



Regular Board of Directors Meeting

Thursday, September 17, 2020 at 5:30 PM

Educational Service Unit 7, Oak Room  
2657 44th Avenue  
Columbus, NE 68601-8537

1. Call the Meeting to Order

**Speaker(s):** Board President or Designee

**Rationale:**

**LEADERSHIP • SERVICE • SUPPORT**

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public on ESU 7 website [www.esu7.org](http://www.esu7.org) and posted at location of meeting. Notice of this meeting was also given in advance to all members of the Board of Education of Educational Service Unit 7.

Availability of the agenda and purpose of the hearing was communicated in the advance notice of the meeting and in the notice to the members of this hearing. All proceedings of the Board of Education of Educational Service Unit 7 were taken while the convened hearing was open to the attendance of the public.

1. Notification of Open Meetings Law

**Speaker(s):** Board President or Designee

**Rationale:**

This meeting has been preceded by reasonable advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the meeting room.

2. Roll Call

**Speaker(s):** Board President or Designee

3. Absent Board Members

**Speaker(s):** Board President or Designee

**Rationale:**

**Recommendation:** Discuss, consider and take action to approve the Board member absences.

**Recommended Motion(s):**

Approval of Board Member absences as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

4. Pledge of Allegiance

**Speaker(s):** Board President or Designee

2. Approval of Agenda

**Speaker(s):** Don Ellison or Designee

**Rationale:**

The sequence of agenda topics is subject to change at the discretion of the Board.

**Recommendation:** Discuss, consider and take any necessary action to approve agenda as presented.

**Recommended Motion(s):**

Agenda as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

3. Welcome Visitors

**Speaker(s):** Board President or Designee

4. Public Comment

**Speaker(s):** Board President or Designee

**Rationale:** The Board has the discretion to limit the amount of time set aside for public participation.

Citizens wishing to address the Board on a certain agenda item must notify the Educational Service Unit Administrator prior to the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents.

5. Consent Agenda

**Speaker(s):** Board President or Designee

**Rationale:**

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If any Board member wishes to discuss an item, it must be removed from the consent agenda at which time the remaining items will be acted upon.

Consent Agenda Includes:

- Minutes from the previous meeting(s)

- Presentation of the Bills
- Certificated/Classified Hire(s)/Reassignments/Resignation(s)
- Other Routine Agenda Items

**Recommendation:** Discuss, consider and take any action necessary to approve the consent agenda as presented.

**Recommended Motion(s):**

Consent agenda as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

1. Minutes

**Speaker(s):** Board President or Designee

**Rationale:**

**This is a consent item.**

2. Presentation of Bills #71249 through #71382 totaling \$726,035.64

**Speaker(s):** Board President or Designee

**Rationale:**

The summary of bills for the current month total:\$726,035.64 - Bills #71249 through #71382

Inservice bills total: \$ 0

Check #	Amount	Vendor	Description
71257	\$17,397.00	Apple Computer	Technology/Equipment for schools flow through
71260	\$9,740.26	Capital One	Equipment/Travel/Supplies for PD/Tech/Admin/Board/Grants
71267	\$5,237.19	Eakes Office Solutions	Copier maintenance
71283	\$19,035.00	Imagine Learning	Title III/Migrant web/cloud based Literacy Software
71285	\$5,600.00	Janelle Chvala	Plexi Dividers (sold to schools)
71307	\$42,702.00	NASB ALICAP	Property/Liability/Auto/Worker's Comp. Insurance
71331	\$8,590.72	Susan Presler	Supervision webinars/Danielson Framework Consultant
71381	\$6,400.00	Marzano Resouces, LLC	Title II Professional Contracted Service

**This is a consent item.**

6. Administrator's Report General

**Speaker(s):** Administrator or Designee

**Rationale: Rationale:**

- New Goals - Attached for your Review

- Quarterly Report - Attached for your Review
- ESUCC Update - Canvas, AESA presentation
- NRCSA Update - Goals, LB148, Legislative Targets for 20-21, LB403
- Negotiations Committee Schedule
- **Upcoming Events:**
  - Area Membership Meeting - Virtual. Registered attendees may login anytime between **September 30 and October 14** and view the content at their own convenience.
  - AESA Annual Conference - Fully Virtual (December 2-4, 2020) Registration Fee: \$450/person.
    - 12/02/2020-12/04/2020 12:00 PM to 05:00 PM (Eastern)
    - **Who would like to watch here?**

#### 1. Services Update

**Speaker(s):** Administrator or Designee

**Rationale:**

Spotlight with Amy Mazankowski and Amy Slama

SIMPL Update

Fall Superintendent Visits are scheduled

Remote Work Guidance and Expectations

#### 2. Facilities Update

**Speaker(s):** Administrator or Designee

**Rationale:** Administrator Polk to discuss the gutter project and the back metal siding on the Learning Academy.

#### 3. Personnel

**Rationale:** Receptionist position discussion. Not an action item.

#### 4. Legislative Update

**Speaker(s):** Administrator or Designee

**Rationale:**

The Legislature has adjourned SINE DIE on August 13th.

LB1080, 881 introduced by Lathrop - Require school policies that prohibit sexual conduct with students and former students. ESU 7 policy related is Article IV, Section 10, D Standards of Ethical and Professional Performance for Professional Employees.

LB1186 - Require salary to be paid to injured school employees as prescribed.

LB1107 - Nebraska Property Tax Incentive Act

- 1. Put more money into Property Relief Fund and put a minimum that will go into that fund each year.
- 2. Income based tax credit. \$300M/ year
- Corporate income tax credits. Imagine Act (Old LB 775)

- \$300M to UNMC

Interim Study

- Administrator Pay
- LR 318 - Retirement Committee

Mike Dulaney has a feeling that health insurance will have low to moderate increase.

#### 7. Treasurer's Report

**Speaker(s):** Board President or Designee

**Rationale:** Review and approve the Treasurer's Report

#### 8. Second Reading of the Title IX Procedure for Complaints of Sexual Harassment Policy, now incorporated into Article V, Section 1, A Policy of Non-Discrimination

**Speaker(s):** Board President or Designee

**Rationale:**

**Recommendation:** Consider, discuss, and take any necessary action to approve the Title IX Procedure for Complaints of Sexual Harassment Policy, now Incorporated into Article V, Section 1, A Policy of Non-Discrimination

**Recommended Motion(s):**

Consider, discuss, and take any necessary action to approve the second reading of the Title IX Procedure for Complaints of Sexual Harassment Policy, now Incorporated into Article V, Section 1, A Policy of Non-Discrimination Passed with a motion by Board Member #1 and a second by Board Member #2.

#### 9. ESU 7 COVID-19 Pay Resolution

**Speaker(s):** Board President or Designee

**Rationale:** After consultation with legal council it is recommended that the following resolutions be adopted and approved or reviewed every four weeks.

**Recommendation:** Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 Pay Resolution.

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 Pay Resolution Passed with a motion by Board Member #1 and a second by Board Member #2.

#### 10. 2020-2021 Resolution for Tax Asking and Final Levy

**Speaker(s):** Administrator or Designee

**Rationale:**

**Recommendation:** Discuss, consider and take any necessary action to approve the 2020-2021 Tax Asking and Final Levy Resolution as presented.

**Recommended Motion(s):**

2020-2021 Tax Asking and Final Levy Resolution as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

11. Adoption of the 2020-2021 Budget

**Speaker(s):** Budget Committee, Larianne Polk

**Rationale:**

**Recommendation:** Discuss, consider and take any action necessary to approve the 2020-2021 Budget as presented.

**Recommended Motion(s):**

Adoption of the 2020-2021 Budget as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

12. Board Member Nomination to Appoint

**Speaker(s):** Board President or Designee

**Rationale:** There is one application for the vacancy in District 12 for the ESU 7 Board of Directors. The Board will discuss the application of Dawn Lindsley for appointment to the Board.

**Recommended Motion(s):**

Discuss, consider, and take any action necessary to approve Dawn Lindsley as nominee for appointment to the ESU 7 Board of Directors for the remainder of the District 12 term beginning on October 19, 2020 Passed with a motion by Board Member #1 and a second by Board Member #2.

13. Committee Reports

**Speaker(s):** Committee Chair

1. Budget Committee Report

**Speaker(s):** Budget Committee Chair

**Rationale:** Reports of Budget Committee activities and discussion will take place during this item.

2. Request to recognize ESUEA as exclusive bargaining agent for 22-23

**Speaker(s):** Administrator or Designee

**Rationale:** The ESU 7 Education Association requests that the Board representing the Educational Service Unit 7 take action to recognize ESU 7 Education Association as exclusive bargaining agent for the non-supervisory certificated staff for the 2022-2023 contract year.

**Recommended Motion(s):**

Consider, discuss, and take any necessary action to recognize ESU 7 Education Association as exclusive bargaining agent for the non-supervisory certificated staff for the 2022-2023 contract year Passed with a motion by Board Member #1 and a second by Board Member #2.

3. Administrator Evaluation Committee Report

**Speaker(s):** Administrator Evaluation Committee Chair

**Rationale:** A report of activities from the Administrator Evaluation Committee will be given during this item. A paper copy of the evaluation is provided during the September Board Meeting (attach PDF)

14. Adjournment

**Speaker(s):** Board President or Designee

Created by: Mindy Reed, Secretary to the ESU 7 Board of Directors

# Nebraska Open Meetings Act

**84-1407. Act, how cited.** Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**84-1408. Declaration of intent; meetings open to public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**84-1409. Terms, defined.** For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Videoconferencing means conducting a meeting involving participants at two or more locations through the use of audio-video equipment which allows participants at each location to hear and see each meeting participant at each other location, including public input. Interaction between meeting participants shall be possible at all meeting locations.

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; (b) Discussion regarding deployment of security personnel or devices; (c) Investigative proceedings regarding allegations of criminal misconduct; (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length. Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes. (4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**84-1411. Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.**

(1) Each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. Such notice shall be transmitted to all members of the public body and to the public. Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (a) twenty-four hours before the scheduled commencement of the meeting or (b) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the

agenda to include items of an emergency nature only at such public meeting.

(2) A meeting of a state agency, state board, state commission, state council, or state committee, of an advisory committee of any such state entity, of an organization created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a public power district having a chartered territory of more than one county in this state, of the governing body of a public power and irrigation district having a chartered territory of more than one county in this state, of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, or of a community college board of governors may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section 24-1204, by telephone conference, if: (a) Reasonable advance publicized notice is given; (b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used; (c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference; (d) At least one member of the state entity, advisory committee, board, council, or governing body is present at each site of the videoconference or telephone conference, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; and (e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or (ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing. Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if: (a) The territory represented by the educational service unit, member educational service units, community college board of governors, public power district, public power and irrigation district, Nebraska Brand Committee, or member public agencies of the entity or pool covers more than one county; (b) Reasonable advance publicized notice is given which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) A nonvoting designee designated under subdivision (3)(f) of this section; (c) All telephone conference meeting sites identified in the notice are located within public buildings used by members of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, or entity or pool or at a place which will accommodate the anticipated audience; (d) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if a telephone conference call was not used; (e) At least one copy of all documents being considered is available to the public at each site of the telephone conference call; (f) At least one member of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or governing body of the entity or pool is present at each site of the telephone conference call identified in the public notice, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; (g) The telephone conference call lasts no more than five hours; and (h) No more than one-half of the board's, council's, governing body's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that: (i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and (ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call. Nothing in this subsection shall prevent the participation of consultants, members of the press, and other nonmembers of the governing body at sites not identified Daily Documentation 1st Quarter in the public notice. Telephone conference calls, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness other than a member of the public body to appear before the public body by means of video or telecommunications equipment.

