

BOARD OF EDUCATIONAL SERVICE UNIT #13

Tuesday – December 19, 2017

ESU #13 Center, 4021 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
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement

Calendar

- **December 25, 2017 - January 5, 2018** - ESU closed for Christmas break
- **January 16, 2018** – Regular Board Meeting – 7:00 pm
- **January 21-22, 2018** – Legislative issues Conference – Lincoln
- **January 22, 2018** – Budget & Finance Workshop – Lincoln
- **January 31, 2018** – ESU #13 Advisory Council Meeting- 10:00 AM - Cory Epler and Bryce Wilson, NDE

Public Forum

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

Reports

- Jadie Beam – SOAR Director, ESU 13 – State of Schools Report Card
- AESA 2017 Annual conference – San Antonio, Texas
- Administrator's Report ([Appendix A](#))

- Donna Jenne – Non-Federal share form.
- Head Start Policy Council Activity Report and Director’s Report for November (uploaded to website)

4. OLD BUSINESS:

- **Proposed Board Policy regarding Student Memorials:**

In continuation of updating and adding new Board policy, the following proposed policy regarding Student Memorials has been reviewed by our attorney, Jerry Ostdiek. On May 30, 2017, KSB School Law posted an article on Student Memorials. This article has been uploaded to the Board materials on our website.

From time to time, ESU 13 must confront the issue of dealing appropriately with the death of a student. The purpose of this Policy is to set forth uniform guidelines when responding to the death of a student. When a student dies, it is generally an ESU wide (if not a community wide) tragedy. ESU 13 is immediately identified as having some responsibility to make sure the student’s life is recognized and honored. ESU 13 welcomes this opportunity and desires to help in the grieving and healing process. ESU 13 is obligated, however, to exercise caution in the method used to recognize the deceased student and his/her family. Research indicates two potential problems.

First, physical memorials have the potential to communicate immortalization, essentially glamorizing the death in the minds of some students. Young people who suffer from depression or other psychological problems and are at risk for suicidal behavior are sometimes motivated to take their own lives when they are exposed to a memorial immortalizing the death of a student.

Secondly, memorials can be an ongoing visual reminder of what happened, leading to students worrying if it will happen again or wondering if they could be next. From this perspective, memorials in ESU 13 or on the ESU 13 property pose a significant risk simply because ESU 13 is a “closed” environment. It becomes almost impossible for students to avoid the physical reminders of a death when a memorial is located on ESU 13 premises. Memorials need to be an opportunity of choice, as we all grieve differently. For some, it is healthier not to be reminded.

Consequently, the following guidelines should guide ESU #13’s decision making process during such circumstances.

ESU #13 will not allow:

- *Memorial/Funeral services that may alter the routine of a regular ESU 13 instructional day.*
- *Memorials that require the altering of ESU 13’s activities or the activity schedule.*
- *Memorials that require the altering of ESU 13 property.*
- *Memorials that infringe on the separation of church and state.*
- *Memorials that require the use of public funds to purchase, develop or maintain.*
- *Memorials that include plaques attached to any object on ESU 13 property.*

- Memorials that draw attention or have the potential to glamorize the death.
- Memorials that consist of a monument on ESU 13 property.
- Memorials in the yearbook.
- Memorials attached to a wall or in a trophy case.

Acceptable memorials/activities may include:

- Scholarships established in the name of the student.
- Donation to a charity or program that is dedicated to helping students.
- Collection of money to be donated to the deceased's family or charity of their choice.

Additional Administrative Support:

- A sympathy card from ESU 13 (possibly signed by students and staff) and flowers could be sent to the family or site of the ceremony.
- ESU 13's Psychology Department should be contacted immediately and be at ESU 13 to help students cope with grief caused by the loss.
- Students should be encouraged to extend their support to the family in safe, courteous and appropriate manners.
- Administrator and staff attendance at the viewing and funeral is encouraged.
- Administration should oversee the safe return of the student's personal effects that may be in the ESU 13 classroom.
- ESU 13 records, inclusion in any distribution lists (electronic, telephone, mailings), attendance lists and rosters should be sensitively purged.

This is the second and final reading for the proposed Board policy regarding Student Memorials.

Recommendation: Move to adopt the policy.

- **Proposed Policy for Expenses and Authorization for Attendance at Education Workshops, Conferences, Training Programs, Official Functions, Hearing, or Meetings:**

At the October 17, 2017 meeting, the Board discussed amending Section IV: Fiscal Management, Section C – Business by modifying section 7 and removing section 7 (c). Section 7 of the policy appears below with modifications. Section (a) has been added for your review.

Expenses and Authorization for Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearing, or Meetings

It shall be the policy of ESU #13 to permit and to authorize elected and appointed officials, employees, or volunteers of ESU #13 to incur certain expenses authorized by law for travel to and from attendance at educational

workshops, conferences, training programs, official functions, hearings, or meetings subject to the following:

- a. This policy shall pertain to elected and appointed officials and employees of ESU #13 or volunteers performing services under the supervision and at the direction of ESU #13. This policy shall not pertain to employees incurring mileage expense during the regular course and scope of employment if such mileage is governed by other Board policy, a collective bargaining agreement, or an order from the Commission of Industrial Relations or other competent tribunal.
- b. No expenditure shall be authorized by the Board for travel to and from attendance at any educational workshop, conference, training program, official function, hearing or meeting either within or outside of the boundaries of ESU #13 unless the following conditions have been met:
 - 1) Employees of ESU #13, or volunteers performing services under the supervision and at the direction of ESU #13, shall submit a request in writing to the Administrator for authority to attend such educational workshop, conference, training program, official function, hearing or meeting.
 - 2) The purpose of the attendance has been concisely described in writing by the requesting party to the Administrator and the requesting party shall have submitted in writing to the Administrator an estimated cost for travel and attendance relating to the event.
 - 3) The Administrator has approved travel and attendance to such events in writing.
- ~~c. The Board of ESU #13 shall at the time of adoption of its budget authorize a total sum for expenditure for actual and necessary expenses incurred by elected and appointed officials, employees, or volunteers of ESU #13 to attend such educational workshops, conferences, training programs, official functions, hearings, or meeting as may be authorized as above described by the Administrator.~~

