

# **BOARD OF EDUCATIONAL SERVICE UNIT NO. 13**

**Tuesday – May 16, 2017**

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

**Formal picture of Board Members: 6:00 PM**

**Dinner - 6:30 PM**

## **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
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement

#### **Calendar**

- May 23, 2017 – Special Meeting- Parking Lot Pavement & Pathway, Mechanical and Electrical Upgrades – Finance committee at 5:30 p.m. Special meeting at 6:00 p.m. Due to scheduling conflict, this meeting will be held in the DL room.
- May 25, 2017 – Staff In-service and Department meetings
- June 8, 2017 – NASB Member Golf Outing – Kearney Country Club
- June 8-9, 2017 – School Law Seminar- Younes Conference Center, Kearney, NE
- June 20, 2017 – Regular Board Meeting; Finance Committee at 5:30 p.m. to open bids for New Model 2017 Passenger Bus
- July 12, 2017 – Open Meetings Law Workshop – Scottsbluff High School

#### **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](#))
- Head Start Policy Council Activity Report and Director's Report

## 4. Old Business

- **Board Policy regarding Harassment by Students:**

There have been some changes made by our attorney, Jerry Ostdiek regarding the Harassment by Students policy. The changes are in red. Staff complaints of harassment are handled under Board Policy section V (A) and V (J).

### Harassment by Students

*Harassment of students, staff or visitors by other students will not be tolerated in ESU No. 13. This policy is in effect while students are on ESU grounds, ESU property, or on property within the jurisdiction of the ESU; while on ESU owned and/or ESU operated transportation; while attending or engaged in ESU activities; and while away from ESU grounds if the misconduct directly affects the good order, efficient management and welfare of the ESU.*

*Harassment prohibited by ESU includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.*

*Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:*

- *Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;*
- *Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or*
- *Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.*

*Sexual harassment as set out above, may include, but is not limited to the following:*

- *Verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;*
- *Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;*
- *Unwelcome touching;*
- *Unwelcome and offensive public sexual display of affection;*
- *Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.*

*Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:*

- *Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;*

- *Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or*
- *Such conduct has the purpose or effect of unreasonably interfering within an individual's performance or*
- *Creating an intimidating, offensive or hostile learning or work environment.*
- *Harassment as set forth above may include, but is not limited to the following:*
  - a) *Verbal, physical or written harassment or abuse;*
  - b) *Repeated remarks of a demeaning nature;*
  - c) *Implied or explicit threats concerning one's grades, achievements, etc.;*
  - d) *Demeaning jokes, stories, or activities directed at an individual.*

*ESU will promptly and reasonably investigate allegations of harassment. The Administrator or Administrator's designee will be responsible for handling all complaints by students alleging harassment.*

*Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.*

*It shall be the responsibility of the Administrator, in conjunction with the investigator and Directors, to develop administrative rules regarding this policy. The Administrator shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented to ensure a record of training for each employee.*

**PROCEDURES REGARDING COMPLAINTS OF HARASSMENT:**

*Allegations of harassment will be thoroughly investigated. A student who believes he/she has been harassed, or persons having knowledge of incidents of alleged harassment, hereinafter referred to as "complainant", should notify the Director concerning the alleged action. Such notification shall be by the most direct means possible and shall be considered confidential. The complaint shall be made within (30) days of the alleged incident.*

*Any ESU employee contacted by a student complainant shall notify the Administrator. The student's parents or legal guardians shall be notified immediately, in writing, by the individual conducting the informal procedure.*

*Upon notification of conduct which allegedly constitutes harassment, the Administrator or Administrator's designee will investigate the complaint and attempt to resolve the situation on an informal basis. Every effort shall be made to maintain full confidentiality throughout the investigation and implementation of these procedures.*

**INFORMAL PROCEDURE:**

*The Administrator or Administrator's designee shall:*

*Meet with the complainant to determine the nature and extent of the alleged incident. The complainant's parents/guardians shall be present. The accused shall be allowed to have a representative of his/her choice present. A record shall be kept of the complaint, including names of the complainant and the person accused of harassment, date, time, location, description of the incident, witnesses, and any redress sought by the complainant.*

Immediately refer the complaint to the **Director** and encourage the student to consult with him/her.

