

# **BOARD OF EDUCATIONAL SERVICE UNIT #13**

**Tuesday – August 21, 2018**

**Location - ESU #13 Center, 4215 Avenue I, Scottsbluff, NE**

**DINNER – 6:30 PM**

**REGULAR MEETING – 7:00 P.M.**

## **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 (June Regular Meeting)
- Treasurer's Report (June 30, 2018 and July 31, 2018)
- Fund Balance (June 30, 2018 and July 31, 2018)
- Budget Report (June 30, 2018, July 31, 2018, August 21, 2018)
- Claims for Disbursement (July 17, 2018 and August 21, 2018)
- Approval of attendance for educational workshops, conferences, training programs, official functions, hearings, or meetings

### **Calendar**

- **August 28, 2018** – First ESUAAC meeting for Superintendents – ESU Conference room C – 2:00 p.m.
- **August 28, 2018** – NASB Area Membership meeting – Gering Civic Center – Registration begins at 4:30 p.m. (Tollman, Knapper, Millette)
- **September 5-6, 2018** – NASA/NASB Labor Relations Conference – Lincoln (Knapper)
- **September 17, 2018** – Buffett Early Childhood Conference - Kearney
- **September 18, 2018** – Budget Hearing, Tax Request Hearing and Regular Meeting – 7:00 PM
- **November 14-16** – 100<sup>th</sup> Annual State Education Conference - Lincoln
- **November 28-December 1, 2018** – 33<sup>rd</sup> AESA Annual Conference - The Broadmoor Hotel, Colorado Springs, CO

## Public Forum

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

## Reports

- B.J. Peters, Technology Director – E-mail retention
- Administrator’s Report ([Appendix A](#))
- Head Start Director’s Report for June and July (uploaded to website)
  - Program Performance Summary Report (uploaded to website)

## 4. OLD BUSINESS

- **Proposed Board policy for Pregnant and Parenting Students:**

In 2017, the Nebraska Legislature passed Section 79-2,149, et seq. Under this law, schools are required to “adopt a written policy...which provides for standards and guidelines to accommodate absences related to pregnancy and child care for pregnant and parenting students.” The Legislature directed NDE to adopt a model policy. Perry Law Firm has modified the policy to better reflect our legal requirements under the new law. This is the final reading.

*Pregnant and Parenting Students*

*ESU #13 recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, ESU #13 will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parent responsibilities.*

*Attendance and Leave of Absences*

*Pregnant and parenting students will be permitted to attend to their own health care, their child’s medical care or other pregnancy-or parenting-related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre-and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student’s licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled at ESU #13 at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student’s pregnancy and thereafter unless ESU #13 deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student’s licensed healthcare provider regarding the student’s safe*

*participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.*

*Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards ESU #13 policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.*

*Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.*

#### *Alternative Means to Complete Course Work*

*ESU #13 will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.*

#### *Lactation*

*ESU #13 will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.*

#### *Child Care*

*If in-program child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.*

#### *Privacy and Confidentiality*

*Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. ESU #13 staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.*

*Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for education or job opportunities, awards or scholarships.*

#### *Other Accommodations*

*Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in ESU #13. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the program director.*

**Bullying and Harassment**

*Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying and harassment. Such ESU #13 policies are incorporated herein and apply to all students.*

**Policy Dissemination**

*This policy will be available at the beginning of each school year on the ESU #13 website and will be incorporated in the LifeLink handbook.*

**Recommendation: Move to adopt the proposed Board policy for Pregnant and Parenting Students**

**5. NEW BUSINESS**

- **Proposed Board Policy Regarding Records Management – E-Mail Retention, Disposition and Litigation Holds**

The following proposed Board policy on Records Management was sent to us by Jerry Ostdiek, our attorney. Our Technology department has reviewed the policy for compliance. This is the introduction. The proposed policy will proceed to the Board Policy Committee for review.

