

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

**Tuesday – October 17, 2017**

**Location – HARMS Center, Room 188, 2620 College Park, 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 (Budget Hearing, Tax Hearing, September Regular Meeting)
- Treasurer's Report (September 30, 2017)
- Fund Balance (September 30, 2017)
- Budget Report
- Claims for Disbursement

### **Calendar**

- **October 25, 2017** – ESU #13 Advisory Council meeting. This is a DL meeting. Jeff will be hosting in Chadron. Molly O'Holleran, Nebraska State Board of Education, District 7 will be utilizing DL in Sidney to present to the Council.
- **November 15-17, 2017** – 99<sup>th</sup> Annual State Education Conference – LaVista Conference Center/Embassy Suites (Diemoz, Marx)
- **November 21, 2017** – Regular Board Meeting (Finance Committee at 6:00 p.m. to open bids for the 4 door sedan)
- **November 29-December 2, 2017** - AESA Annual Conference – San Antonio, Texas (Jeff West, Diane Coon, Steve Diemoz, Patricia Jones, Tom Millette, Ray Richards, Mark Sinner)

### **Public Forum**

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

### **Reports**

- Panhandle Beginnings Day School and Day Treatment Facility and IOP (ESU 13 staff- Laura Barrett, Director of Special Services, Dr. Katie Carrizales, Licensed Clinical Psychologist, Nationally Certified School Psychologist and Behavioral Health Consultant, and Paul Smith, Director – Psychology Services)
- Administrator’s Report ([Appendix A](#))
- Head Start Policy Council Activity Report and Director’s Report (September 2017)

#### 4. Old Business

- **Proposed Board Policy regarding ESU 13 Wellness Policy-Students:**  
This is the **final reading** for the following policy. It will replace the current Wellness Policy and has been reviewed by our attorney, Jerry Ost diek. It is being updated based on new requirements from NDE.

##### **ESU 13 Wellness Policy-Students**

*A mission of Educational Service Unit #13 (“ESU 13”) is to provide curriculum, instruction, and experiences in a health-promoting program environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following ESU 13 Wellness Policy.*

##### **1. ESU 13 Wellness Committee**

###### **Committee Role and Membership**

*ESU 13 will convene a representative ESU 13 Wellness Committee or work within an existing program health committee that meets at least four times per year to establish goals for and oversee ESU 13/program health and safety policies and programs, including development, implementation and periodic review and update of this ESU 13 wellness policy.*

*The ESU 13 Wellness Committee membership will represent all program-levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the ESU 13 nutrition program; ESU 13 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 ESU 13 Wellness Committee will include representatives from each department and reflect the diversity of the community.*

###### **Leadership**

*The Administrator or designee(s) will convene the ESU 13 Wellness Committee and facilitate development of and updates to the Wellness Policy, and will ensure ESU 13’s compliance with the policy.*

*ESU 13 will designate a program 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 program; 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 ESU 13 campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other ESU 13 based activities that promote student wellness. It is recommended that the ESU 13 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 ESU 13's 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 ESU 13 Wellness Committee;*
- *Documentation to demonstrate compliance with the annual public notification requirements;*
- *The most recent assessment on the implementation of the ESU 13 Wellness Policy;*
- *Documentation demonstrating the most recent assessment on the implementation of the ESU 13 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 the 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 ESU 13 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 programs 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 ESU 13 Wellness Committee, in collaboration with individual programs, will monitor ESU 13's 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 ESU 13 Wellness Committee will update or modify the Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as ESU 13's 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 ESU 13 Wellness Committee 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 program. ESU 13 will also inform parents of the improvements that have been made to ESU 13 meals and compliance with ESU 13 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 school districts are communicating important program 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***

***ESU 13 Meals***

*All programs 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 ESU 13 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 ESU 13 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 program day and throughout every ESU 13 campus ("ESU 13 campus" and*

“program day” are defined in the glossary). ESU 13 will make drinking water available where ESU 13 meals are served during mealtimes.

### **Competitive Foods and Beverages**

The foods and beverages sold and served outside of the ESU 13 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 ESU 13 meal programs that are sold to students on the ESU 13 campus during the program 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, ESU 13 stores and snack or food carts.

