

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

**Tuesday – June 19, 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
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Approval of attendance for educational workshops, conferences, training programs, official functions, hearings, or meetings

### **Calendar**

- **July 10, 2018** – NASB School Board Candidate Forum – ESU 13, Scottsbluff - 6:30 to 8:30 p.m. (General Election ballot)
- **July 15, 2018** – Incumbent filing deadline. (Patricia Dobry, Rosalene Tollman, Mark Sinner, Bill Knapper, Diane Coon, Don Egging)
- **July 17, 2018** – Regular Board meeting (to be determined)
- **August 1, 2018** – Non-incumbent filing deadline.
- **August 21, 2018** – Regular Board meeting
- **August 28, 2018** – NASB Area Membership meeting (Gering)
- **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

- Administrator's Report ([Appendix A](#))
- Early Head Start program location –Donna Jenne
- Head Start Director's Report for May (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 first 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: This is the first reading. No action necessary.**

## 5. NEW BUSINESS

- **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 *Education Written Plans*. Policy Council met on May 29, 2018. (Policy Council minutes uploaded to website.)

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

- **Head Start Cost of Living Allowance (COLA) Increase:**

Head Start/Early Head Start requests a motion to approve the 2.6% COLA increase for the Head Start and Early Head Start programs by the Administration for Children and Families.

**Recommendation: Move to approve the 2.6% COLA increase for Head Start and Early Head Start programs by the Administration for Children and Families.**

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

We have offered a 2018-2019 employee contract to Holly Widener as the Meridian Special Education Teacher. Holly received her Bachelor's Degree in K-8 teacher with a Social Science endorsement from Chadron State College. She is currently working on her Special Education endorsement as well. For the past three years, she worked at Leyton High School as the Special Education Teacher.

**Recommendation: Move to approve the employee contract with Holly Widener, Special Education Teacher, with for the 2018-2019 school year.**

- **Employee Contract for 2018-2019:**  
 We have offered a 2018-2019 employee contract to Sarah Preston, Deaf and Hard of Hearing Teacher. Sarah will begin in January. Sarah has her Master’s Degree in Deaf Education from the University of Nebraska-Lincoln. She has a NE teaching certificate in Deaf or Hard of Hearing/Subject PK-12; Elementary K-6 (K-8 Self –contained classroom) and Special Education K-12. Her experience includes teaching DHH Mod/Severe in San Diego, CA.  
**Recommendation: Move to approve the employee contract with Sarah Preston, Deaf and Hard of Hearing Teacher, for the 2018-2019 school year.**
- **Employee Contract for 2018-2019:**  
 We have offered a 2018-2019 employee contract to Cynthia Johnson as the VALTS Science Teacher. Cynthia received her Bachelor of Science Degree: Middle School Education with endorsements in Earth Science and Social Science from Chadron State College in 2013. She is currently continuing her education to include an endorsement in secondary education. She worked as a substitute teacher for Scottsbluff Public Schools.  
**Recommendation: Move to approve the employee contract with Cynthia Johnson, Science Teacher, for the 2018-2019 school year.**
- **Employee Resignation:**  
 Kiowa Rogers, Director of the Migrant Education Program, has submitted her letter of resignation effective August 3, 2018. She states, “When the Nebraska Department of Education chose ESU 13 as the fiscal agent and home for the new regional model for the program, they could not have made a better choice. The ESU 13 community allowed the program to take shape, grow, and thrive. “ Kiowa has accepted a position for Scottsbluff Public Schools at Roosevelt Elementary as the ELL Teacher.  
**Recommendation: Move to accept the letter of resignation from Kiowa Rogers effective August 3, 2018.**
- **Degreed and Classified Staff Compensation:**  
 The compensation packages were set for the Administrator and for certificated staff last year (2017-2018 at 1% and 2.5% respectively; 2018-2019 at 1.5% and 2.5% respectively). The Board now needs to take official action regarding degreed and classified staff compensation for 2018-2019.  
**Recommendation: Your decision.**

- **Payroll Dates for 2018-2019:**

The following 2018-2019 payroll dates are proposed:

Tuesday	September 4, 2018
Monday	October 1, 2018
Thursday	November 1, 2018
Monday	December 3, 2018
Wednesday	January 2, 2019
Friday	February 1, 2019
Friday	March 1, 2019
Monday	April 1, 2019
Wednesday	May 1, 2019
Monday	June 3, 2019
Monday	July 1, 2019
Thursday	August 1, 2019

**Recommendation: Move to approve the proposed 2018-2109 payroll dates.**

- **Contract for Consultative Medical Services for MIPS:**

Each year we ask you to approve the contract with Cynthia Guerue, M.D., for consultative medical services for our Medicaid in Public Schools (MIPS) Program. Her fee remains at \$50 per hour, not to exceed \$2,400 for the term of the contract (August 1, 2018-July 31, 2019).