**1. General Standard**

*Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.*

**2. Records Officer**

*The Administrator has been designated as the Records Officer of ESU #13. Any questions about the type or category of a record or the required retention period for it should be addressed to the Records Officer or designee.*

**3. Electronic Messages**

*Electronic messages are communications using an electronic system for the conduct of ESU #13 business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and Electronic Data Interchange (EDI). In this policy, the terms 'electronic messages' and 'e-mail' are used, depending on the context, to mean the same thing. The ESU #13 electronic system in which records are collected, organized and categorized to facilitate preservation, retrieval, use and disposition is as follows:*

a. **End-User Management**

*End-user means anyone who creates or receives electronic messages on the ESU #13 electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing, and disposing of records that are part of his or her desktop computer.*

b. **Categories for Retention**

*Electronic messages fall within three categories:*

- i. *Transitory messages*
- ii. *Records with a less than permanent retention period*
- iii. *Records with a permanent retention period*

*End-users are to organize, store, retain, and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.*

i. **Transitory Messages**

*Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages.*

*Employees sending or receiving such communications may delete them immediately without obtaining approval.*

ii. **Less Than Permanent Retention Records**

*These records are governed by the retention period of equivalent hard copy records as specified in the approved records retention and disposition schedules. (Please refer to Schedule 24 - Local Government-General Records and Schedule 95 - Local Government-Educational Service Units on the Nebraska Records Management Division website. [www.sos.ne.gov/records-management/retention\\_schedules.html](http://www.sos.ne.gov/records-management/retention_schedules.html).) These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Question relating to the retention or destruction of these records should be referred to the Records Officer.*

iii. **Permanent/Archival retention records**

*Decisions relating to such records should be made by the records officer in consultation with the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency, and format of the transfer should be determined cooperatively by the Records Officer and the State Records Administrator.*

c. **ESU #13 E-mail Deletion Guidelines**

*ESU #13 employees are responsible for managing the e-mail inboxes. ESU #13 e-mail is secure and is backed up daily. The only e-mails that are deleted by the network are e-mails that employees have manually deleted and moved into the deleted folder, and the e-mails that in the junk mail folder. Junk mail is permanently deleted every 21 days and all items in a user deleted folder are permanently deleted every 90 days. All other e-mail messages in a user's inbox or in any subfolders are retained permanently.*

d. **Proper use of Electronic Messages**

i. **Non-Discrimination**

*Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political or religious business or beliefs.*

ii. **Permissible Use**

*Electronic messaging is to be used only for purposes that are consistent with the mission of ESU #13. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent, or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, pass, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a nonprofit organization except when and to the extent such use serves an ESU #13 purpose or facilitates ESU #13 business.*

iii. **Conduct**

*Employees shall not read electronic message received by another employee when there is no ESU #13 purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.*

iv. **Other Regulations**

*Electronic messaging is subject to all requirements of ESU #13's "Acceptable Use of computers, Network, Internet and Websites" policy and may be monitored and access at any time without prior notice. ESU #13 has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right; it is not a public forum. Electronic messaging is made available subject to all ESU #13 Board of Education policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.*

4. **Litigation Holds**

*When litigation against ESU #13 or its employees is filed or threatened, ESU #13 will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will, in particular, be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.*

*As soon as ESU #13 is made aware of pending or threatened litigation, a litigation hold directive will be issued by the Records Officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.*

*The litigation hold directive overrides any records retention schedule that may otherwise call for disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the Records Officer until the hold is released.*

*Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system. Such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.*

*No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.*

**Recommendation:** Introduction only. No action required.

• **Strategic Planning Goals:**

At the June meeting, a summary of ESU #13's goals developed at the Strategic Planning Meeting was reviewed. It is now time to approve the goals listed below for action plan writing to create a road map for each goal. When the plans are completed, they will be submitted for Board approval.

- ✓ Goal #1: ESU 13 will develop and implement comprehensive supports to identify, acquire, enhance and combine resources (financial, staffing, etc.) available to best serve our schools and communities.
- ✓ Goal #2: ESU 13 will serve as a unifying force to connect schools, students, and families with appropriate level services in the areas of mental and behavioral health.
- ✓ Goal #3: ESU 13 will continue to grow as leaders in best practices in education and legal issues that impact education.
- ✓ Goal #4: ESU 13 will develop a model to support school districts with the implementation of a multi-tiered system of support to meet the

unique needs of students of all ages within the member school districts.