Meet with the person accused of harassment and inform him/her that a complaint of harassment has been made against him/her. A record of information, furnished by the person accused of harassment, shall be made.

Meet with witnesses, if any, and record information gathered.

Determine if the educational situation of the complainant is threatened and if so, take appropriate corrective measures.

Conclude the informal investigation in a period, not to exceed (30) days, with the following findings:

- Resolve the matter to the satisfaction of both the complainant and person accused of harassment.
- Find that the parties are unable to resolve the matter informally, in which case, a formal complaint may be filed by the complainant. Upon filing of a formal complaint, the file of the informal procedure shall be forwarded to the individual conducting the formal procedure. If no formal complaint is filed, the record of the informal investigation shall be kept in a confidential file in the office of Administration. If the complaint involves an Administrator or employee of Administration, the file shall be kept at the office of the ESU Attorney.

FORMAL PROCEDURE:

If the complainant of harassment is not satisfied with the result of the informal procedure, he/she may file a formal written complaint with an individual selected by a committee composed of the Administrator and the **appropriate** Director. The complaint must include information on the alleged incident such as name(s), date(s), time(s), location(s), description of the incident(s), and redress requested. The complaint must be filed within (30) days of the final determination under informal procedure. The report of the informal complaint investigation shall become part of the formal complaint. A record will be kept of all formal procedures.

The individual conducting the formal procedure shall meet with all parties involved to review the complaint, the report of the informal investigation, and educational environment of the complainant.

If deemed necessary, the educational situation of the complainant may be changed to provide for a non-intimidating or non-hostile atmosphere. These changes may include change of instructor and if pertinent, waiver of academic requirements. Decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he/she has allegedly been harassed.

The individual conducting the formal procedure will render a written decision concerning the validity of the formal complaint within fifteen (15) days after receiving the formal complaint.

In determining whether conduct constitutes harassment, the individual conducting the formal procedure will examine the records, as a whole, and the totality of the circumstances, such as the nature of the alleged harassment and the context in which the alleged incident occurred. The determination will be on a case-by-case basis.

Copies of the decision shall be furnished to the complainant and the person accused of the harassment. The record of the formal investigation shall be kept in a confidential file in the office of Administration. If the complaint involves an Administrator or employee of Administration, the file shall be kept at the office of the ESU Attorney.

*The complainant or person accused of harassment may appeal the decision at the conclusion of the formal procedure by filing a grievance through the established grievance procedures of the ESU.*

*The complainant may withdraw a complaint and stop the proceedings at any time. In the event a complaint is withdrawn, all records of the proceedings shall be expunged from the files of the individuals involved and complete confidentiality shall be maintained.*

*An employee who is found to have engaged in harassment of a student, will be subject to disciplinary sanctions, which may include but not be limited to, written reprimand, probation, demotion, transfer, required professional counseling, or termination of employment.*

*Bad faith allegations of harassment or use of this procedure for purposes unrelated to its clear intent are expressly prohibited.*

ASSAULT:

*If criminal charges for assault have been formally filed against any student, on the basis of alleged criminal conduct committed on ESU premises or within the scope of the ESU setting, the student shall be suspended, without prejudice, pending the outcome of the trial. No hearing regarding or evaluation of the alleged conduct shall be made until the criminal matter is dismissed or decided.*

**First reading with amendments. No action required.**

- **ESU #13 Proposed Calendar for 2017-2018:**

We have uploaded to our website the final draft of our proposed calendar for 2017-2018. It is ready for your approval.

**Recommendation: Move to approve the ESU #13 proposed calendar for 2017-2018.**

**5. NEW BUSINESS:**

- **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 transportation policies. Policy Council approved these policies at the April 2017 meeting.

**Recommendation: Move to approve the revised Head Start transportation policies.**

- **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.