**Recommendation: Move to approve the contract for consultative medical services with Dr. Cynthia Guerue.**

- **July Board Meeting:**

In the past, we have cancelled our July Board meeting if the agenda permits us to do so; however, we still need your approval to pay the General Fund claims with this action being ratified at our August meeting.

**Recommendation: Your decision.**

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

**7. Adjournment**

## Appendix A

### ESU 13 BOARD NOTES Dr. Jeff West June 2018

#### **Scottsbluff Facility Projects**

The replacement of the two external doors to the multipurpose room has been completed. Last week, Fermin painted the Office Manager's location in the original entryway. New furniture has also been installed.

#### **Sidney Office Update**

Nothing new to report from last month.

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

The All Hazards Manual is completed. The Safety Committee will review it and then it will come to the Board for approval. Each of you will receive a copy.

#### **Memo of Understanding Employees for 2018-2019:**

Russell Sinner – School Nurse

Danielle Cole – Migrant Education Director

Marg Dredla – part time Communication Assistant

#### **HATC Safety Conversations**

On June 7<sup>th</sup>, I met with Bill Knapper and Michelle Coolidge at HATC to discuss the bids/cost for replacing the sliding doors into the ESU side of HATC. We will replace 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. They are from Looking Glass Windows and Doors and Thompson Glass. We are also talking with WNCC about a common intercom system throughout the HATC as well as staff access into the building.

#### **Board Member ESU 13 Email Addresses**

Board member emails have been established. However, we are reaching out to Jerry Ost diek to find out about retention laws. We have asked him to devise a policy for our ESU. Training on using the ESU email will take place after we have a policy introduction. If you haven't signed the "Network Acceptable Use and Internet Safety Policy Agreement", Desira will have some available at the meeting.

#### **Board Policy Subcommittee meetings:**

At our last Board meeting, there was a question about using videoconference for the committee to discuss policy revisions. This question was presented to Jerry Ost diek. He does not believe Nebraska law allows ESU 13's subcommittees to hold meetings by videoconference. However, with further discussion, it does not appear that our subcommittee is actually making policy; rather it is only reviewing Board Policy and making recommendations to the ESU Board for its consideration. And, the subcommittee is not taking formal action on behalf of the Board. Therefore, he doesn't believe that the subcommittee is a "public body" and we do not need to publish a notice of its meetings.

#### **Nebraska Early Childhood Workforce Commission:**

On June 6<sup>th</sup>, I was in Lincoln to attend the above meeting. The goal of this meeting was to revisit the complexity of systems work, clarify the implementation plan timeline and process, and revise implementation plan recommendations within our workgroup. I am part of the “Qualifications” workgroup. Our workgroup will meet again on August 1<sup>st</sup> and October 18<sup>th</sup>.

**ALICAP Annual Safety Report:**

In March, NASB Loss Control Consultant, Ken Navratil, came and met with B.J. Peters, Tiffany Leetch and Fermin Hernandez. We have uploaded this report for your review. I would like you to have time to review it, so if you prefer, we can discuss it at June’s Board meeting.

**ESU 13 Election District Filing:**

Just a reminder to be sure to file in your district. Desira has put this into the calendar portion of the Agenda.

**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. Thoughts?

We will be showing you a virtual tour of the TLC facility.

#### **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**

I will have details at the meeting about the balance we owe on the HATC addition. I will also have some info about our cash reserve and where we project our cash reserve may end this fiscal year. With the political environment as it is, might it be a good idea to spend some of our cash reserve down, pay off this debt, and not have to levy any longer for this payment.

#### **Strategic Planning:**

On May 21-22, thirty participants of our Strategic Planning group met for intensive discussion and to devise a perspective 3-5 year plan. The discussion included strengths, weaknesses, Opportunities and threats. We have compiled 5 goals that we are recommending to the Board for approval. A list of these goals has been uploaded to the website. I will review each of them with you. 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 could begin implementation.

**Installing HVAC Units in Maggie and Eric's Offices**

In order to improve air quality in these two remaining basement offices, based on recommendations from Baker and Associates, we are installing HVAC units to bring in outside air and to be able to cool/warm these offices as well. We have installed Maggie's HVAC unit and are scheduling the work to be done in Eric's office this summer.