**84-1412. Meetings of public body; rights of public; public body; powers**

**and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body may require any member of the public desiring to address the body to identify himself or herself.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if: (a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction; (b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience; (c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance; (d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state; (e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; (f) Reasonable arrangements are made to provide viewing at other in-state locations for a videoconference meeting if requested fourteen days in advance and if economically and reasonably available in the area; and (g) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) The public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

(8) Public bodies shall make available at the meeting or the in-state location for a telephone conference call or videoconference, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**84-1413. Meetings; minutes; roll call vote; secret ballot; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised 6-3-19



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Nebraska Council  
of School Administrators

455 South 11<sup>th</sup> Street, Suite A  
Lincoln, NE 68508  
(402) 476-8055  
[nrsa.org](http://nrsa.org)



*I pledge allegiance to the Flag of the*

**UNITED STATES OF AMERICA,**

and to the Republic for which it stands,  
one Nation under God, indivisible,  
with liberty and justice for all.



## **Regular Board of Directors Meeting**

Educational Service Unit 7, Oak Room

2657 44th Avenue

Columbus, NE 68601-8537

Monday, August 17, 2020 at 5:30 PM

Attendance Taken at 5:32 PM.

Joyce Baumert: Present

Marni Danhauer: Absent

Donald Ellison: Present

Dan Hoesly: Present

Richard Luebbe: Present

Jennifer Miller: Present

Doug Pauley: Absent

Richard Stephens: Present

Gary Wieseler: Present

Jack Young: Present

Present: 8, Absent: 2.

### **1. Call the Meeting to Order**

#### **LEADERSHIP • SERVICE • SUPPORT**

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public on ESU 7 website [www.esu7.org](http://www.esu7.org) and posted at location of meeting. Notice of this meeting was also given in advance to all members of the Board of Education of Educational Service Unit 7. Availability of the agenda and purpose of the hearing was communicated in the advance notice of the meeting and in the notice to the members of this hearing. All proceedings of the Board of Education of Educational Service Unit 7 were taken while the convened hearing was open to the attendance of the public.

Vice President Gary Wieseler conducted the meeting.

### 1.1. Notification of Open Meetings Law

This meeting has been preceded by reasonable advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the meeting room.

### 1.2. Roll Call

Roll Call taken at 5:32pm

### 1.3. Absent Board Members

**Recommendation:** Discuss, consider and take action to approve the Board member absences.

Approval of Board Member absences as presented Passed with a motion by Jennifer Miller and a second by Richard Stephens.

Marni Danhauer: Absent

Doug Pauley: Absent

Joyce Baumert: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Richard Luebbe: Yea

Jennifer Miller: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 8, Nay: 0, Absent: 2

Marni Danhauer absent due to personal reasons.

Doug Pauley absent due to personal reasons.

### 1.4. Pledge of Allegiance

All members present participated in the Pledge of Allegiance.

## 2. Approval of Agenda

The sequence of agenda topics is subject to change at the discretion of the Board.

**Recommendation:** Discuss, consider and take any necessary action to approve agenda as presented.

Agenda as presented Passed with a motion by Donald Ellison and a second by Jennifer Miller.

- Marni Danhauer: Absent
  - Doug Pauley: Absent
  - Joyce Baumert: Yea
  - Donald Ellison: Yea
  - Dan Hoesly: Yea
  - Richard Luebbe: Yea
  - Jennifer Miller: Yea
  - Richard Stephens: Yea
  - Gary Wieseler: Yea
  - Jack Young: Yea
- Yea: 8, Nay: 0, Absent: 2

3. Welcome Visitors

No visitors present.

4. Public Comment

The Board has the discretion to limit the amount of time set aside for public participation.

Citizens wishing to address the Board on a certain agenda item must notify the Educational Service Unit Administrator prior to the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents.

No public comments provided.

5. **Consent Agenda**

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If any Board member wishes to discuss an item, it must be removed from the consent agenda at which time the remaining items will be acted upon.

Consent Agenda Includes:

- Minutes from the previous meeting(s)
- Presentation of the Bills
- Certificated/Classified Hire(s)/Reassignments/Resignation(s)
- Other Routine Agenda Items

**Recommendation:** Discuss, consider and take any action necessary to approve the consent agenda as presented.

Consent agenda as presented Passed with a motion by Jack Young and a second by Joyce Baumert.

Marni Danhauer: Absent  
Doug Pauley: Absent  
Joyce Baumert: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Jennifer Miller: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 2

5.1. Minutes

**This is a consent item.**

5.2. July 2020 - Presentation of Bills #70999 through #71117 totaling \$987,026.57

The summary of bills for the current month total:\$987,026.57 - Bills #70999 through #71117

Inservice bills total: \$0

Check #	Amount	Vendor	Description
71003	\$10,295.86	Amazon	Tech/PD/SPED/Migrant/Title Grants general supplies/equip.
71008	\$8,696.10	Applied Connective Technologies	Security equipment

71028	\$16,482.95	Cross County School	Title I and IIA reimbursement
71035	\$6,278.08	Eakes Office Solutions	Copier maintenance & supplies
71036	\$20,497.39	East Butler Public School	Title I, IIA, III reimbursements
71044	\$33,829.00	ESUCC	SPED SRS District bill
71048	\$8,413.28	High Plains Comm. Schools	SPED and Title I and IIA reimbursement
71051	\$27,434.14	Howells-Dodge Consolidated School	Title I and IIA reimbursement
71052	\$31,063.06	Humphrey Public School	SPED and Title I and IIA reimbursement
71061	\$8,770.90	M&O Door Products	Interior/Exterior door hardware and installation
71077	\$59,072.00	On To College	Test Prep renewal (flow through to schools)
71090	\$42,540.35	St. Edward Public School	SPED and Title I reimbursement
71094	\$16,800.00	Susan Presler	PD Consultant
71097	\$65,473.02	Twin River Public School	Title I and IIA reimbursement
71127	\$46,286.11	Lakeview Community School	Title I and IIA reimbursement

**This is a consent item.**

5.3. August 2020 - Presentation of Bills #71129 through #71247 totaling \$837,735.28

The summary of bills for the current month total:\$837,735.28 - Bills #71129 through #71247

Inservice bills total: \$5.52

Check #	Amount	Vendor	Description
71133	\$7,654.21	Amazon	Tech/PD/SPED/Migrant/Title Grants general supplies/equip.
71139	\$23,672.00	BD Construction	Replace gutters and paint on Warehouse/LA
71141	\$16,387.59	Boone Central Schools	Title I and PEAK reimbursement
71143	\$13,984.42	Capital One Bank	PD/Admin/Tech supplies/registrations
71146	\$31,172.46	Central City Public School	PEAK Title I & II reimbursements
71149	\$8,388.07	Clarkson Public Schools	Title I and PEAK reimbursements
71150	\$11,229.29	Cross Co. School	PEAK Title I & II reimbursements
71153	\$12,118.10	Eakes Office Solutions	Copier maintenance
71157	\$23,185.00	Engineered Controls	HVAC controls update for all buildings
71161	\$9,235.88	ESU 2	NNNC quarterly bill
71168	\$6,052.41	High Plains Community	PEAK Title I & II reimbursements

		Schools	
71172	\$10,063.71	Howells-Dodge Consolidated	PEAK Title I & II reimbursements
71178	\$31,733.00	Kagan Professional Development	Title IIA Consultant
71182	\$12,109.76	Leigh Community Schools	Title I and PEAK reimbursements
71199	\$17,316.50	Palmer Public School	Title I and PEAK reimbursements
71210	\$5,034.90	Shelby-Rising City Public School	PEAK Title II & III reimbursements
71226	\$8,954.40	World Book, Inc.	Worldbook read and research combo software

**This is a consent item.**

#### 5.4. Authorized Depositories

Board Policy **Article III, Section 4, C**, Depositories of Funds requires the ESU 7 Board to annually authorize depositories for ESU 7 Funds. The checking accounts are currently at First National Bank and Trust, Columbus. The Board authorizes the Administrator and Board Treasurer to contact banks in the ESU area to invest money at the best rate. Current investments are listed in the Treasurer's Report.

**This is a consent item.**

#### 5.5. 2020-2021 Mileage Allowance

##### **Article III, Section 4, D Coffee Act Policy (Reimbursable Expenses)**

The ESU Master Negotiated Agreement stipulates all employees covered by the agreement shall receive mileage compensation at the IRS approved reimbursable rate. Currently, all of our employees are compensated at the same rate, \$.575.

**This is a consent item.**

#### 5.6. 2020-2021 Contract for Abby Pfister, Grant Coordinator.

2020-2021 Contract for Abby Pfister, Grant Coordinator.

5.7. 2020-2021 Contract for Brooke Kavan, Professional Development Coordinator.

2020-2021 Contract for Brooke Kavan, Professional Development Coordinator.

5.8. 2020-2021 Contract for Brooke Koliha, Professional Development Coordinator.

2020-2021 Contract for Brooke Koliha, Professional Development Coordinator.

5.9. 2020-2021 Contract for Cody Nelsen, Network & Systems Administrator.

2020-2021 Contract for Cody Nelsen, Network & Systems Administrator.

5.10. 2020-2021 Contract for Cynthia Alarcon, Grant Coordinator.

2020-2021 Contract for Cynthia Alarcon, Grant Coordinator.

5.11. 2020-2021 Contract for Dan Ellsworth, Network Operations Director.

2020-2021 Contract for Dan Ellsworth, Network Operations Director.

5.12. 2020-2021 Contract for David Vanderheiden, District Technology Coordinator.

2020-2021 Contract for David Vanderheiden, District Technology Coordinator.

5.13. 2020-2021 Contract for Jason Trotter, District Technology Coordinator.

2020-2021 Contract for Jason Trotter, District Technology Coordinator.

5.14. 2020-2021 Contract for Kerri Jo Krivohlavek, Database Administrator

2020-2021 Contract for Kerri Jo Krivohlavek, Database Administrator

5.15. 2020-2021 Contract for Laura Plas, Professional Development Coordinator.

2020-2021 Contract for Laura Plas, Professional Development Coordinator.

5.16. 2020-2021 Contract for Marci Ostmeyer, Professional Development Director.

2020-2021 Contract for Marci Ostmeyer, Professional Development Director.

5.17. 2020-2021 Contract for Mark Brady, Professional Development Coordinator.

2020-2021 Contract for Mark Brady, Professional Development Coordinator.

5.18. 2020-2021 Contract for Melinda Velencela, MEP Education Liaison.

2020-2021 Contract for Melinda Velencela, MEP Education Liaison.