~~It shall be the policy of ESU #13 to annually review the amount budgeted for such travel and attendance at such events and the Board shall annually determine whether or not such amount should be amended.~~ If the above conditions have been met, any elected or appointed official, employee, or volunteer of ESU #13 shall submit to the Administrator an accounting for reimbursement of actual and necessary expenses incurred by such individual to attend an educational workshop, conference, training program, official function, hearing or meeting; and the Board shall consider such claim at its next duly convened Board meeting. If the Board determines that the terms of this policy have been met, the Board may authorize reimbursement for registration cost, tuition cost, fees or charges, mileage at the per-mile rate established annually by the Board for the use of an individual's personal vehicle or the actual travel expense if travel was authorized by commercial or charter means, meals and lodging at the applicable state rate, unless a fully itemized claim form is submitted substantiating the costs actually incurred in excess of such rate. Such additional expenses will not be allowed unless

expressly approved by the Board. In no event shall a claim be submitted or approved for alcoholic beverages.

Recommendation: First Reading. No action required.

5. NEW BUSINESS:

- **Head Start/Early Head Start 2018-2019 Continuation Grant Application:**

A continuation grant application in the amount of \$3,021,850.00 has been prepared for submission to the Administration for Children and Families for the Head Start and Early Head Start Programs no later than December 31, 2017. The continuation grant includes the Head Start five year goals, and self-assessment results, T/TA Plan and School Readiness Plan. These reports have been uploaded to the website.

Recommendation: Move to approve the 2018-2019 Continuation Grant Application for Head Start/Early Head Start.

- **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 Self-Assessment process and written plan. Policy Council approved these policies at the November 2017 meeting.

Recommendation: Move to approve the revised Self-Assessment process and written plan.

6. Approval of Minutes (Motion necessary for Approval)

7. Adjournment

APPENDIX A

**ESU 13
BOARD NOTES
Dr. Jeff West
December 2017**

Scottsbluff Facility Projects

Phase two of the concrete work is coming closer to completion. They have finished the south parking lot (except for painting the parking stripes). They have poured the sidewalk that will connect the south parking lot with the rest of the cement so staff won't have to walk in the street or through the grass. Once they have the sidewalk poured, they can move the Meridian playground fence back out to its original location.

Metal Siding/Doors on Multi-Purpose Room

I have signed a contract with Baker and Associates to move forward with the work on metal siding and new doors for the multi-purpose room. Nothing has been done on this so far.

Day Treatment/Day School Legislation

We have a bill that Senator Stinner will introduce on our behalf during this upcoming legislative session. I have shared the bill with our superintendents and they are supportive of the concept. Whenever it is discussed in the Education Committee, a number of us will need to go to Lincoln to testify. The bill is included in your board packet.

State Auditor Report

We are still waiting for the final report from the auditors. Nothing new to report. Once we have the report then the 10 day clock begins before it can be made public.

Strategic Planning Facilitator

I have reached out to Dr. Larry Dlugosh. He is excited to facilitate our strategic planning process. I will share his e-mail with you (uploaded to Board Materials) as he had some questions about the best time for us to begin the process. I also shared with the Directors.

Head Start-ESU Legislation Draft

Barb Lococo, Senior Legislative Aide to Senator Stinner, received our rough draft on the proposal regarding Rule 11. She forwarded this to the Legislature's Bill Drafting office to have it officially drafted. Brian Halstead, Chief of Staff at NDE, stated to me that the stricken language in the draft would take out of that section the specific statutory requirement that all prekindergarten programs shall have teachers that hold certificates, and would instead leave it to the State Board through the rule the qualifications of staff in such programs. Brian indicated if enacted as drafted, it would not take effect until July 2018 and most likely require revisions to Rule 10 & 11 by the State Board before being fully in effect. We have included the draft in the Board packet.

ESU 13 Car Decals

I signed a contract with Whiting Signs to create and place decals with our ESU 13 logo on the sides of all our vehicles. We also reached out to Infinite Graphics. Whiting was cheaper and uses the same material. It will cost around \$2,000.

Board Policy Committee

What are the thoughts of the Board on using the Board Policy Committee to review the new board policies? It can be difficult for Desira, Jodi and I to do this and then try to bring it to the Board. It seems like it would work better if the board committee met, reviewed the policies, and then they made recommendation to the entire board.

Board Oversight Procedures

Charles Branson, Head Start grant specialist, Region 7, has been looking over our audit from 15-16 and is addressing the lack of segregation of duties. At the March 21, 2017 meeting of the Board of Education, the Board agreed to carry out unannounced reviews to strengthen internal controls. Head Start would like to see this added to the financial section of Board Policy. This action is on behalf of the resolution agency (HHS) as referenced in the OIG letter received after the 2015-2016 audit.

Tipping Policy/Procedure

We don't have anything in policy or administrative procedures about the percentage we should be tipping. I think a good rule of thumb is 15% unless in large groups. What are the thoughts of the Board on the percentage? I was thinking making this a procedure in the staff handbook instead of putting it in to board policy?

ESU 13 Audit Bids

Letters and public notice are going out Monday Dec 18 for bids for 2017-2018 audit.