### **Celebrations and Rewards**

ESU 13 will encourage staff to ensure that foods offered on the ESU 13 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 ESU 13 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 ESU 13 campus during the program 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 ESU 13 meal programs. Students and staff will receive consistent nutrition messages throughout ESU 13, 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 ESU 13 staff, teachers, parents, students and the community.

### **Nutrition Education**

ESU 13 will teach, model, encourage and support healthy eating by all students. ESU 13 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 ESU 13 gardens;

### ***Food and Beverage Marketing in Schools***

*Any foods and beverages marketed or promoted to students on the ESU 13 campus during the program 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 at ESU 13. 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 ESU 13 equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, ESU 13 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 ESU 13 publications or ESU 13 mailings.*
- *Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.*

*As ESU 13/program 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 program week. ESU 13 recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom times 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 ESU 13 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 program environments will be coordinated with and complementary of the Wellness Policy, including but not limited to ensuring the involvement of the ESU 13 Wellness Committee.*

### **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 ESU 13 Wellness Committee 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.*

*Programs 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 ESU 13 (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help ESU 13 staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing ESU 13 reform or academic improvement plans/efforts.*

### **Glossary**

**ESU 13 Campus:** *areas that are owned or leased by ESU 13 and used at any time for ESU 13-related activities, including on the outside of the ESU 13 building, ESU 13 buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.*

**Program 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: Move to adopt the Wellness Policy-Students.**

• **Proposed Board Policy Regarding Annual Emergency Safety Plan, Warning System, Bomb Threats, Safety Drills, Crisis Management and Communications and Visitors to ESU 13:**

This is the **final reading** to the following policies. These proposed policies are a continuation of NDE's request to standardize protocol for safety and security. The second paragraph has been amended by our attorney, Jerry Ostdiek, so it will incorporate and be consistent with our existing policy. Visitors to ESU 13 will be added to Section VI: Services to Schools and Children.

**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 an ESU 13 Safety and Security Committee represented by faculty, parents and community members that~~ The Safety Committee will prepare and review the ESU 13 Emergency 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 ESU 13 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**

*ESU 13 is 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 crisis at ESU 13 may occur at any time, may take various shapes, and may hit with varying degrees of severity. The ESU 13 Administrator is directed to develop appropriate procedures to ensure the crisis and all necessary communications will be managed effectively.*

### **VISITORS TO ESU 13**

*The ESU 13 Board encourages parents and other district citizens to visit ESU 13 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 ESU 13 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 ESU 13 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 ESU*

13 activities or hinders the instructional process. Children who wish to visit ESU 13 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 ESU 13 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 program 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 ESU 13 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 ESU 13 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: Move to adopt the policies.**

## 5. NEW BUSINESS:

- **Purchase of light fixtures and electrical panel from Adams Electric:**  
The Board Finance Committee met earlier this evening to review comments from Baker & Associates, Adams Electric and Rusch Construction regarding the alternate bid and acquisition of electrical equipment for the possible garage extension.  
**Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the electrical equipment purchase for the possible garage extension.**
- **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:** Introduction item only. No action required.

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

**7. Adjournment**

## **APPENDIX A**

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

#### **Scottsbluff Facility Projects**

The new boilers and pumps are installed and functioning. We should be finishing up with installing the controls in the original building in the next week or so. The Meridian classroom cabinets and heater work will happen from October 16-30 so we will be moving the classrooms to conference rooms B and C during that time.

I had a meeting on Thursday, October 12 to discuss a timeline for phase two of the concrete work. Phase two includes the rest of the cement work north of the original building as well as the south parking lot along 42<sup>nd</sup> street.

#### **Finance Committee to Meet before Regular Board Meeting**

The board finance committee will meet before our regular meeting to ask questions from Adams Electric, Baker & Associates, and Rusch Construction regarding the issue we discussed last month concerning electrical equipment that was purchased by Adams Electric for the vehicle garage expansion that will not be done this year. The finance committee will have a recommendation for the board.