5.19. 2020-2021 Contract for Otis Pierce, Professional Development Coordinator.

2020-2021 Contract for Otis Pierce, Professional Development Coordinator.

## 6. June 2020 Treasurer's Report

### Review of the Treasures' Report

Approve the Treasurer's Report as presented Passed with a motion by Dan Hoesly and a second by Jennifer Miller.

Marni Danhauer: Absent

Doug Pauley: Absent

Joyce Baumert: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Richard Luebbe: Yea

Jennifer Miller: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 8, Nay: 0, Absent: 2

Administrator Polk discussed the June Treasurer's report. There was \$4.4 million cash on hand. The ESU 7 goal is 30% of budget which is \$4.2 million. June had a lot of grant reimbursements.

## 7. July 2020 Treasurer's Report

### Review of the Treasures' Report

Approve the Treasurer's Report as presented Passed with a motion by Joyce Baumert and a second by Gary Wieseler.

Marni Danhauer: Absent

Doug Pauley: Absent

Joyce Baumert: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Richard Luebbe: Yea

Jennifer Miller: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 8, Nay: 0, Absent: 2

Administrator Polk discussed the July Treasurer's Report. In July there was \$3.9 million cash on hand, which is below the 30% cash on hand goal. ESU 7 wants to be as close to the 30% goal as possible.

#### 8. Level III Handbook Revisions - Cen7ter and Learning Academy

Level III Handbook Revisions to include mask verbiage.

**Added verbiage:** Masks - In the case of a health risk due to a pandemic or other health related concerns:

All students will be required to, at a minimum, follow the mask guidelines defined in ESU 7 Return to Services/School Plan unless one of the following persists:

- The student has a disability and a reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
- The student's Individualized Education Program (IEP) team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
- Another legally valid reason exists to modify the face covering requirements and such reason has been approved in writing by the student's Principal and ESU 7 administration.
- OR Their parent or guardian has opted their student out of being required to wear a mask by executing a written document and such document is on file in the office of the Principal at the time at issue. This option is only available to students whose contracting district has such a process.

Approve the handbook revisions as presented for both Cen7ter and Learning Academy  
Passed with a motion by Jack Young and a second by Dan Hoesly.

Marni Danhauer: Absent

Doug Pauley: Absent

Joyce Baumert: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Richard Luebbe: Yea

Jennifer Miller: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 8, Nay: 0, Absent: 2

Administrator Polk reminded the Board that the Level III Handbooks were approved in June. Due to the pandemic it was suggested ESU 7 add mask verbiage into the handbooks. The

language added into the handbook was added to the rationale to be easily visible. The staff handbook had mask verbiage added as well. In the spring, ESU 7 will provide the staff handbook so there is Board over site.

9. First Reading of the Title IX Procedure for Complaints of Sexual Harassment Policy

**Recommendation:** Consider, discuss, and take any necessary action to approve the first reading of Title IX Procedure for Complaints of Sexual Harassment Policy

Consider, discuss, and take any necessary action to approve the first reading of Title IX Procedure for Complaints of Sexual Harassment Policy Passed with a motion by Donald Ellison and a second by Dan Hoesly.

- Marni Danhauer: Absent
  - Doug Pauley: Absent
  - Joyce Baumert: Yea
  - Donald Ellison: Yea
  - Dan Hoesly: Yea
  - Richard Luebbe: Yea
  - Jennifer Miller: Yea
  - Richard Stephens: Yea
  - Gary Wieseler: Yea
  - Jack Young: Yea
- Yea: 8, Nay: 0, Absent: 2

Administrator Polk discussed the federally required Title IX policy. The Title IX policy had a deadline of August 14, 2020. The ESU 7 attorney recommends two readings because there continues to be federal discussion regarding applicability to K-12 education. There should be some federal decision to the Title IX policy before the next Board Meeting. A Title IX policy update will be on the next Board Meeting agenda to discuss.

10. Reading of Article V, Section 1, A Policy of Non-Discrimination

**Recommendation:** Discuss, consider and take all necessary action to approve Article V, Section 1, A Policy of Non-Discrimination

Updated verbiage to include FERPA and the term student.

Discuss, consider and take all necessary action to approve Article V, Section 1, A Policy of Non-Discrimination as presented Passed with a motion by Joyce Baumert and a second by Jennifer Miller.

- Marni Danhauer: Absent
- Doug Pauley: Absent

Joyce Baumert: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Jennifer Miller: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 2

The recommended language from the attorney is in blue and bold. The added language includes FERPA verbiage.

#### 11. Reading of Article III, Section 7, C Weapons

**Recommendation:** Discuss, consider and take all necessary action to approve Article III, Section 7, C Weapons

Including verbiage: **For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). In the event that a person desires to carry or possess a personal safety or security device on ESU property or in an ESU vehicle, the individual must obtain prior approval from the Administrator or the Administrator's designee before bringing any such device on ESU grounds or in an ESU vehicle. If a person obtains prior approval from the Administrator or Administrator's designee, the person must store the device during the work or school day in a secure location as designated by the Administrator or Administrator's designee.**

Article III, Section 7, C Weapons as presented Passed with a motion by Donald Ellison and a second by Dan Hoesly.

Marni Danhauer: Absent  
Doug Pauley: Absent  
Joyce Baumert: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Jennifer Miller: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 2

The recommended language from the attorney is in blue and bold.

#### 12. Reading of Article IV, Section 5, C Weapons

**Recommendation:** Discuss, consider and take all necessary action to approve Article IV, Section 5, C Weapons

Including verbiage in bold: An exception may be allowed for an employee to carry mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes for self-defense where it is established that the employee is presented with a clear and substantial risk to personal safety **and the employee receives prior written permission from the Administrator or Administrator’s designee.** An exception may also be allowed where the employee requests to possess a weapon for instructional purposes.

Article IV, Section 5, C Weapons as presented Passed with a motion by Donald Ellison and a second by Gary Wieseler.

- Marni Danhauer: Absent
- Doug Pauley: Absent
- Joyce Baumert: Yea
- Donald Ellison: Yea
- Dan Hoesly: Yea
- Richard Luebbe: Yea
- Jennifer Miller: Yea
- Richard Stephens: Yea
- Gary Wieseler: Yea
- Jack Young: Yea
- Yea: 8, Nay: 0, Absent: 2

The recommended language from the attorney is in blue and bold.

13. 2020-2021 Non-Member Contract for Services

Costs for non-member school districts will be established and/or reviewed annually.

**Article III, Section 1, D - Requests, Costs, and Payment**

**Recommendation:** Discuss, consider and take any action necessary to approve the Non-Member Contract for Services as presented.

2020-2021 Non-Member Contract for Services as presented Passed with a motion by Dan Hoesly and a second by Jennifer Miller.

- Marni Danhauer: Absent
- Doug Pauley: Absent
- Joyce Baumert: Yea
- Donald Ellison: Yea
- Dan Hoesly: Yea
- Richard Luebbe: Yea

Jennifer Miller: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 2

This is the annual review of the Non-Member contract. The contract gives ESU 7 the statutory permission to provide services to a school outside of the member schools within ESU 7. This agenda item will be moved to June in the upcoming year.

#### 14. Coordinating Agency for ESU 7 Special Education Cooperative

ESU 7 continues to serve as the coordinating agency for the ESU 7 Special Education Cooperative for 2020-2021.

Discuss, consider and take any action necessary for ESU 7 to continue to serve as the coordinating agency for the ESU 7 Special Education Cooperative for 2020-2021 Passed with a motion by Joyce Baumert and a second by Jack Young.

Marni Danhauer: Absent  
Doug Pauley: Absent  
Joyce Baumert: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Jennifer Miller: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 2

This agenda item will be moved to the April or May agenda next year to discuss.

#### 15. Board Member Awards of Achievement

Board members are awarded for their participation in NASB Programs and Services as well as attendance at NASB workshops and events.

Please take a minute to review the attached report for the board member achievements from your school district/ESU for accuracy. The report is alphabetized by school district/ESU, award level and award recipient name. **The report lists all board members who qualify for an award this year. If a board member name is not on the list, that individual may be between award levels at this time.**

We typically present awards to recipients at our annual Area Membership Meetings. Because we are holding Area Membership Meetings virtually this year, we are working on a new plan to recognize board members and distribute awards this year. Additional information will be

available soon. Thank you for your understanding.

Account	Name	Award	Points
ESU 7	Tammy Roh	Point Award - Level I	75 (50)
ESU 7	Doug Kluth	Point Award - Level IV	400 (350)
ESU 7	Richard Luebbe	Point Award - Level IV	405 (350)
ESU 7	Jack Young	Point Award - Level IV	390 (350)
ESU 7	Richard Stephens	Point Award - Level VII	1,020 (1,000)

Information only.

16. Romans, Wiemer & Associates Audit Bid

**Recommendation:** Approve Romans, Wiemer & Associates Audit Bid

Discuss, consider, and take any necessary action to approve the Romans, Wiemer & Associates Audit Bid Passed with a motion by Jennifer Miller and a second by Jack Young.

- Marni Danhauer: Absent
  - Doug Pauley: Absent
  - Joyce Baumert: Yea
  - Donald Ellison: Yea
  - Dan Hoesly: Yea
  - Richard Luebbe: Yea
  - Jennifer Miller: Yea
  - Richard Stephens: Yea
  - Gary Wieseler: Yea
  - Jack Young: Yea
- Yea: 8, Nay: 0, Absent: 2

Every three years ESU 7 sends out bid proposals to 6 auditors. Currently Romans, Wiemer & Associates was the only firm who responded. Prices for the next three years are included in the bid.

17. ESU 7 COVID-19 Pay Resolution

After consultation with legal council it is recommended that the following resolutions be adopted and approved or reviewed every four weeks.

**Recommendation:** Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 Pay Resolution.

Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 Pay

Resolution Passed with a motion by Jack Young and a second by Jennifer Miller.

Marni Danhauer: Absent  
Doug Pauley: Absent  
Joyce Baumert: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Jennifer Miller: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 2

Administrator Polk explained the only changes to this Resolution are the highlighted areas, everything else is the same as the previous Resolutions.

#### 18. ESU 7 COVID-19 COVID-19 Addendum to Negotiated Agreement

After consultation with legal council it is recommended that the following resolutions be adopted and approved or reviewed every four weeks.

**Recommendation:** Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 Addendum to Negotiated Agreement.

Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 Addendum to Negotiated Agreement Passed with a motion by Jennifer Miller and a second by Gary Wieseler.

Marni Danhauer: Absent  
Doug Pauley: Absent  
Joyce Baumert: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Jennifer Miller: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 2

Administrator Polk discussed the addendum to the negotiated agreement.

#### 19. ESU 7 COVID-19 2020-2021 Return to Services/School Resolution

After consultation with legal council it is recommended that the following resolutions be adopted and approved or reviewed every four weeks.

**Recommendation:** Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 2020-2021 Return to Services/School Resolution

Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 2020-2021 Return to Services/School Resolution Passed with a motion by Jack Young and a second by Jennifer Miller.

