

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

**Tuesday – June 20, 2017**

**Location – ESU #13 Center, 4215 Avenue I, Scottsbluff, NE**  
**Finance Committee Meeting – 6:00 PM (Knapper, Millette, Richards, Sinner)**  
**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**

- July, 2017 – Regular Board Meeting (To be determined)
- July 6, 2017 – Nebraska Council of School Attorneys and the Nebraska State Bar Association Seminar: Intersection of School Law and Juvenile Law; An Interdisciplinary Approach – Lincoln, NE
- July 12, 2017 – Open Meetings Law Workshop – Scottsbluff High School (Coon, Marsh, Marx, Tollman)
- August 15, 2017 – Regular Board Meeting

#### **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
- Board Member visit to ESU 13 Business Office (Marsh)

## 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. 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; or*
- *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.*

**Recommendation: Move to adopt the policy.**

- **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 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: First reading. No action required.**

## **5. NEW BUSINESS:**

- **Board Policy Regarding Annual Emergency Safety Plan, Warning System, Bomb Threats, Safety Drills, Crisis Management and Communications and Visitors to School:**

These proposed policies are a continuation of NDE's request to standardize protocol for safety and security. Jerry Ostdiek has reviewed our existing policies and recommends we add these policies.

### **ANNUAL EMERGENCY SAFETY PLAN**

*All employees have the responsibility for maintaining safe, healthful and sanitary conditions within the buildings and on the grounds of ESU 13. The ESU 13 Administrator shall designate staff and develop procedures to insure that all facilities meet fire, safety and health codes.*

*The ESU 13 Administrator shall appoint a school safety and security committee represented by faculty, parents and community members that will prepare and review the ESU 13 safety plan. This plan will be updated annually by the committee and approved by the ESU 13 Board. The plan will address safety procedures and security plans for students, staff and visitors, including during emergency events.*

*Typical elements of this plan will include:*

- *The assignment of specific employees to safety tasks and responsibilities.*
- *Instructions relating to the use of alarm systems and signals.*
- *Information concerning methods of fire containment and equipment use.*
- *Systems for notification of appropriate authorities.*
- *Specification of evacuation routes and procedures.*

- *Posting of plans and procedures at suitable locations.*
- *Procedures and frequency of emergency evacuation drills.*
- *An evaluation of each evacuation drill.*

*The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the ESU 13. This review includes a visit to each ESU13 building to analyze plans, policies, procedures and practices.*

*Recommendations shall be made to the Administrator and the committee for use in revising the plan.*

### **WARNING SYSTEMS**

*ESU 13 shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for ESU 13 buildings and sites.*

*Students shall be informed of this system according to ESU 13 board policy. Each classroom and office shall have a plan for helping those in need of assistance to safety during an emergency. This shall include, but not be limited to, students and employees with disabilities.*

*Certificated employees shall be responsible for instructing students on the proper techniques to be followed during an emergency.*

### **BOMB THREATS**

*As soon as a bomb threat is reported to the ESU 13 Administration, the local police authorities shall be notified. The ESU 13 facility may be cleared immediately. A thorough search will be made by the appropriate ESU 13 or law enforcement officials and take other precautions they believe to be necessary and prudent.*

*It shall be the responsibility of the Administrator to file a report or keep a report of each incident for the ESU 13 records.*

### **SAFETY DRILLS**

*All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. The ESU 13 Administrator will conduct emergency drills in accordance with state statute and the ESU 13 Emergency Safety Plan.*

*Drills and instruction on fire emergencies shall include routes and methods of exiting the building.*

*Drills and instruction on tornado dangers and natural disasters shall be conducted at least twice each year.*

### **CRISIS MANAGEMENT AND COMMUNICATIONS**

*A school crisis may occur at any time, may take various shapes, and may hit with varying degrees of severity. The ESU13 Administrator is directed to develop*

*appropriate procedures to ensure the crisis and all necessary communications will be managed effectively.*

### **VISITORS TO SCHOOL**

*The ESU 13 Board encourages parents and other district citizens to visit ESU13 programs and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which includes persons other than employees or students, must notify the program Director of their presence in the facility upon arrival and request authorization to visit elsewhere in the building.*

*Persons who wish to visit a classroom while school is in session are asked to notify the program Director and obtain approval from the program Director prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.*

*Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The Board and Administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. Children who wish to visit school must be accompanied by a parent or responsible adult.*

*It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the Administrator and Directors to take the action necessary to cease the inappropriate conduct. If the Administrator or Directors are not available, an ESU 13 employee shall act to cease the inappropriate conduct.*

*The Board discourages using the school as a site for parents without custody to visit their children. The onsite supervisor may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska law.*

*ESU 13 may restrict the use of its buildings and grounds or restrict access to school property by issuing no trespassing commands and/or stay away/ no trespassing letters when deemed necessary by the Administrator when any individual or group:*

- is determined to present a risk to the safety of others,*
- presents a disruption to the learning environment,*
- fails to follow proper check-in and identification procedures, or*
- does not have a legitimate purpose to be present on school grounds or activities.*

*In the event a person prohibited by this or other board policies is on ESU 13 property or is attending an ESU 13 sponsored event, the administrator or program Director will tell the person he or she must leave and will notify the person they are not permitted back on ESU 13 property, except if their presence is required by the ESU 13. The Administrator or program Director may contact the proper legal authorities if necessary to enforce this policy and may file a report or sign a complaint on behalf of ESU 13.*