#### **Metal Siding/Doors on Multi-Purpose Room**

After last month's meeting, Mark Sinner, Bill Knapper and I looked at the siding and outside door on the multi-purpose room. The siding is rotting away from the ground up. The south door is also in need of being replaced as it was caught in the wind and is damaged to the point where it doesn't close and lock properly. I asked Jamie at Baker & Associates to give me an estimate on cost to replace the two outside doors as well as put metal siding that matches the rest of the building on the multi-purpose room. That estimate is included in your packet. I want to see if the Board wishes for me to move forward. We have the spending authority in other parts of the budget. This would come out of our cash reserve.

#### **Brick work on back of Conference room addition**

We are beginning to see the rusting on the bottom of the metal siding on the back side of the conference room addition that we saw on the front. We put the brick in front and on the new addition to address the issue of rusting and corrosion due to ice melt and salt used during the winter. This estimate is also in your packet. Same financial issue for this project as well. We have the spending authority in other parts of the budget and this would come out of cash reserve.

#### **Sidney Office Update**

Sounds like we should know something in 3 months or so according to the article in the Star-Herald on September 14<sup>th</sup>. I have not heard anything from the group in Sidney that is talking about a possible facility collaboration that I shared with you last month. The group is called "Sidney Create! It includes the following entities: Sidney Pubic Library, Sidney Chamber, UNL Extension-Sidney and ESU 13. They are discussing shared space and needs and if it might be possible for several of us to go together in a facility. Possibly one of the Cabela's corporate buildings should they become available and for the right price.

### **Day Treatment/Day School Proposal**

Members of the ESU 13 team (Jeff, Laura, Katie and Paul) and Region 1 talked with Senator Stinner to review our proposal for a Day Treatment/Day School in Scottsbluff. Senator Stinner is having his legislative staff work on possible legislation to introduce our proposal to the Education Committee this next year. He will also talk with some other Senators and the Governor. With the state deficit, Senator Stinner is not overly optimistic about our chances of getting funded this year, but hopeful we can get some funding for it in the next biennium. Senator Stinner is trying to get a pilot funded for 3-4 years at \$200,000/year.

The cost of educational side of the proposal is closer to \$700,000/year so we will need to get additional funding to make this work. I believe in order to get this done; we will need to braid funding from the state, ESU 13, our member schools, Region 1 and some other partners and/or funders. I have included a copy of the proposal in your Board packet. Laura Barrett, Dr. Katie Carrizales and Paul Smith will be at our meeting and talk in much more detail with you about our proposal and to answer any questions you may have.

### **Intensive Outpatient Program (ESU 13/Region 1)**

This IOP project is being developed with ESU 13/Region 1 to fill the current void of IOP services available in Western Nebraska to meet the needs of children and youth with significant behavioral health concerns until we can get our day treatment/day school proposal in place. Students are not currently able to access IOP services in Western Nebraska. ESU 13/Region 1 are currently in the process of planning for a day treatment/day school facility, which would work closely with IOP services for meeting the needs of youth in the Region 1 area. The school districts with which we work indicate that, although they provide student supports through a variety of other strategies, they do not have the capacity to address severe behavioral or mental health concerns of students.

Paul Smith, Laura Barrett and Dr. Katie Carrizales will be attending our October Board meeting to talk with you in much more detail about these two issues (Day treatment/day school and IOP) and answer any questions you may have.

### **State Auditor Team at ESU 13 October 23-27**

The team from the state auditor's office will be in Scottsbluff the week of October 23-27<sup>th</sup>. They will try and do most of the work in Lincoln before coming out here. The state auditor's office has been communicating with Jodi and Desira with requests for information. So far, things seem to be going well.

### **Board Policy-Finance**

While looking at Board policy under finance, Jodi found a paragraph that says ...

*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.*

I don't believe the Board is annually reviewing travel as stated above. Should we modify or remove it from policy? Thoughts?

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

1. *Article II: Legal Description*

*Educational Service Unit No. 13 (ESU #13) is composed of Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan and Sioux Counties. In addition to the counties statutorily described as constituting ESU #13, ESU #13 also consists of territory from other counties, which territory is attached to any school district whose headquarters are situated in the above-referenced counties, unless such school district has petitioned from this ESU to a different one according to law.*

Should we add Keith and Cherry Counties?

**Strategic Planning Facilitator**

Does the board have a preference for a facilitator that we can reach out to and see if they would be interested in guiding the board through a strategic planning process? Names I have received are Dr. Larry Duglosh, UNL and Marcia Herring, NASB, others?