## **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 [a] 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: Introduction Item Only. No action required.**

- **ESU #13 Menu of Services for 2017-2018: (uploaded to website)**

Every year we ask our member districts to evaluate our existing programs and services and offer suggestions for revision and/or expansion to comply with §79-1204: “ESUs shall act primarily as service agencies in providing core services and services identified and requested by member school districts. “ At their April meeting, our superintendents (representing a majority of the students) took official action to approve the **2017-2018 Menu of Services** and recommend them to the ESU #13 Board for funding.

**Recommendation: Move to approve ESU #13’s 2017-2018 Menu of Services for funding as recommended by the member districts.**

- **Employee Contract for 2017-2018:** We have offered a 2017-2018 employee contract to Nora Robinson as a Soar Staff Developer. Nora has recently completed her Master’s program with classes in mathematics, curriculum review, and teacher leadership. This allowed her to co-teach several graduate classes through the University of Nebraska/Lincoln. Nora has been teaching at Kimball Public Schools.

**Recommendation: Move to approve the employee contract with Nora Robinson for the 2017-2018 school year.**

• **Teacher Reduction in Force:**

Due to the closing of the Juvenile Detention Center and elimination of our services at the Juvenile Detention Center, the Board is required to have discussion and take action on the resolution for Matthew Hebbert. Board President will read aloud the Resolution. The Resolution document comes from our attorney, Jerry Ostdiek.

**Recommendation: Move to approve the Reduction in Force Resolution for Matthew Hebbert.**

• **Teacher Reduction in Force:**

Due to the closing of the Juvenile Detention Center and elimination of our services at the Juvenile Detention Center, the Board is required to have discussion and take action on the resolution for Todd Westover. Board President will read aloud the Resolution. The Resolution document comes from our attorney, Jerry Ostdiek.

**Recommendation: Move to approve the Reduction in Force Resolution for Todd Westover.**

• **2017-2018 ESUCC Master Services Agreement:**

We have included a copy of the one-year Master Services Agreement between ESUCC and ESU #13 (uploaded to website). Page 19 of the Agreement lists the costs for each project. I recommend the participation in the following projects:

- ✓ ESUPDO (Fee decreased from \$4,750 to \$4,468)
- ✓ NWEA Certified Trainer Consortium (fee decreased from \$1,781.25 per facilitator/ESU to \$1,188 per facilitator/ESU). ESU #13 has two.
- ✓ BlendEd Projects:
  - Administration (fee unchanged at \$5,400)
  - BlendEd (no fee)
  - Distance Education (no fee)
  - Media on Demand/Learn360 (\$560 will be invoiced May 2018 for MSA 2017-18 contract).
  - Learning Object Repository (per negotiated contract)
  - Instructional Materials: Learning Objects Acquisitions (no change -\$5,000)
  - Instructional Materials: Special Projects (no change-\$4,500)
  - Identity Management: (no fee)
  - 21<sup>st</sup> Cent. ESU Module (BrightBytes) (fee increased from \$1,417 to \$1,487.50)
  - Coop Purchasing (no fee)
  - SRS (no change-\$5,500 plus tier fee)
- ✓ Legislative and Governmental Relations (fee unchanged-\$1,629.41)

**Recommendation: Move to approve ESU #13's participation in the above listed ESUCC cooperative projects for 2017-2018 and authorize the Administrator to execute the Agreement.**

- **Appointment of New Board Member:**

Due to the retirement of Marilyn Wimmer, there is a Board vacancy for our Board. Marilyn has recommended Diane Coon be appointed to take her place for District #9, Morrill, Scotts Bluff (East) Counties. Earlier, we shared a letter of interest from Diane Coon to the Board. She has attended some of our previous meetings and I feel she would be a great addition to our Board.