- Marni Danhauer: Absent
- Doug Pauley: Absent
- Joyce Baumert: Yea
- Donald Ellison: Yea
- Dan Hoesly: Yea
- Richard Luebbe: Yea
- Jennifer Miller: Yea
- Richard Stephens: Yea
- Gary Wieseler: Yea
- Jack Young: Yea
- Yea: 8, Nay: 0, Absent: 2

Administrator Polk discussed the Return to Services resolution. Schools are asked to do something similar.

20. **Administrator's Report General**

ESU 7 Return to Services/School Plan

Goals - Attached for your Review

ESUCC Update

Upcoming Events - AESA Annual Conference. There is the possibility of a virtual option.

Meeting with President and Vice President the Friday before the Board Meeting via Zoom instead of the Monday before Board Meeting.

Tammy Roh Thank You card

Administrator Polk passed around a thank you card for previous Board Member Tammy Roh.

The Return to Services Plan is on the ESU 7 website, the most updated plan is always visible. Staff are able to post comment questions and then Administrator Polk answers the questions and puts it in the FAQ at the end of the plan. Administrator Polk went through the plan.

Most schools, not all of them, are using a tiered model, it is a local decision. Every Friday by noon the Directors and Administrator Polk will discuss the color tier and notify staff if there is a change. Administrator Polk and the Directors take into consideration the health department information and information from the schools that ESU 7 staff visit. The color change will be communicated via the emergency communication system regardless of color tier. On the ESU 7

campus, the color tier could look different at each building. If the ESU 7 plan is different than the school's plan, ESU 7 staff going out to the school, follows the more restrictive plan.

Administrator Polk has been researching a telework policy which will be reviewed at the September Board Meeting.

ESUCC Update - 93,000 masks distributed to the schools.

Gaiters - 2-ply that meet the CDC requirements, 1600 ordered.

AESA Annual Conference will more than likely move to virtual. Let Mindy know if you would still want to attend virtual if you said you wanted to go to Orlando. This is the first year ESU 7 Mental Health staff have applied to be presenters and were approved.

#### 20.1. Services Update

SIMPL Update

Hand Sanitizer

Face Masks

Plexiglass Dividers

Plexiglass dividers - Custodian Larry Shefcyk made 46 plexiglass dividers for Special Education. Districts were notified that ESU 7 staff member Chris Chvala was willing to make plexiglass dividers. At this time 73 additional plexiglass dividers have been constructed and distributed.

#### 20.2. Facilities Update

The Administrator will provide a facilities update during this item.

#### 20.3. Personnel - New Hires

2020-2021 Para New Hires:

- Cora Korus, Para at the Cen7ter
- Jessica Olnes, Para at the Cen7ter

#### 20.4. Personnel - 2020-2021 Contracts

2020-2021 Contracts offered and authorized by Chief Administrator Polk for the following staff:

- Aimee Trotter, Production Personnel
- Ana Karen Garcia Medina, MEP Education Service Provider
- Ana Santos Reyes, MEP Education Program Recruiter
- Angie Arndt, Department Secretary

- Carolyn Koch, Bookkeeper
  - Chris Chvala, Computer Support Specialist
  - Cindy Wieser, Department Secretary
  - Darlene Rodriguez, MEP Education Program Recruiter
  - Elizabeth Lawrence, Department Secretary
  - Isaura Barreto, MEP Education Program Recruiter
  - Janet Ciboron, Production Personnel
  - Jennifer Rivera, MEP Education Service Provider
  - Joan Hasebrook, Production Personnel
  - Larry Shefcyk, Custodian/Maintenance
  - Linda Shefcyk, Business Manager
  - Mayra Vargas, Department Secretary
  - Megan Kassing, Bookkeeper
  - Nancy Smith, Production Personnel
  - Nathalie Vargas, MEP Education Service Provider
  - Rosa Waldrop, MEP Education Service Provider
  - Yaribey Rodriguez, MEP Education Service Provider
- Migrant Department will hire school tutors throughout the year as necessary as classified following the Migrant Education Grant regulations.

## 20.5. Legislative Update

Update on LB 1107

Administrator Polk explained the Legislature reconvened in July to finish the short session.

## 21. Committee Reports

### 21.1. Budget Committee Report

Reports of Budget Committee activities and discussion will take place during this item.

Administrator Polk reported the budget is about \$500,000 less this year than last year. Revenues are coming in lower each year. Valuations have started coming in and that information will be presented to the Board in September. The next Board meeting will be on a Thursday and the Budget Committee will meet prior to the Board Meeting.

### 21.2. Negotiations Committee Report

Reports of activities and discussions from the Negotiations Committee will take place during this item.

Need to fill the Negotiations Committee vacancy

Negotiations Committee Report - Jennifer Miller is the new Chair of the Negotiations Committee. One member from the Negotiations Committee and the Budget Committee met with a representative from ESUEA in July to discuss the upcoming Negotiations season. There was good discussion about where things were going.

### 21.3. Administrator Evaluation Committee Report

A report of activities from the Administrator Evaluation Committee will be given during this item.

Administrator Polk sent out an email to the Evaluation Committee to look at the evaluation. There were no recommended changes. A paper copy will be provided at the September meeting. An electronic copy will be sent out in October.

### 22. Adjournment

Meeting adjourned at 7:52pm.

Minutes respectfully submitted by Mindy Reed, Recording Secretary to the ESU 7 Board.

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	00071249	110.00	09/20/20	10025 ACTE	C
10	00071250	20.00	09/20/20	10060 ADMINISTRATORS IN-SERVICE	C
10	00071251	197.00	09/20/20	190428 ALMQUIST, MALTZAHN, GALLOWAY & LUTH, PC	C
10	00071252	4,690.32	09/20/20	10391 AMAZON	C
10	00071253	512.33	09/20/20	120155 AMY J SLAMA	C
10	00071254	315.10	09/20/20	130180 AMY MAZANKOWSKI	C
10	00071255	742.33	09/20/20	7633 ANA SANTOS	C
10	00071256	750.00	09/20/20	11126 ANN ELISE RECORD	C
10	00071257	17,397.00	09/20/20	10681 APPLE COMPUTER, INC.	C
10	00071258	224.43	09/20/20	6114 AVERA MEDICAL GROUP-O'NEILL	C
10	00071259	374.00	09/20/20	9253 BROWN COUNTY HOSPITAL	C
10	00071260	9,740.26	09/20/20	30039 CAPITAL ONE BANK (USA), N.A.	C
10	00071261	60.00	09/20/20	2097 CAPITAL ONE-SPED KASSING	C
10	00071262	203.70	09/20/20	30192 CDW-G	C
10	00071263	368.58	09/20/20	30550 CITY OF COLUMBUS WATER & SANIT	C
10	00071264	475.00	09/20/20	10413 CORTNEY NAGLER	C
10	00071265	1,215.00	09/20/20	31330 COSI	C
10	00071266	146.52	09/20/20	4812 CUBBY'S, INC.	C
10	00071267	5,237.19	09/20/20	40725 EAKES OFFICE SOLUTIONS	C
10	00071268	533,843.20	09/20/20	50825 ED SERVICE UNIT 7-PAYROLL	C
10	00071269	70.26	09/20/20	50515 ELECTRICAL ENGINEERING & EQ.	C
10	00071270	190.20	09/20/20	7560 HOSTED SERVICES	C
10	00071271	3,000.00	09/20/20	50645 ESU 2	C
10	00071272	3,827.00	09/20/20	60054 FILEMAKER	C
10	00071273	2,688.00	09/20/20	6149 FILEWAVE (USA), INC.	C
10	00071274	38.05	09/20/20	60056 FIRST NATIONAL BANK	C
10	00071275	50.00	09/20/20	60940 GALE/CENGAGE LEARNING	C
10	00071276	292.50	09/20/20	7013 GREAT PLAINS COMMUNICATIONS	C
10	00071277	586.50	09/20/20	11460 HAYLEY MURPHY	C
10	00071278	3,360.43	09/20/20	80390 HIGH PLAINS COMMUNITY SCHOOLS	C
10	00071279	192.00	09/20/20	80507 HOLIDAY INN EXPRESS	C
10	00071280	558.00	09/20/20	80543 HOMETOWN LEASING	C
10	00071281	65.00	09/20/20	80860 HUMPHREY PUBLIC SCHOOL	C
10	00071282	582.27	09/20/20	80880 HY-VEE	C
10	00071283	19,035.00	09/20/20	90075 IMAGINE LEARNING	C
10	00071284	199.95	09/20/20	90088 INDOFF INCORPORATED	C
10	00071285	5,600.00	09/20/20	11517 JANELLE M. CHVALA	C
10	00071286	464.60	09/20/20	3387 JENNIFER FISTLER	C
10	00071287	15.92	09/20/20	9180 JERI GLENN	C
10	00071288	388.28	09/20/20	6319 JOURNEYED.COM, INC.	C
10	00071289	92.00	09/20/20	260092 JUDY A ZADINA	C
10	00071290	627.33	09/20/20	110030 JULIE R KAHLER	C
10	00071291	2,641.12	09/20/20	11452 KENDALL HUNT PUBLISHING COMPANY	C
10	00071292	330.00	09/20/20	4839 KSB SCHOOL LAW	C
10	00071293	2,491.00	09/20/20	120129 LAKEVIEW COMMUNITY SCHOOLS	C
10	00071294	8.65	09/20/20	120314 LINCOLN JOURNAL STAR	C
10	00071295	650.00	09/20/20	40200 LINDA DAMMANN	C
10	00071296	263.35	09/20/20	40545 LISA DURANSKI	C
10	00071297	2,937.15	09/20/20	120550 LOUP POWER DIST	C
10	00071298	625.00	09/20/20	120105 LRP PUBLICATIONS	C
10	00071299	475.00	09/20/20	220090 LYNN VOLLBRACHT	C
10	00071300	374.04	09/20/20	1996 MAILPREP ETC.	C
10	00071301	226.72	09/20/20	5410 MARK BRADY	C
10	00071302	6,400.00	09/20/20	477 MARZANO RESOURCES, LLC	C
10	00071302	-6,400.00	09/09/20	477 MARZANO RESOURCES, LLC	CV

