friday	September 1, 2017
Monday	October 2, 2017
Wednesday	November 1, 2017
Friday	December 1, 2017
Tuesday	January 2, 2018
Thursday	February 1, 2018
Thursday	March 1, 2018
Tuesday	April 3, 2018
Tuesday	May 1, 2018
Friday	June 1, 2018
Monday	July 2, 2018
Wednesday	August 1, 2018

Recommendation: Move to approve the proposed 2017-2018 payroll dates.

- **2017-2018 ESU #13 Handbooks:**

Posted under the ESU #13 website under Administration and Special Services-Meridian are the 2017-2018 Personnel Handbook and Meridian Handbook. (Handbooks were also uploaded with your Board materials.) Updates to the Personnel handbook were made to reflect changes in mission statement, Board of Education members, personnel, school districts/superintendents, calendars, payroll dates, employment applications, payroll benefits, office closing dates, process for recording leaves, unit improvement committees, negotiated agreement and certificated staff salary schedule (reflects the new base).

Recommendation: Move to approve the 2017-2018 ESU #13 Handbooks.

6. Approval of Minutes (Motion necessary for Approval)

7. Adjournment

Appendix A

ESU 13 BOARD NOTES Dr. Jeff West August 2017

Scottsbluff Facility Projects

We had a delay on some of the mechanical part of this summer's project. We are waiting on the boilers and pumps for the new boilers. We will have about \$167,126 carried over into this next fiscal year on the mechanical side to complete this project. We are also going to budget for the Meridian classroom cabinets and heaters that did not get include in this year's work.

They began work on the north parking lot on Monday, July 31st. They plan to have it ready for us to use on August 21st.

I have budgeted \$600,000/year the past 3 years for improvements. If it is OK with the Board, we will do the same in the 2017-18 budget to cover the parking lots, cabinets/heaters in Meridian classrooms and the mechanical carryover.

Sidney Office Update

I was in a meeting on August 1st with Connie Hancock, a Community Vitality Initiative Educator from UNL Extension in Sidney. At the conclusion of our meeting, Connie talked with me about a collaboration that is currently happening in Sidney with the Sidney Library, the Sidney Chamber, and UNL Extension-Sidney about the possibility of going together on a facility and she asked me where we were with our Sidney office situation. I told her we were looking at all options and that I would like to share with this group our needs in Sidney and if it might fit into what they are thinking as far as their future collaboration. There was speculation that possibly one of the Cabela's corporate buildings that is most likely to be available in the future could be used for this collaboration, but I wasn't told which building and nothing was certain at this point.

I felt like having us involved in this discussion made sense without making any kind of commitment at this point. There could possibly be some shared space in such a collaboration that would allow us to share some of the cost as well. Thoughts of the Board? Are you OK with this?

Board Finance Committee and 17-18 Budget

In talking with Jodi and Desira, we have some dates to share with the Finance Committee to see how often and when you might want to meet to review and discuss the 2017-18 budget.

We feel we can have a draft of the budget ready for your review on August 22nd with an additional meeting on September 12th if necessary with the board meeting on September 19th.

I have heard we are looking at around 6% valuation increase. Bill can verify if that is what he is hearing for his budget at WNCC for next year.

Landscaping and Sprinklers

Dick Meyers will complete the landscaping project in the next couple weeks. We waited until the pathway was done and replaced the concrete in the front driveway before he could plant sod and seed.

Outside/Inside Signage

We have installed all but one of the outside signs. We are waiting on the sign that will be placed in the north parking lot until we have finished the concrete work in the north parking lot. The inside signage has been installed. We have received many positive comments about the signage since it was put in place.

Payroll Clerk

We offered the payroll clerk position to Luke Pankonin. Luke has served as our Head Start Quality Assurance person the past two years. Luke has been our payroll back up person for Letitia for two years so he is very familiar with our new accounting software. Luke will be training with Letitia through the end of December, taking over in January. We are not replacing the Quality Assurance person in Head Start as we try and find money to pay certified teachers in the Head Start program. More about that in the next item (Rule 11).