- ✓ Goal #5: ESU 13 will be well known and understood by internal and external stakeholders.

**Recommendation: Move to approve ESU 13's strategic planning goals for action plan writing.**

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

As per the Performance Standards, we need Board approval of Policy and Procedures. We have uploaded to the website the revised Nutrition Written Plans. Policy Council met on July 31, 2018. (Policy Council minutes uploaded to website.)

**Recommendation: Move to approve the revised Head Start Nutrition Written Plans.**

- **Head Start Class Size Waiver:**

Head Start is requesting the authority to submit a local design option for Public School Partnerships in reference to class size. Public School Partnerships can have up to 20 children and the Head Start Performance Standards 45 CFR 1302.24© limit class size.

**Recommendation: Move to have Head Start submit a local design option to the Office of Head Start for Public School Partnerships regarding Performance Standards as they relate to class size.**

- **Head Start Teacher Qualification Waiver:**

Head Start is requesting the authority to submit a waiver to the Office of Head Start regarding the Head Start Act 648A(a)(4)(B) as it relates to teacher qualifications for the Bridgeport Head Start teacher and Child Development Center teacher.

**Recommendation: Move to have Head Start submit a waiver to the Office of Head Start regarding the Head Start Act as it relates to teacher qualifications for the Bridgeport Head Start teacher and Child Development Center teacher.**

- **2018-2019 ESU #13 Handbooks:**

The 2018-2019 Personnel Handbook and Meridian Student Handbook were uploaded with your Board materials. Updates to the Personnel handbook were made to reflect changes in personnel, school district superintendents, calendars, payroll dates, reporting process for on the job injury, office closing dates, leave of absences and bereavement leave, travel tipping policy and certificated staff salary schedule (reflects the new base). After approval from the Board, they will be uploaded to the website.



**Recommendation:** Move to approve the 2018-2019 ESU #13 Personnel Handbook and Meridian Student handbook.

- **Employee Contract for 2018-2019:**

We have offered a 2018-2019 employee contract to Meggin Funk as the Autism Behavior Consultant. She will begin September 1, 2018. This is a new position that will be funded by an NDE grant. Meggin has been a private contractor as a Speech Language Pathologist for 13 years. She is from Rushville, NE.

**Recommendation:** Move to approve the employee contract with Meggin Funk, Autism Behavior Consultant, for the 2018-2019 school year.

- **Resolution to Increase Restricted Funds Authority by an Additional 1%:**

In addition to the allowable 2.5% base increase, the Board can increase budgeted restricted funds authority by an additional 1% upon the affirmative vote of at least 75% of the authorized Board ([Appendix B](#))

**Recommendation:** Move to approve the *Resolution* to increase restricted funds authority by an additional 1%.

**6. Approval of Minutes (Motion necessary for Approval)**

**7. Adjournment**

## **APPENDIX A**

### **ESU 13 BOARD NOTES Dr. Jeff West August 2018**

#### **Sidney Office Update**

There is a Cabela's property flyer in your Board documents. Members of the Finance Committee traveled to Sidney with me to meet with members of the Sidney Board of Education and Jay Ehler, the superintendent, to look at some of the Cabela's corporate buildings. At this point, as far as Cabela buildings, it looks like perhaps a lease for the short term and then see how things shake out in Sidney and what might be available in the future.

#### **Finance Committee Meeting Dates for Budget**

I would like to meet again like we did last year to go over the 2018-2019 budget. The budget document will be ready by September 6th. Bill Knapper will be going to the Labor Relations Conference on the 5<sup>th</sup> and 6<sup>th</sup>. Could we meet on the 7<sup>th</sup> and then again on the 10<sup>th</sup> if we had any changes after the meeting on the 7th? Please check your calendars to see if those dates will work.