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	00071303	101.70	09/20/20	11509 MEAD LUMBER	C
10	00071304	866.13	09/20/20	130378 MENARDS	C
10	00071305	90.42	09/20/20	11304 MINDY REED	C
10	00071306	2,371.29	09/20/20	130547 MNJ TECHNOLOGIES	C
10	00071307	42,702.00	09/20/20	140063 NASB ALICAP	C
10	00071308	5,588.92	09/20/20	10766 NATIONAL SCHOOL PRODUCTS	C
10	00071308	-5,588.92	09/10/20	10766 NATIONAL SCHOOL PRODUCTS	CV
10	00071309	1,069.00	09/20/20	4251 NATUS MEDICAL	C
10	00071310	300.00	09/20/20	140351 NCSA	C
10	00071311	30.00	09/20/20	140066 NE ASSOC OF SCHOOL BOARDS	C
10	00071312	123.03	09/20/20	140570 NEBRASKA TECHNOLOGY & TELECOM.	C
10	00071313	147.00	09/20/20	140705 NORTHEAST COMMUNITY COLLEGE	C
10	00071314	3,417.31	09/20/20	150290 O'NEILL PUBLIC SCHOOLS	C
10	00071315	275.87	09/20/20	150081 OFFICE NET	C
10	00071316	98.90	09/20/20	418 OTIS PIERCE	C
10	00071317	51.96	09/20/20	160450 PIZZA RANCH	C
10	00071318	162.83	09/20/20	160672 PRESTO-X	C
10	00071319	32.83	09/20/20	170029 QUALITY SOUND	C
10	00071320	350.18	09/20/20	30268 SANDY CERNY	C
10	00071321	270.00	09/20/20	10421 SEI SECURITY	C
10	00071322	400.20	09/20/20	8524 SHAYNA CEPEL	C
10	00071323	52.89	09/20/20	190390 SHELBY-RISING CITY PUBLIC SCHOOL	C
10	00071324	2,130.00	09/20/20	190557 SOUTHWEST BINDING & LAMINATING	C
10	00071325	212.42	09/20/20	190675 SRA/MCGRAW-HILL	C
10	00071326	111.00	09/20/20	190693 STANEK FIRE PROTECTION	C
10	00071327	4,649.80	09/20/20	190850 DAS STATE ACCOUNTING-CENTRAL FINANCE	C
10	00071328	185.29	09/20/20	2720 STREAKWAVE WIRELESS, INC.	C
10	00071328	-185.29	09/09/20	2720 STREAKWAVE WIRELESS, INC.	CV
10	00071329	52.89	09/20/20	11533 SUMMERLAND PUBLIC SCHOOL	C
10	00071330	361.46	09/20/20	191085 SUPER SAVER	C
10	00071331	8,590.72	09/20/20	2780 SUSAN PRESLER	C
10	00071332	97.64	09/20/20	160655 SYMMETRY ENERGY SOLUTIONS, LLC	C
10	00071333	191.81	09/20/20	11398 Special Needs Ware, INC	C
10	00071334	190.00	09/20/20	9130 THE SUPPORT GROUP	C
10	00071335	2,520.00	09/20/20	8710 TIME MANAGEMENT SYSTEMS	C
10	00071336	112.25	09/20/20	200606 U & I SANITATION	C
10	00071337	1,304.46	09/20/20	10320 VERIZON WIRELESS	C
10	00071338	356.30	09/20/20	230049 WALMART (SPED)	C
10	00071339	149.57	09/20/20	230051 WALMART COMMUNITY - MIG	C
10	00071340	150.00	09/20/20	230052 WALMART VISION CENTER #774	C
10	00071341	46.00	09/20/20	230052 WALMART VISION CENTER #774	C
10	00071342	52.89	09/20/20	230195 WAYNE COMM. SCHOOLS	C
10	00071343	340.00	09/20/20	230292 WEIDENHAMMER SYSTEMS CORP.	C
10	00071344	399.00	09/20/20	9482 WEST HOLT MEDICAL CLINIC	C
10	00071345	2,279.15	09/20/20	230249 WEST POINT PUBLIC SCHOOLS	C
10	00071346	941.80	09/20/20	10510 ABBY PFISTER	A
10	00071347	587.65	09/20/20	10030 ANA KAREN GARCIA MEDINA	A
10	00071348	270.25	09/20/20	1082 ANGEL D MAYBERRY	A
10	00071349	450.80	09/20/20	40709 ANN DUBAS	A
10	00071350	279.45	09/20/20	990 BRANDY ROSE	A
10	00071351	95.45	09/20/20	5967 CASSANDRA RUTH	A
10	00071352	470.93	09/20/20	9512 CASSIE KRINGS	A
10	00071353	76.36	09/20/20	7188 CODY NELSEN	A
10	00071354	16.91	09/20/20	50579 DAN ELLSWORTH	A
10	00071355	598.30	09/20/20	180474 DARLENE RODRIGUEZ	A

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	00071356	711.85	09/20/20	10529 DAVID VANDERHEIDEN	A
10	00071357	557.18	09/20/20	7099 HALEY KUNZE	A
10	00071358	597.43	09/20/20	20135 ISAURA BARRETO	A
10	00071359	223.68	09/20/20	8559 JACLYN TERNUS	A
10	00071360	573.85	09/20/20	9580 JASON TROTTER	A
10	00071361	236.33	09/20/20	10952 JENNIFER RIVERA	A
10	00071362	188.60	09/20/20	9741 JENNIFER ZYSSET	A
10	00071363	764.75	09/20/20	8540 JOLYNN KAHLANDT	A
10	00071364	74.75	09/20/20	6459 KAISE RECEK	A
10	00071365	223.10	09/20/20	8516 KATHERINE BOSAK	A
10	00071366	107.99	09/20/20	4847 KERRI JO KRIVOHlavek	A
10	00071367	92.00	09/20/20	100521 KRIS JOHNSON	A
10	00071368	593.98	09/20/20	190434 LORI SIMANEK	A
10	00071369	44.85	09/20/20	50632 MEGAN KASSING	A
10	00071370	177.11	09/20/20	4650 MELINDA VELECELA	A
10	00071371	289.80	09/20/20	8788 NATHALIE VARGAS	A
10	00071372	213.90	09/20/20	160280 PAULA PETERSON	A
10	00071373	539.93	09/20/20	5983 RACHEL GARNER	A
10	00071374	308.78	09/20/20	10375 RONELLE JACKSON	A
10	00071375	508.30	09/20/20	10960 ROSA WALDROP	A
10	00071376	671.60	09/20/20	130708 SHARON M BROWN	A
10	00071377	474.38	09/20/20	10740 SHELLI EICKMEIER	A
10	00071378	163.87	09/20/20	10774 TRICIA SPIEKER	A
10	00071379	375.48	09/20/20	230361 WENDY WOLFE	A
10	00071380	170.78	09/20/20	10545 YARIBEY RODRIGUEZ	A
10	00071381	6,400.00	09/20/20	477 MARZANO RESOURCES, LLC	C
10	00071382	185.29	09/20/20	2720 STREAKWAVE WIRELESS, INC.	C

Total Bank No 10 726,035.64

Total Manual Checks	.00
Total Computer Checks	725,537.68
Total ACH Checks	12,672.17
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-12,174.21
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 726,035.64

Number of Checks 137

Batch Yr	Batch No	Amount
21	000010	103,662.63
21	000028	533,843.20
21	000030	37,363.72
21	000031	44,580.80
21	000035	6,400.00
21	000036	185.29



# Quarterly Update

July 2020 - September 2020

## Administrator: Dr. Larianne Polk

### Component 1. Relations with the Board

- Administrator Board Report: August and September.
  - Policy reviews and revisions:
    - Article III, Section 4, D Coffee Act Policy (Reimbursable Expenses)
    - Level III Handbook Revisions - Cen7ter and Learning Academy
    - First reading of the Title IX Procedures for Complaints of Sexual Harassment Policy
    - Article V, Section I, A Policy of Non-Discrimination
    - Article III, Section 7, C Weapons
    - Article IV, Section 5, C Weapons
  - ESUCC Updates to Board: August
  - Committee Meetings
    - Negotiations: July. Meeting with the ESUEA Representative, a member of the Negotiations Committee, and a member of the Budget Committee.
    - Budget: August
  - Email Communication: COVID Correspondence, Legislative updates, Board packets, NASB Board, and DYKs
  - Monthly Meeting with the Board President: August
  - Monthly Meeting with the Board Vice President: August
  - Board Members that utilize Health Insurance: Dan Hoesly and Jack Young utilize Dental
- Administrator Goal:** 1. Communicate and market our work being done to Board, Staff, and School District - Ongoing.



### Component 2. Community Relationships

- Attend and Participate in ESUCC/NDE Collaborative Planning Meetings: Ongoing
  - Facilitated a Health Department Q&A for Superintendents: July
  - Partnership with CCC regarding Distance Learning
  - Partnership Opportunities since July 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2 x/wk, East Central District Health Department with Superintendents 2-4 x/wk, Central District Health Department with Merrick Foundation and Superintendents 1-2 x/wk, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 3-6 x/wk, Agency Team 1-2 x/wk, mask distribution, plexiglass dividers for school at a reasonable cost.
- Board Goal 2:** Exploration of potential expansion of educational behavioral health offering - Met, begin programming 19-20
- Administrator Goal 1:** Communicate and market our work being done to Board, Staff, and School District - Ongoing



### Component 3. Staff and Personnel Relationships

- Agency Team meetings: August. Retreat in August.
  - Committee Meetings: All Staff, Safety, Return to School and Services
  - All Staff Meeting: August
  - Director Meetings: Multiple times a week in July and August. Retreat in August.
  - Ongoing Staff Evaluation and Goal Setting
  - Production Department Transition: Ongoing
  - Did You Knows: July and August
  - Standard Response Protocol Training for all staff: August
- Administrator Goal 1:** Communicate and market our work being done to Board, Staff, and School District - Ongoing.
- Agency Team Goal 1:** Agency Team will provide their staff with specific feedback to encourage professional growth.
- Agency Team Goal 2:** Agency Team will enrich our safe, supportive, collaborative and positive culture.
- Agency Team Goal 4:** Agency team will increase knowledge of department projects agency wide.



#### Component 4. Educational Leadership

- Superintendent Executive Committee Meeting: July
- Superintendent Meetings: Weekly in July and August
- SIMPL training and ongoing correspondence all ESUs with monthly Meetings
- Meetings with Lakeview and Columbus Public School Leadership: Monthly
- Agency Team Meetings: August with a Retreat in August.
- Director Meetings: Multiple in July and August with a Retreat in August.
- Software development meetings for SIMPL: ESU 10 Partnership Ongoing Bi-Weekly
- Chair of ESUCC Special Populations Committee and a member of PD and Executive Committees
- NNNC meetings: Monthly
- ESUCC President (2019-2021)
- Participated in Nebraska ELLC Meetings: July and August
- Participated in Statewide Teacher and Principal Support Conversations
- Member of NRCSA (Nebraska Rural Council of School Administrators) Legislative Committee
- Member of Commissioner's Advisory Group
- Member of Nebraska Schoolmasters Club
- Member of DLRT (Diverse and Learner Ready Teachers) Initiative
- Stakeholder for Nebraska Teacher and Principal Performance Standards
- Co-Facilitate Goal Setting and Data Analysis for High Plains Community Schools Board
- Coordinate ESSA Designations Conversation with ESU 7 Executive Committee and NDE
- Created and attended Committee for Weight Room Guidance: July
- Attend and facilitate Services Inventory Bold Step Committee Meetings (Monthly)
- Attended Administrative Days virtually in July
- Attended Nebraska School Administrator Workshop: Title IX New Requirements Training
- Facilitated New Leader Luncheon: August
- Partnership Opportunities since March 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2 x/wk, East Central District Health Department with Superintendents 2-4 x/wk, Central District Health Department with Merrick Foundation and Superintendents 1-2 x/wk, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 3-6 x/wk, Agency Team 1-2 x/wk, mask distribution, plexiglass dividers for school at a reasonable cost.