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

- **New Model 2017 Passenger Bus:**  
 The Board Finance Committee will review bids for the New Model 2017, 12 + 2, passenger bus 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 2017, 12 + 2 passenger bus.**
- **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 Education and ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) policies. Policy Council approved these policies at the May 30, 2017 Policy Council meeting.  
**Recommendation: Move to approve the revised Head Start Education and ERSEA policies.**
- **Head Start COLA Increase:**  
 Head Start/Early Head Start requests a motion to approve the 1% COLA (Cost of Living Allowance) increase for the Head Start and Early Head Start programs by the Administration for Children and Families.  
**Recommendation: Move to approve the 1% COLA increase for Head Start and Early Head Start programs by the Administration for Children and Families.**
- **Head Start Class Size Waiver:**  
 Head Start is requesting the authority to submit a waiver to the Office of Head Start for Public School Partnerships regarding Head Start Performance Standards 45 CFR 1302.17, 45 CFR 1302.18, 1302.21 and 1302.24 as they relate to class size.  
**Recommendation: Move to submit a waiver to the Office of Head Start for Public School Partnerships regarding Performance Standards as they relate to class size.**
- **Contract for Consultative Medical Services for MIPS:**  
 Each year we ask you to approve a 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, 2017-July 31, 2018).  
**Recommendation: Move to approve the contract for consultative medical services with Dr. Cynthia Guerue.**
- **July Board Meeting:** In past years, 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.**

- **Accreditation for 2017-2018:**

We received official notification that the State Board of Education voted at their meeting on May 5, 2017 to grant the Commissioner of Education the authority to approve our application and classify ESU #13 as accredited based on our assurance of compliance with the provisions of **RULE 84**. *This status is in effect for the period of July 1, 2017-June 30, 2018.*

**Recommendation: Information Item only; no action required.**

- **Executive Session:**

It is time for the Board to set my compensation for next year. The last official action was taken June 9, 2015 which included 2015-2016 and 2016-2017 contract years. The Board extended my contract to June 30, 2020 at the February 17, 2017 meeting. I recommend that we go into executive session to discuss this personnel matter.

**Recommendation: Move into executive session for the purpose of discussing a personnel matter.**

- **Degreed and Classified Staff Compensation:**

When compensation packages have been set for the Administrator and certificated staff, the Board needs to do the same for degreed and classified staff for 2017-2018.

**Recommendation: Your decision.**

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

**7. Adjournment**

## **APPENDIX A**

### **ESU 13 BOARD NOTES Dr. Jeff West June 2017**

#### **Scottsbluff Facility Projects**

I had my first meeting with Anderson-Shaw on Monday morning at 9:00 a.m. about a work schedule for the pathway and parking lots. I will update the board at our meeting. I also met with Stewart Rusch and the sub- contractors on Tuesday at 8:30 to discuss a schedule for the mechanical work. I will also update the board.

#### **Sidney Office Update**

I called the Sidney realtors on Thursday, the 15<sup>th</sup> while I was in the Sidney office to ask them about commercial property on the market. There are two commercial buildings at the current time and I don't feel that either building would work for us. One is the Bomgaars building and the other is the old Wheat Belt Power building.

The Bomgaars main building was built in 1977 which is older than our current building. It has a semi- trailer dock in the front of the building with a number other docks for loading and unloading trucks. The building has been added onto once for sure, maybe twice as there are different colors of siding. While they may be asking only \$375,000, I see major money to renovate it to our needs and it is still an old building. The Wheat Belt building is similar in that it is mostly storage or garage space for all the large trucks. It also has numerous truck docks, etc.

Speculation is that sometime in the fall, Bass Pro will make an announcement on how many staff will stay in Sidney corporate. I have heard 500 and as low as 200 employees, which is considerably less than the 1,000 or so that at one time were in the Cabela's corporate offices. Not sure Bass Pro would sell or want to lease any extra office space that may exist. I assume we want to own and not rent or do a long-term lease?

#### **Board Finance Committee Begin Meeting in July?**

Does the board think it would be a good idea to set a date for the first meeting of the Board Finance Committee to begin discussing the 2017-18 budget? I have asked Jodi to project out how we may finish the fiscal year. Desira can also provide us with projected estimate of the cash and investments as we end this year.

I have heard we are looking at around 6% valuation increase. Bill can verify if that is what he is hearing for his budget at WNCC for next year.

**AESA Summer CEO Conference**

I will be in Providence, RI the third week in July for the Summer Conference. We have not held a July board meeting the past 3 or 4 years. If the Board feels we should meet in July, we would need to move the meeting up one week earlier.

**Tech Bonds**

I have removed ESU 13 from the Bond Consortium with Gering and Alliance Schools for this next year but have asked if it is possible that we remain in the consortium and not levy bonds in case we want to get back in sometime in the future. I hope that meets with your approval.

**Landscaping and Sprinklers**

We have almost completed the landscaping project. Dick Meyers wants to wait until they replace the pathway that runs by the new addition before he completes that part of the landscaping project as he anticipates it would get torn up with the work on the pathway.

**Outside Signage**

We have installed all but one of the outside signs. We are waiting on the sign that will be placed in the north parking lot until we have finished the concrete work in the north parking lot. I will be working with Abbie Winters on a timeline to get the interior signs installed over the next month or so.

**Payroll Clerk**

We had 25 applications for Letitia Skelton's Payroll Clerk position. We will be interviewing 7 applicants on June 27<sup>th</sup> with the hopes of having them on board in mid-July for training through the end of December, taking over in January. We have a number of applicants with extensive payroll experience so we feel good about the quality of applicants that have applied.