

BOARD OF EDUCATIONAL SERVICE UNIT #13

Tuesday – November 21, 2017

ESU #13 Center, 4021 Avenue I, Scottsbluff, NE

Finance Committee Meeting – 6:00 PM (Knapper, Millette, Richards, Sinner)

Dinner – 6:30 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

- **November 22-24** – ESU closed for Thanksgiving break
- **November 29-December 2, 2017** - AESA Annual Conference – San Antonio, Texas
- **December 13, 2017** – ESU #13 Advisory Council Meeting – 10:00 AM – Open Sky Policy
- **December 19, 2017** – Regular Board Meeting
- **December 25-January 5, 2018** - ESU closed for Christmas break

Public Forum

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

Reports

- EHS/HS Required Governance Training (Donna Jenne)
- 99th Annual State Education Conference – November 15-17, 2017 – LaVista Conference Center (Steve Diemoz and Kim Marx)
- Administrator's Report ([Appendix A](#))

- Head Start Policy Council Activity Report and Director’s Report for October (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.

Recommendation: First reading. No action required.

5. NEW BUSINESS:

- **New Model 2018 Full Size 4 Door Sedan:**

The Board Finance Committee will review bids for the New Model 2018 Full Size 4 Doors Sedan prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the purchase of the New Model 2018 Full Size 4 Door Sedan.

- **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 by modifying section 7 and removing section 7 (c). The modifications appear below.

- 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.

~~e. 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: Introduction of modified proposed policy. No action required.

- **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 Philosophy Policy, Bylaws Policy, and Program Governance Policy. Policy Council approved these policies at the October 2017 meeting. (uploaded to website)

Recommendation: Move to approve the revised Head Start Philosophy Policy, Bylaws Policy, and Program Governance Policy.

6. Approval of Minutes (Motion necessary for Approval)

7. Adjournment

Appendix A

ESU 13 BOARD NOTES Dr. Jeff West November 2017

Scottsbluff Facility Projects

The new boilers and pumps are installed and functioning. We have completed installing the controls in the original building and they are functioning well. The Meridian classroom cabinets and heater work is complete and working well.

Phase two of the concrete work has begun in the south parking lot. Phase two includes the rest of the cement work north of the original building as well as the south parking lot along 42nd street.

Finance Committee to Meet before Regular Board Meeting

The board finance committee will meet before our regular to open bids on a new vehicle. Normally we would have purchased 2-3 cars but since we purchased a bus this year I only budgeted for one new car.

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.

Sidney Office Update

I met briefly with Jay Ehler at Sidney Public about a potential new ESU 13 Sidney office. I will update the Board Tuesday night.

Day Treatment/Day School Legislation

I have a meeting scheduled with Senator Stinner and our team about legislation on our day treatment proposal on December 4th. I want to ensure that the Senator is drafting legislation to introduce this session even though we all know anything with a fiscal note is going nowhere. I just know there are at least two other senators introducing mental health legislation this session and I want to make sure we are in the conversation.

State Auditor Draft Report

The team from the state auditor's office was in Scottsbluff the week of October 23-27th. I will be sharing with the board the draft report as well as our draft response to each finding. The state auditor's office has asked that this not be made public until they post it on their website so I will be handing out hard copies and the collecting them when we are done. You will each receive a hard copy of the final report once it is on their website. I think the report is a positive reflection of the ESU financial system we have in place. I have shared the results with the Directors and the finance department. As you know, they are going to find things and they did but of the items listed in their report, I found them to be easily addressed. I will be asking for your thoughts.

Bid for audit for 2017-2018

The last time we published a bid for audit services was 2008. In December, we would like to send out letters and publish a request for bids for the 2017-2018 audit. Jodi has a list of auditors used by other ESU's (posted in your Board packet).

Annual Financial Brochure: Can we say we serve 13 counties? (add Keith and Cherry?)

We found out the answer is not to include partial counties. The State Board of Education decides the boundaries.

Strategic Planning Facilitator

I have a strategic planning proposal from Dr. Larry Dugloch that is a part of your board packet. We can discuss it at our meeting. Gering Public Schools is just completing a strategic planning process with Larry and Bob Hastings had nothing but great things to say about Larry and his process. It is a 2-3 year process.

“Larry does a great job leading the process. He is tremendously disarming and he engages all of the groups he works with. He has been persistent with me making sure we are continuing our process, not just letting it sit on the shelf. I'd recommend Larry.”

Educators Health Alliance

Nebraska Council of School Administrators posted a memo on October 23, 2017 that there will be no increase in premium rates next year for the health insurance plan.