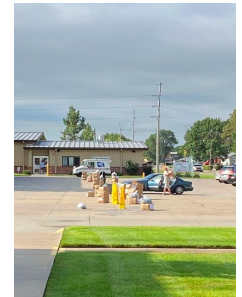
**Board Goal 1:** The Board will use data to ensure quality and efficiency of current and future services to its stakeholders (students, educators, parents, and community) - Ongoing

**Board Goal 2:** Exploration of potential expansion of educational behavioral health offerings: Met, programming to begin 19-20

**Board Goal 4:** The Board will work to update and streamline their policy manual - Ongoing

**Administrator Goal 3:** Create timeline for policy revision for completion in 2019-2020 - Met

**Agency Team Goal 3:** Agency Team will provide progress monitoring on annual service plan and promote those services as needed.



#### Component 5. Business and Finance

- Sign/Inspect Monthly Bills
- Budget Maintenance with Agency Team: Monthly
- Accounts Payable work and examination: Monthly
- Revenue flow status work
- Budget Development work with business manager and Directors: Monthly

**Board Goal 2:** Exploration of potential expansion of educational behavioral health offerings - Met, programming to begin 19-20

**Board Goal 3:** The Board will examine short and long term financial projections to ensure long term financial stability - Met, Ongoing

**Administrator Goal 2:** The Administrator will ensure budget stability by maintaining cash on hand at 30% - With the construction of the Learning Academy, the cash on hand has dipped below 30%. Will continue to rebuild that reserve.

#### Component 6. Professional/Personal Qualities

- Interactions with ESU staff, school staff, school leadership, and Board
- Monthly Meetings with Coordinators/Directors (Marci, Tami, Dan, Cynthia)
- Growth and planning meetings with Production as needed
- Daily Admin Meetings

**Agency Team Goal 1:** Agency Team will provide their staff with specific feedback to encourage professional growth.

**Agency Team Goal 2:** Agency Team will enrich our safe, supportive, collaborative and positive culture.

**Component 7. Professional Growth**

- ESUCC Committees and ESUCC/Board Meetings: July, August, and September.
- NNNC Tech Budgeting Discussions: Monthly
- Books Read: 100+ Leaders
- GIANT Time: Multiple times in July and August

**Agency Team Goal 1:** Agency Team will provide their staff with specific feedback to encourage professional growth.

**Agency Team Goal 2:** Agency Team will enrich our safe, supportive, collaborative and positive culture.

Stakeholder Satisfaction	Leadership Practices Inventory	Services Available	Services Accessed	Implementation Objectives Met
2.12	Reported in March 2020	66	65	No Data to Report
0=Unsatisfactory	1=Basic	2=Proficient	3=Distinguished	

\* Due to the COVID-19 Pandemic, there were no surveys distributed to stakeholders in the months represented in this Quarterly Update.



# ESU 7 Goals

## Board of Directors

- Goal 1: Use of Data for Quality and Efficiency: The Board will use data to ensure quality and efficiency of current and future services to its stakeholders (students, educators, parents, and community).
- Goal 2: Behavioral Health Programming: The Board will explore the potential expansion of educational behavioral health programming.
- Goal 3: Financial Projections: The Board will examine short and long term financial projections to ensure long term financial stability.
- Goal 4: Updates to Policy Manual: The Board will work to update and streamline the policy manual.

## Administrator

- Goal 1: Develop and deploy a Board Self-Assessment tool to use in establishment of Board goals.
- Goal 2: Establish partnerships with local media to assist in communicating ESU 7 services and supports to school districts in the ESU 7 area.
- Goal 3: Engage in strategic communication efforts to and among staff and stakeholders regarding programs and services.

## Agency Team

- Goal 1: During the 20-21 school year, the Agency Team will revise and implement the Return to Services/School Plan to address concerns presented by our staff and schools.
- Goal 2: Implementing processes

## Departments

- Administration: Communication - By May 2021 the Admin Team will have a communication system in place and will use it effectively. Common Invoicing System - By May 2021 will have similar or combined invoicing systems agency wide.
- Cen7ter: The jobsite component of the Cen7ter program will be reorganized to be accessible and beneficial for all Cen7ter staff by May 2021.
- Early Childhood: Our department selected staffing and retaining staff as our goal, so we can maintain a fully staffed EC team. By May 2021 we will have 3 things our Team can do to encourage new team members to stay and 3 things we can share with the Agency team to encourage retention for employees.
- Grants: By May 2021, the Grants Team will devise a plan to describe and disseminate individual services which are provided by the grant dept.



*Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties*

- Learning Academy: During the 36 weeks of instruction, Learning Academy staff will improve our ability to identify and meet student academic, behavioral, and mental health needs.
- Mental Health: To strengthen the foundation and awareness of the Mental Health Department by clarifying therapeutic roles, exceptions and ways to support districts needs through the MTSS framework
- Migrant: Increase the percentage of eligible migrant students receiving instructional services during the regular school year.
- Production: Create a process to eliminate the need for multiple teacher interactions for clarifying ordering and picking up materials.
- Professional Development: By May of 2021, develop and implement a procedure for hosting hybrid professional development sessions.
- Psychology: During the 2020-21 academic year, we will work as a department with our school districts to complete valid, reliable, and ethical evaluations.
- Speech: By the end of the 2020-2021 school year, the SLPs will create individual plans for service delivery by meeting 4/4 objectives at a proficient or distinguished level.
- Technology: During the 20 - 21 school year, the technology department will work toward equalizing technology knowledge and abilities among team members.
- Vision: By May 2021, the vision team will create a google document with each team member providing 1 resource monthly of ideas to provide students with visual impairments services when in-person instruction is not an option.



**LB148 Budget Hearings & Meeting Notices: New Requirements**  
**(as related to Public School Boards)**

- ❖ Effective beginning with the 2021-22 School Fiscal Year
- ❖ Includes changes from LB148 (2019) made to Neb. Rev. Stat. §§ 13-503, 13-506 and 84-1411
- **The Budget Hearing must be held separate from any regularly scheduled meeting:**
  - Must have distinct and separate designated time from any other scheduled meeting. (There should be a clear opening and closing of a public meeting by the Board President.)\*
  - Budget Hearing cannot have a time limit.\*
- **At the Budget Hearing:**
  - The Board must make a presentation outlining the key provisions of the proposed budget statement, which must include, but is not limited to, a comparison to the prior year's budget.\*
  - Must have at least three copies of the proposed budget statement available to the public.\*
  - Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the Board and given a reasonable amount of time to do so.\*
  - The Board may allow the public to appear by means of video or telecommunications equipment.
- **Notice of the Budget Hearing and all regularly scheduled meetings:**
  - Public notice for all public meetings shall now be published in a newspaper of general circulation within the School District's boundaries and, if available, on such newspaper's website.\*
  - Public notice shall be published four calendar days prior to meeting. For purposes of the four days, the date of publication shall be counted, but the date of the hearing/meeting shall not be counted.
  - Notification shall include the place and time of such hearing, as well as an agenda.
  - Notice of Budget Hearings must also include a summary of the proposed budget statement.
  - Besides the required newspaper notice, such notice may also be provided by any other appropriate method designated by the Board.
  - Board must record the methods and dates of notice in its minutes.
  - Secretary or other designee of the Board shall maintain a list of the news media requesting notification of Board meetings and shall make reasonable efforts to provide advance notification to them of the Budget Hearing, as well.
- ❖ Existing provisions regarding adoption, certification to the levying board, and filing with the Auditor's Office remain unchanged and still apply.
- ❖ All other provisions of the Nebraska Budget Act and the Open Meetings Act remain unchanged and still apply.

**COMMENTS:**

1. Holding a Budget Hearing on the same day as the School Board's monthly meeting is not prohibited, but with the passage of LB148 the Budget Hearing now must be a distinct and separate meeting and cannot be limited by time. Therefore consideration should be taken as to the start time of the regular monthly meeting.
2. Current law states that each meeting of a public body must have its own separate public notice. Due to the existing requirement that a summary of the proposed budget statement must be included in the notice of a Budget Hearing it seems rational for a Budget Hearing to have its very own public meeting notice.

\* New requirements from LB148.



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --  
Nebraska Rural Community Schools Association

A

**STATE LEGISLATIVE ADVOCACY**

NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 23 Superintendents from member schools and helps to direct the legislative efforts of the organization. NRCSA is also represented in the "Nebraskans United for Property Tax Reform and Education" and the "Education Association Coalition", both of which serve as coalitions that work to speak on behalf of public education interests.

**RURAL ADVOCACY**

NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska.

**SUPERINTENDENT SEARCHES**

NRCSA's Superintendent Search Service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.

**PLANNING WORKSHOPS**

The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.

**NATIONAL ADVOCACY**

NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.

**LEGISLATIVE FORUM**

During each legislative session NRCSA offers a forum for Board members and administrators. The forum provides the opportunity to hear from Senators as to what is happening in the Unicameral, as well as to provide input to Senators. The forum is held in Lincoln.

**COMMUNICATIONS**

NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is www.nrcsa.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrcsahome).

**SPRING CONFERENCE**

NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.

**GARY FISHER FINE ARTS SCHOLARSHIPS**

NRCSA awards two \$1,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the plan to major in a fine arts field.

**DISTRICT MEETINGS**

Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.

**US BANK ONE CARD PROGRAM**

NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.

**NRCSA AWARDS**

NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.

**NRCSA EXECUTIVE BOARD**

The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.

**NRCSA SCHOLARSHIPS**

NRCSA annually awards 14 \$1,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers.

**GLOBAL TELETHERAPY**

Global Teletherapy is a partner with NRCSA that provides elective services such as Speech, Behavioral, and Occupational Therapies. Global provides services that are sometimes difficult to fill.

**NEBRASKANS UNITED**

NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.

**CORONAVIRUS ISSUES**

Over 100 NRCSA member Superintendents and ESU Administrators worked together to produce NRCSA's Reopening Document to help districts develop their own plans for reopening school in the fall.

**LEADERSHIP OPPORTUNITIES**

Each year there are over 50 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.

**EDUCATION ASSOCIATIONS COALITION**

NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.

**NATIONAL RURAL EDUCATION ASSOCIATION**

NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, will serve as the President of NREA in the coming year.

**RURAL TEACHER SHORTAGE**

NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College and Peru State College in this work.

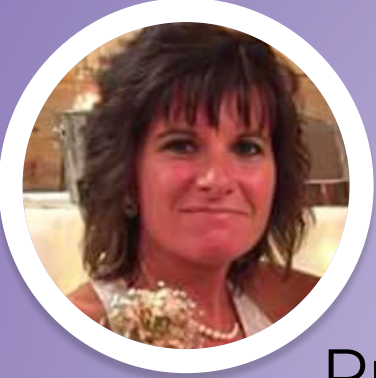
"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 455 S. 11th St, Suite B, Lincoln, NE 68508



ESU 7

**Resource Coach  
Transition Services**



# **Resource Coach - Amy Mazankowski**

Provide guidance, training, resources and strategies to general and special education teachers, para professionals, other district staff, and parents regarding the needs of students (ages 3-21).