#### **ESU 13 Safety Notebook (Plan)**

The All Hazards Manual is completed. The Safety Committee will review it at the August 17<sup>th</sup> ESU in-service. We will be presenting it to the Board for approval in September. Each of you will receive a copy.

#### **Digitarium Planetarium System**

Last year, during the solar eclipse we discussed the possibility of purchasing an updated Planetarium. The cost is \$33, 530. Maggie talked with Earl Jones who has been the person taking this to the schools, and with the low number of requests, I am not sure if we want to move forward purchasing this at the present time. Thoughts?

#### **Options for Financing ESU Facilities for Future Expansion**

I received a letter from Jerry Ost diek answering questions that were raised at the June Board meeting regarding borrowing, lease-purchase, facility corporation debt, etc. I will review Jerry's letter with you.

#### **HATC Safety Conversations**

As I shared with you in June, we will be replacing the store front doors with traditional doors with panic bars. We discussed handicap accessibility as well as a buzzer system so our doors can be locked. The two bids we received are in your board packet. The low bid was to Looking Glass Windows but WNCC has not been able to get in contact with them all summer, so they are now reaching out to Thompson Glass. We will get this scheduled as soon as possible.

#### **Meridian/Panhandle Beginnings**

For a number of years Meridian staff, outside providers and our SPED Directors (Marg and Laura) have shared concerns with me about the lack of space in our Meridian classrooms, therapy space, and indoor recreational space. Until recently I have just kind of felt we didn't have any other options. I have had a recent conversation with Krystal Palm about the front part of the old TLC building. I think they are very willing to talk with us about some of that space. Laura has talked with the SPED directors in our service area about this as a possibility and if they would support the move and possible improvements we could make with the program with the additional space. The response has been overwhelmingly positive. We would also have enough space to add a day treatment/school program in that space in the future should

we figure out the funding. Both Laura and Dr. Katie Carrizales (Day Treatment/Day School Director) feel we can accommodate both programs in this space. I have asked Laura to share her thoughts with me in writing:

#### Meridian Benefits

- Meridian staff and district representatives were informally surveyed and all of them felt this would be a benefit to students in the Meridian program. Some of the benefits we have discussed are:
- Meridian classrooms are currently very full due to the number of students who use wheelchairs and the number of staff we have in order to meet the needs of the students. All staff are based upon the student's IEP so reducing staff is not an option for us.
- We have a playground and play area that is great for the students to burn off energy, but it is not completely accessible for students who use wheelchairs. During the winter, students stay indoors on a regular basis because of medical conditions that could be worsened by prolonged exposure to the cold and wind. My vision would be turning one of the greenhouses into an accessible playground for the students so that they can always have somewhere for physical exercise and play.
- Our current sensory rooms meets the large motor physical therapy and sensory needs through treadmill, exercise bike and elliptical. However, we are missing a quiet sensory space that students could use to self-soothe and regain composure. Physical therapy spaces are limited to hallways and the multipurpose room that is sometimes occupied by the music program. This limits the activities that the physical therapists could provide for our students.

#### Panhandle Beginnings Benefits

- Partnering with established program would allow for credibility of name and programming.
- There are built in volunteer opportunities through working with Meridian.
- The location is dedicated to education and not shared with other entities.

#### Benefits to both

- Private therapeutic spaces for students to receive services.
- Possible sharing of staff: nursing, teachers, principal, secretarial, etc.
- Access to nature
- Opportunity for more life skills programming for students through shared on-site facilities (laundry, cooking, gardening, etc.)

#### Benefits to Special Services Program with expanded space

- All Special Services staff in one area of the building making collaboration easier.
- Special Services Meeting room/training facility that won't take up the other conference rooms. There are many times this is booked.
- Room for existing and expanding staff. All Special Services offices have 2-3 people in them already. We are looking at two more offices housing 3 people within the next year. The current offices are not built for this.

This would also allow us to convert the Meridian classrooms into additional offices/meeting rooms. We have already outgrown our new space. When we renovated the Meridian classrooms we did so with the idea that we may want to convert them to offices or meeting rooms sometime in the future.