Rule 11 Teacher Certification for Head Start

I continue to work with the Early Childhood Department of NDE on the issue of teacher certification for our 15 HS teachers. I have also reached out to Commissioner Matt Blomstedt about this issue. While I was not optimistic about my recent conversations with the EC Department of NDE, I was more optimistic after a recent conversation with Matt and the possibility of some relief from this requirement. I have reached out to Dr. Sam Meisels, of the Buffett Early Childhood Institute at UNL for some guidance on how to address this certification issue. We are scheduling a time for me to meet with his team. I am also talking with Senator Stinner and his legislative aide in case we need to look at introducing possible legislation to get relief from the Rule 11 requirements.

If we are required to have all 15 of our HS teachers certified by 2021, that is going to be a major issue both in terms of classes needed to be taken by teachers and money required by the grant to place them on the ESU 13 salary schedule.

Day Treatment/Day School Proposal

Members of the ESU 13 team (Jeff, Laura, Katie and Paul) and Region 1 talked with Senator Stinner to review our proposal for a Day Treatment/Day School in Scottsbluff. Senator Stinner is having his legislative staff work on possible legislation to introduce our proposal to the Education Committee this next year. He will also talk with some other Senators and the Governor. With the state deficit, Senator Stinner is not overly optimistic about our chances of getting funded this year, but hopeful we can get some funding for it in the next biennium. Senator Stinner is trying to get a pilot funded for 3-4 years at \$200,000/year.

The cost of educational side of the proposal is closer to \$700,000/year so we will need to get additional funding to make this work. I believe in order to get this done; we will need to braid funding from the state, ESU 13, our member schools, Region 1 and some other partners and/or funders. I have included a copy of the proposal in your Board packet. At some point, I will want

to have Laura Barrett, Katie Carrizales and Paul Smith come to a meeting and talk in much more detail with you about our proposal and to answer any questions you may have.

Intensive Outpatient Program (ESU 13/Region 1)

This IOP project is being developed with ESU 13/Region 1 to fill the current void of IOP services available in Western Nebraska to meet the needs of children and youth with significant behavioral health concerns until we can get our day treatment/day school proposal in place. Students are not currently able to access IOP services in Western Nebraska. ESU 13/Region 1 are currently in the process of planning for a day treatment/day school facility, which would work closely with IOP services for meeting the needs of youth in the Region 1 area. The school districts with which we work indicate that, although they provide student supports through a variety of other strategies, they do not have the capacity to address severe behavioral or mental health concerns of students.

ESU 13 Contracting Psychological Services with Laramie CO School District #2 (Pine Bluffs)

This next year, we will be providing psychological services to Pine Bluffs. Paul Smith will be going there 1.5 days a week. Some of his caseload here in Nebraska will be distributed to other psychological department staff. Pine Bluffs will also be paying hotel and meals.

I am excited about the possibility of expanding into Wyoming in this area next year with the hope that maybe we can find other opportunities to provide additional services to Eastern Wyoming in the future.

Official State Auditor Letter

We have officially received the letter from the State Auditor's Office about next year's visit. They will begin work in October.

They will issue the following reports:

- A report on the financial statements of the ESU, on a cash basis;
- A report on the internal control structure based solely on their consideration of the structure made as a part of the audit of the financial statements; and
- A report on compliance with laws and regulations that may have a material effect on the financial statements.

Cost: not to exceed \$25,000.

Perry Law Firm: ESU Board Policy Manual Template

We received the ESU specific Board Policy template from the Perry Law Firm that the Board approved us purchasing. Desira has uploaded the templates in your Board packet so we can discuss the process the Board would like to follow in reviewing these policies for ESU 13. The Perry Law Firm noted in their notice to me with their policy template that "our policy template is just a template – we have highlighted some areas that you and your board may need to adjust. For instance, personnel leave issues are usually ESU-specific. As such, you and your board may want to adjust the leave provisions."