- 26 years of experience both in regular and special education
- BS degree in Education
- MS in Educational Leadership
- Board Certified Behavior Analyst

# 2019-20 Districts - Resource Coach Services

<b>Central City</b>	42 hours, 15 teacher contacts, 10 students
<b>High Plains</b>	25 hours, 20 teacher contacts
<b>Leigh Community</b>	52 hours, 4 teacher contacts, 4 students
<b>Shelby-Rising City</b>	9 hours para training
<b>Columbus Public</b>	31 hours, 12 teacher contacts, 10 students
<b>Howells-Dodge</b>	35.75 hours, 10 teacher contacts, 5 students
<b>St. Edward</b>	417 hours, 15 teacher contacts, 10 students
<b>East Butler</b>	6 hours, 3 teacher contacts, 2 students
<b>Schuyler</b>	254 hours, 6 teacher contacts, 20 students
<b>Osceola</b>	56 hours, 20 teacher contacts, 10 students

ESU 8 School: O'Neill Public- 28 hours, 25 teacher contacts, 10 students

# Resource Coach - Available Services

- Implement verbal behavior program
- IEP development-how to write measurable goals
- District IEP meeting facilitation
- Direct teaching to assist IEP implementation
- Para, Parent & Teacher training-Behavior strategies, role modeling, coaching, & data collection
- Model, instruct and collect data for social skills & functional life skills
- Develop data collection systems
- Direct student services in the home
- Differentiate instruction
- Provide resources (web sites, trainings, curriculum materials, evidence based research )

# Resource Coach - Training Options

- Functions of Behavior and Behavior Strategies
- Classroom Management Strategies
- Stages of Behavior Escalation
- Least Restrictive Environment
- Functional Behavior Assessment/Behavior Intervention Plan
- Paraprofessional Roles & Responsibilities
- Writing Measurable IEP goals
- General/Special Education Teacher Responsibilities
- Disability Awareness
- Social Skills
- Verbal Behavior

# COVID-19 Services March through May

- Zoom to provide individual, small group, and district wide paraprofessional trainings
- Zoom to provide small group direct student learning
- Zoom to provide teacher trainings
- Zoom with individual teachers to assist with resources
- Stayed up to date with most recent Special education requirements during Covid time period
- Research additional disability specific evidence based strategies
- Research a prepared for future teacher and para trainings



## **Amy Slama - Transition Specialist**

- 27 years in education, all at ESU 7!
- Master's degree in Speech-Language Pathology
- Transition Specialist endorsement



# Amy Slama - Transition Specialist

- Member of the American Speech-Language and Hearing Association
- Member of the Council for Exceptional Children
  - Division on Career Development & Transition
- Member - NDE's Transition Advisory Committee
  - Northeast Region Transition Facilitator
  - Written and conducted statewide transition trainings for NDE
- Past President of Rotary Club of David City, former member of the Butler County Area Foundation Fund Advisory Committee



## Follow Amy for a day...

- hosting a student event at a community college
- providing consultation to a student's IEP team
- working on a statewide transition initiative
- researching best practices in transition
- collaborating with partner agencies
- attending conferences to learn best practices
- training school staff, parents, professionals
  - Statewide training for NDE
  - Regional across ESUs 1, 7, 8
  - Locally for ESU 7 schools

# Federal Law and Transition

*Transition services* means a coordinated set of activities focused on:

- improving the academic AND functional achievement
- facilitate student's movement from school to post-school
  - postsecondary education
  - vocational education
  - integrated employment
  - continuing and adult education
  - adult services
  - independent living
  - community participation

# Transition Services



## 1 Grants

Free or low cost activities provided to schools in northeast Nebraska

## 2 Contracted Services

Provided to all ESU 7 districts and 2 districts in ESU 8.

## 3 Partnerships

Blended funding and supports with agencies and business

# Grants

Funding sources:

- Nebraska Department of Education
- Nebraska VR (Vocational Rehabilitation)

Face to face grant activities logged in SIMPL:

- Student workshops
- Teacher training
- Parent training

Hours of grant activities in 2019-20: 354

# Summer Career Academy

Grant funding provided by NDE & Nebraska VR.



Partnerships:  
Columbus Chamber,  
Columbus Community  
Hospital, Central  
Community College,  
Columbus Sales Pavillion,  
Bank of the Valley,  
Immanuel Lutheran  
Preschool, Pet Care  
Specialists, Columbus  
Family YMCA, Behlen,  
and ADM.

# Contracted Services

## ESU 8 Districts:

O'Neill Public: 16 staff, 14 hrs

Elkhorn Valley: 3 staff, 2 hrs

**Indirect or group support to all districts: 629.25 hours**

**Grant activity hours: 354 (160 students, 60 parents)**

## ESU 7 direct support hours in 2019-20

Boone Central: 6 staff, 8 hrs

Clarkson: 7 staff, 12 hrs

Cross County: 3 staff, 6 hrs

East Butler: 5 staff, 21 hrs

High Plains: 4 staff, 4 hrs

Humphrey: 5 staff, 6 hrs

Leigh: 1 staff, 2 hrs

Palmer: 4 staff, 11 hrs

St. Edward: 4 staff, 4 hrs

Twin River: 5 staff, 11 hrs

Central City: 7 staff, 6 hrs

Columbus Public: 16 staff, 18 hrs

David City: 10 staff, 11 hrs

Fullerton: 4 staff, 4 hrs

Howells-Dodge: 3 staff, 10 hrs

Lakeview: 8 staff, 6 hrs

Osceola: 4 staff, 7 hrs

Schuyler: 7 staff, 12 hrs

Shelby-Rising City: 7 staff, 28 hrs

All nonpublic high schools: 3 staff, 7 hrs

# Partnerships

Nebraska VR

PTI Nebraska (Parent Training & Info Center)

Department of Health and Human Services

Nebraska Department of Education

Central Community College

Columbus Chamber of Commerce

Workforce Development

Local Businesses

And many more!

# COVID-19 Adaptations - May through August

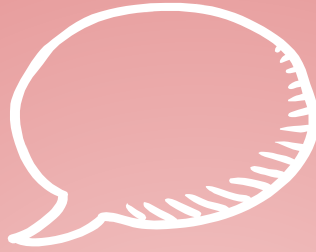
Developed document for our special educators to continue transition activities in a virtual format:

<http://bit.ly/SlamaC19>

1-1 support as requested by districts

Large group teacher Zoom meetings

Researched transition practices, modified grants to support current needs due to COVID, participated in national videoconferences and capacity building institute to gather ideas for remote student supports

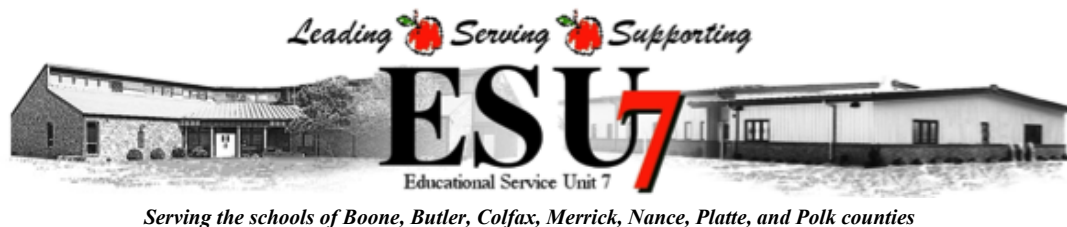


**THANKS!**

**Questions?**

Amy Mazankowski [amymaz@esu7.org](mailto:amymaz@esu7.org)

Amy Slama [aslama@esu7.org](mailto:aslama@esu7.org)



*Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties*

## Remote Work Guidance and Expectations September 17, 2020

As we navigate the unfolding developments related to the evolving COVID-19 pandemic, we need to make sure that all remote staff members understand ESU 7's expectations for those staff members while they are "on duty." The following guidance and expectations apply, effective immediately, to all staff members working remotely during the workday and during working hours.

### Guidance

This guidance is for ESU 7 departments considering allowing employees to perform job responsibilities from home or from other remote work sites. The decision to have employees work remotely should be based on the employee's job description and the feasibility of completing described job duty expectations in a remote setting.

#### **SUPERVISORS**

Department Directors and Supervisors have the final decision if an employee may work remotely.

- Ensure your leadership is informed of plans and contingencies

**Communication:** Establish a plan regarding how the employee will communicate with the supervisor and other employees (possible tools: email, Zoom, phone, etc.)

- Will you change expectations for calendar visibility?
- How will you communicate with external stakeholders on how to reach the employee (voicemail outgoing message, forward phone, etc.)?

**Performance:** Establish expectations regarding work that will be completed and a method for monitoring work output.

**Schedule:** Establish a work schedule so all parties know when the employee working remotely is available. Work/life balance remains important so having a consistent daily schedule that reflects typical work day hours allow for maintained quality of services and support to our districts and departments.

#### **Leave:**

- If an employee is working a full day from home, no leave is required.
- If an employee is sick (not related to COVID-19 or beyond the FFCRA limitations), sick leave may be appropriate.

- If an employee is unable to work due to the following COVID-19 reasons, medical leave within the FFCRA (Families First Coronavirus Response Act) regulations is appropriate up to the limits set forth by the IRS and the ESU 7 Board:
  - self-quarantine
  - quarantine or care of an immediate family member
  - childcare resulting from school and/or daycare closures
  - other related scenarios to COVID-19.
- If an employee is unable to work due to other reasons, vacation, built-in non-contract days, or personal days may be appropriate.

**Equipment:** Supervisors should track ESU equipment that is moved to a remote work site.

### **EMPLOYEES**

- **Remote work locations** are not guaranteed and may be utilized for a temporary time
- **Policies:** The employee will remain obligated to comply with, and subject to, all ESU 7 rules, policies, practices, and procedures, including the safeguarding of confidential information and all appropriate use policies.
- **Equipment:** The employee is responsible for the costs of establishing and maintaining the home work area, as well as providing home and internet connectivity for remote capabilities.
- **Paid Hourly:** Employees and supervisors are still required to comply with all timekeeping and overtime regulations. Hourly employees who work remotely are required to be cognizant of these procedures and structure their remote work just as they would in a typical workplace.

## **Expectations**

ESU 7 staff members working remotely are, in general, held to the same expectations as when working in non-remote locations. The expectations listed below are those to help staff understand specific situations where questions may come up in the future. The leadership of ESU 7 trusts the professionalism and work all employees demonstrate as part of the ESU 7 family. Thank you for your commitment to ESU 7.

1. If a staff member will appear via videoconference (such as Zoom), the staff member must be dressed professionally and in the same manner expected as if the staff member reported to work in-person. A staff member appearing by videoconference is expected to minimize background noise (such as a dog barking) that may interfere with the communication, and be in a professional setting (such as at a table or in a home office).
2. Staff members should respond promptly to ESU 7 related communications. "Promptly" will depend on the context but, as a general matter, staff members who are not certificated staff/teachers will be expected to respond to phone calls within 15-30 minutes of receiving such calls. Certificated staff/teachers who receive a phone call or other ESU-related communication (such as an email) will be expected to respond after their current assignment, and as soon as practicable. We understand that staff members may be

engaged during the workday with webinars, teaching, providing student services, holding office hours, talking with colleagues or parents, and so forth. As such, each staff member's situation will depend on the circumstances. However, generally, all staff members (including certificated staff/teachers) are expected to be checking their phone and email during the workday and responding in a timely manner.