As a Board, we have discussed budgeting next year to build a garage for the busses. I think that was estimated to cost \$450,000 or so. My thought would be as important as that garage may be, I would rather

we consider using those funds to purchase a building that allows us to expand and improve student programs.

What are the thoughts of the Board?

**CAPWN LEASE WITH WNCC:**

I am working on scheduling a meeting with Bill Knapper and Todd Holcomb regarding ESU 13 exploring the possibility of having a separate lease that does not involve CAPWN for our Early Head Start classrooms. Next year, we are having to move 5 Early Head Start classrooms out of the CAPWN building in Gering. We have been actively looking for space.

**Pay off Balance of HATC Addition**

Do we want to include this in the 2018-19 budget to be paid off?

**Strategic Planning:**

Derived from the Strategic Planning meeting last May, we are presenting the 5 goals to the Board for approval. A list of these goals has been uploaded to the website. I reviewed each of them with you at the June Board meeting. Once approval for all or any of the goals has been given, we will assemble an action plan writing team to create a roadmap for each goal. These action plans will then be presented to the Board for approval so that we can begin implementation.

**Candidates for ESU 13 Board Vacancies**

We are hoping that there will be Board recommended names (write-in or otherwise) on the November ballot to fill the two vacancies we will have in January. We would like them to present a letter of introduction and attend a few Board meetings.

**NASB Updates and Directorship**

I have been getting monthly NASB Updates for Board Meetings. NASB is sending these so that you know what is happening. Desira will be posting these to the website each month for your review.

The NASB legislation committee is forwarding a resolution that would support the LB 801 concept this next session. The NASB board met on August 11 and will vote on the recommendations from the leg. committee. All resolutions passed by the Board in August will be sent to the delegate assembly in November. John was very pleased I sent him the resolution. John said he looks forward to working with us on this concept.

We received information on nominating a Board member to be part of the NASB Board of Directors for our Region. Desira has all the information regarding the nomination and election procedures. If you are interested, please let her know and she can send them to you electronically.

**New Property Tax Relief Petition Drive**

Larriane Polk, ESU &7 Administrator sent an email with a newspaper link. This has been uploaded to your Board documents.

**APPENDIX B**

**RESOLUTION REGARDING 1% ADDITIONAL INCREASE IN RESTRICTED FUNDS FOR EDUCATIONAL SERVICE UNIT NO. 13**

WHEREAS the Board of Educational Service Unit No. 13 (ESU #13) received testimony on a proposed additional one percent (1%) increase in the restricted funds budget for the 2018-2019 fiscal year, in addition to the allowable growth rate for such funds for ESU #13; and

WHEREAS testimony, if any, was received on the issue as follows; and

WHEREAS the Board has followed the procedures set forth in Nebraska State Statute, Section 13-519 and has received a basic allowable growth rate in the amount of 2.5%; and

WHEREAS the Board believes it is in the best interest of ESU #13 to raise the restricted funds portion of the 2018-2019 General Fund budget by 1% (not to exceed allowable growth rate plus up to an additional 1%) over the restricted funds portion of the General Fund budget, as otherwise allowed by law;

NOW BE IT THEREFORE RESOLVED that the 2018-2019 General Fund budget of ESU #13 be authorized to include an additional 1% increase in the restricted funds budget for the 2018-2019 fiscal year, and that this **RESOLUTION** be adopted by an affirmative vote of at least 75% of the authorized Board.

**It is so moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ this 21<sup>st</sup> day of August, 2018.**

Roll call vote as follows:

Board Member	Yes	No
Diane Coon		
Steve Diemoz		
Patricia Dobry		
Don Egging		
Patricia Jones		
William Knapper		
Scott Marsh		
Kim Marx		
Tom Millette		
Ray Richards		
Mark Sinner		
Rosalene Tollman		

The undersigned herewith certifies as Secretary of the Board of ESU #13 that the above **RESOLUTION** was duly adopted by a majority of said Board at a duly constituted public meeting of said Board.

Secretary of the Board:

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