**Recommendation: Appoint Diane Coon to the ESU #13 Board of Directors. New appointees are required to sign the oath of office.**

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

**7. Adjournment**

**Appendix A**

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

**2016-17 Scottsbluff Location Facility Projects**

- \*New Boiler System/Controls in original Building: \$200,000
- \*Replace Pathway: \$70,000
- \*Efficient Heating System in Meridian Classrooms: \$35,000
- \*Air Conditioning in Sixpence offices: \$40,000
- \*Garage Additional Heat and Power: ???
- Matching Landscaping Grant: \$10,000
- Sprinklers: \$15,000
- Signage: \$43,800
- Baker & Associates Pathway/Mechanical/Electrical Contract: \$43,350
- Baker & Associates Parking Lot/Garage Contract: \$57,850

**Total Estimated Costs for 2016-17 Projects:                    \$515,000**

Remaining Spending Function Code Amounts in the 2016-17 Budget:

#2611	Facility Improvement	\$244,200
#3995	State Grants	\$150,000
#4999	Federal Grants	\$300,000

**Total Spending Authority Remaining for 2016-17:        \$694,200**

**2017-18 Projects**

- Parking Lots: \$400,000
- Bus Garage/Concrete: \$412,000
- Outside security cameras???

**Vehicle Storage Building**

We will not be moving forward with the joint ESU 13/Head Start Garage. We just kept having obstacles placed in our way from Region 7 (They had never approved a garage before and I think in the end, they didn't want to approve one.) First it was as I told you last time, only the new building would be an issue in the future as far as there being a federal interest. Then it became if the new building is attached to an existing building, the entire building would have federal interest. We changed the plans so it would not be attached and they then told us any garage on the property whether attached or not, would have a federal interest. That of course was the end of the discussion. So, we will keep the garage on our list of future projects and see what the budget looks like in future years.

**Tech Bonds**

I would like the Board to discuss if we move forward with the Tech Bonds. With the focus you know we will have on next year's budget, if we can reduce the levy and tax asking's even by \$100,000 amount, with our cash reserve, I think we should consider stopping. We have the money in cash reserve.

### **Transgender Employee**

Jerry Ostdiek shared some information with me that I shared with Directors. I had Desira include it in your board packet on the website.

### **Perry Law Firm ESU Board Policy Manual**

I believe I had told the board it was \$1,000. After researching it, Desira found that the cost was \$2,000 for initial manual with updates costing \$1,000. I just wanted to clarify that amount.

### **Introducing Ben Mientka, Internet Specialist**

Ben will be joining us on July 1<sup>st</sup> and will work out of our Sidney office. He has been a network engineer for the State of Nebraska since 2000. He has been instrumental in the growth of Network Nebraska, the statewide internet backbone that serves all our ESU 13 member districts. He is considered the state expert in firewall protection and personally helped set up each of the firewall systems for all our districts last summer. He is excited for the opportunity to be able to work in our districts.

### **May 25<sup>th</sup> All Staff In-Service Day**

Our final in-service day of this school year will be Thursday, May 25<sup>th</sup> at HATC. We will be honoring our retirees at lunch. Board members are welcome to attend.

### **Letitia Skelton to Retire in January of 2018**

Letitia has been talking to me for about a year about her impending retirement. She came in on Monday, May 8<sup>th</sup> to tell me it was official. She will stay on until January. We will be building money into the budget for her replacement to train with Letitia from August-January.

### **Staff Retirement Celebrations**

With the number of staff retirements that have been happening, I would like to discuss how we participate in celebrating them.

### **Jeff's 2017-2018 Goals**

Last month, I provided the Board with an update of 2016-2017 goals. I would like to ask the Board to provide me with a summary of what we determined should be my goals for this next year.

### **2017-18 Budget Sessions with Finance Committee**

When does the Finance Committee want to begin meeting to talk about next year's budget? June? July?

### **BC/BS for Board Members**

When Letitia attended the BCBS webinar, she was informed that if any of the ESU #13 Board members would like to sign up for BCBS through ESU #13's plan they may do so. I have included the 2016-17 rates in the board packet to give you an idea of the price. Letitia will have the 2017-18 rates ready in the middle of June.

If anyone is interested they can contact Jerry Becking, HR, for an application.