3. During working hours, all staff members are bound by the same computer and Internet expectations as if they were non-remote. Please use work time for work purposes.
4. All staff members continue to be bound by the applicable professional boundaries policy and/or rules. Staff members will not communicate directly with students via texting, social media or one-on-one Zoom sessions, unless the staff member has received approval in advance from an administrator.
5. Hourly staff members must keep track of their work time. Hourly staff members must receive prior approval from their immediate supervisor before working overtime. Hourly staff members must keep a current detailed log of the time they spent on work-related items and the time that they spent working on such items. All staff members must communicate in a professional manner. Although much communication may be accomplished via electronic means, all staff members need to remember that communications should be professional and avoid inappropriate or vulgar language.
6. Staff members should coordinate with their immediate supervisor on clock in/clock-out procedures so that your immediate supervisor ensures that you are working that workday. If you need to miss work during a workday, you must contact your immediate supervisor as soon as practicable.
7. Each staff member's duty hours will be determined by each staff member's immediate supervisor. As a result, staff members are expected to maintain regular communication with their immediate supervisor about the upcoming workweek.
8. Staff members will comply with the recommendations of the Technology Director with regards to secure technology arrangements.
9. Staff members are expected to follow all other directives from their supervisors in a positive and professional manner.
10. A staff member who repeatedly violates these expectations may be subject to discipline.
11. All other provisions of board policy and the staff handbook remain in effect. If a staff member has any questions or needs clarification, they should contact their supervisor in advance for clarification.

Please know that these expectations are subject to change and may be modified by the ESU 7 Chief Administrator or her designee.

August '20 Treasurer Report

<b>Beginning Balance August 1, 2020</b>				<b>\$72,263.36</b>		
<b>RECEIPTS</b>						
Property taxes			\$30,148.89			
SPED			\$23,203.99			
General/Flow Through			\$68,235.96			
Grants			\$350,385.24			
<b>TOTAL RECEIPTS</b>			\$471,974.08	\$471,974.08		
				\$544,237.44		
Transfer to Money Market				\$350,000.00	+	
<b>Total Funds Available</b>				\$894,237.44		
<b>DISBURSEMENTS:</b>						
General Fund			\$276,016.05			
SPED			\$252,560.73			
Grants			\$308,921.03			
<b>Total DISBURSEMENTS Check #71129 thru #71247</b>			\$837,497.81	\$837,497.81	-	
<b>Ending balance, AUGUST 31, 2020</b>				<b>\$56,739.63</b>		
Checking balance						\$56,739.63
Money Market Deposit Account at First National Bank						\$2,955,000.00
Money Market Deposit Account at First National Bank						\$100,000.00
Money Market Deposit Account at Bank of Clarks						\$100,000.00
Money Market Deposit Account at Columbus Bank & Trust						\$100,000.00
Certificate of Deposit - Great Western Bank						\$200,000.00
Certificate of Deposit - First National Bank-Columbus						\$100,000.00
<b>TOTAL CASH ON HAND (includes cash reserve amount below)</b>						<b>\$3,611,739.63</b>
<b>CASH RESERVE</b>	<b>\$1,294,879.97</b>					
<b>Funds that are due to ESU 7</b>						
Grants						(\$1,053,606.87)
Production/Art Media Accounts Receivable			(\$35,250.00)			
Network Support Accounts Receivable			\$0.00			
Misc. Flow thru Accounts Receivable			(\$33,753.74)			
Outstanding Receivables						(\$69,003.74)
<b>Total due to ESU 7</b>						<b>(\$1,122,610.61)</b>
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2018-2019</b>	<b>2019-2020</b>		
	<b>Dollars Spent Per Month</b>	<b>Dollars Spent Per Month</b>	<b>Percentage spent each month</b>	<b>Percentage spent each month</b>		
September	\$202,681.49	\$233,594.34	7.71%	9.02%	Total Budget	\$14,047,117.89
October	\$202,854.45	\$175,297.11	7.72%	6.77%	30% of budget	\$4,214,135.37
November	\$184,498.40	\$202,501.62	7.02%	7.82%	Total budget spent to date	\$8,938,187.01
December	\$163,233.94	\$165,182.58	6.21%	6.38%		
January	\$183,799.94	\$177,711.62	6.99%	6.86%	NOTES	
February	\$180,933.62	\$172,776.96	6.88%	6.67%		
March	\$159,254.61	\$162,892.28	6.06%	6.29%		
April	\$191,079.86	\$168,956.78	7.27%	6.52%		
May	\$211,618.36	\$159,258.47	8.05%	6.15%		
June	\$159,793.86	\$182,728.21	6.08%	7.06%		
July	\$171,051.50	\$185,558.73	6.51%	7.17%		
August	\$171,858.59	\$220,767.89	6.54%	8.52%		
<b>Approved Total General Budget for Levy \$</b>			\$2,628,278.46	\$2,589,759.94		
<b>Total Spent to date</b>			\$2,203,078.48	\$2,103,803.56		
Dollars approved from cash reserve				\$75,508.79		

# Section 1 - Non - Discrimination

## Article V, Section 1, A Policy of Non-Discrimination

### A. Policy of Non-Discrimination

ESU 7 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, **gender identity or sexual orientation**, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. ~~The following persons have been designated to handle inquiries regarding the non-discrimination policies:~~ **Complaints or concerns involving discrimination should be addressed to:**

Students, **Employees, and Others:** Tami Clay, Special Education Director, 2563 44th Avenue, Columbus, NE 68601 (402) 564-0815 ([tclay@esu7.org](mailto:tclay@esu7.org)).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

ESU 7 is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by ESU 7 employees, including co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

### **B. Harassment**

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to **any** ~~a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status,~~ that is sufficiently serious to deny, interferes with, or limits a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

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2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the ESU, whether those programs take place in the ESU facilities, in an ESU vehicle, at a class or training program sponsored by the ESU at another location, or elsewhere.

Discriminatory harassment because of **any** ~~a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status,~~ may include, but is not limited to:

1. Name-calling,
2. Teasing or taunting,
3. Insults, slurs, or derogatory names or remarks,
4. Demeaning jokes,
5. Inappropriate gestures,
6. Graffiti or inappropriate written or electronic material,
7. Visual displays, such as cartoons, posters, or electronic images,
8. Threats or intimidating or hostile conduct,
9. Physical acts of aggression, assault, or violence, or
10. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions,
2. Requests or pressure for sexual favors,
3. Comments about an individual's body, sexual activity, or sexual attractiveness,
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as awards, privileges, promotions, etc., or
7. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the ESU 7 knows or reasonably should know about possible harassment, including violence, the ESU 7 will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures,"

~~below~~), and take appropriate interim measures, if necessary. If ~~the~~ ESU 7 determines that unlawful harassment occurred, ~~the~~ ESU 7 will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off ESU property creates a hostile environment at ~~the~~ ESU, ~~the~~ ESU 7 will follow this policy and grievance procedure, within the scope of its authority.

All ESU 7 employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

#### C. Anti-retaliation:

~~The~~ ESU 7 prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the ESU 7's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

~~The~~ ESU 7 will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, ~~the~~ ESU 7 will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

#### D. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the Compliance Coordinator designated to handle complaints of discrimination (~~designated coordinator~~). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the Compliance Coordinator, ~~designated coordinator~~, or in the case of students, to another staff person (such as a counselor or principal).

~~Other individuals may report alleged discrimination to the designated coordinator.~~ If the ~~designated~~ Compliance Coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Administrator for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each ESU 7 building, on the ESU 7 website, and from the Compliance Coordinator ~~designated coordinators~~.

~~ESU employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that ESU employee is investigating the alleged discrimination as part of the ESU's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the ESU's designated coordinator. If the ESU uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the ESU's standards for a prompt and equitable grievance procedure outlined in section B.2., below.~~

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

1. *Level 1 (Investigation and Findings):*

**The Compliance Coordinator will review and evaluate each grievance, complaint, or report to determine if such grievance, complaint or report is covered under Title IX. If such a grievance, complaint or report is covered under Title IX, then the Compliance Coordinator will follow the Title IX Grievance Procedures (outlined below). For all other grievances, complaints or reports, the Compliance Coordinator will follow these General Grievance Procedures.** Once ~~the~~ ESU 7 receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, ~~the~~ ESU 7 will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, ~~the~~ ESU 7 will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of ~~the~~ ESU 7's investigation. ~~The~~ ESU 7 will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

~~The~~ ESU 7 will **promptly** investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. ~~The~~ ESU 7 will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, ~~the~~ ESU 7 will notify the complainant of his or her right to file a criminal complaint, and ESU 7 employees will not dissuade the complainant from filing a criminal complaint either during or after ~~the~~ ESU 7's investigation.

~~The~~ ESU 7 will **aim to** complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating

circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. ~~Extenuating circumstances do not include breaks when the ESU is closed, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation.~~ If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, **unless the alleged victim agrees to a longer timeline**. Periodic status updates will be given to the parties, ~~if necessary~~ **when appropriate**.

The ESU 7's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the ESU 7 will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The ~~designated~~ Compliance Coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. ~~An analysis of the appropriate legal standards applied to the specific facts,~~
- c. Findings regarding whether discrimination, **harassment or other inappropriate conduct** occurred, and
- d. If a finding is made that discrimination, **harassment or other inappropriate conduct** occurred, the recommended remedy or remedies necessary to eliminate discrimination, **including harassment or other inappropriate conduct**, ~~and retaliation, prevent its recurrence, and remedy its effects, if applicable.~~

If someone other than the ~~designated~~ Compliance Coordinator conducted the investigation, the Compliance Coordinator will review, approve, and sign the investigative report. The ESU 7 will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (~~see the Remedies section, below, for~~

additional information about remedies). The ESU 7 will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The ESU 7 will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within ~~ten (10) working days~~ **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the ESU 7 to disclose relevant information to a student who was discriminated against or harassed. ~~to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.~~

### *2. Level 2 (Appeal to the Administrator):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Administrator within ~~ten (10) working days~~ **five (5) working days** after receiving the decision. The Administrator will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Administrator's determination at the time it is issued, and a copy will be sent to the ~~designated~~ Compliance Coordinator. [If the Administrator is the subject of the complaint, the party will file the appeal directly with the Board.]

### *3. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Administrator's determination, he or she may file an appeal in writing with the Board within ~~ten (10) working days~~ **five (5) working days** after receiving the Administrator's determination. The Board will review the appeal, the Administrator's determination, the investigative documentation and decision, and allow the party to address the Board at ~~a the next scheduled Board meeting~~ to present his or her appeal. **The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, Compliance Coordinator and the party.** The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal **the party addresses the Board**. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the ~~designated~~ Compliance Coordinator. The Board's determination, and any actions taken, will be final on behalf of the ESU 7.

#### 4. Remedies:

If the ESU knows or reasonably should know about possible discrimination, including harassment or violence, the ESU will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the ESU's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the ESU's investigation, and other remedies, such as those listed below.

The ESU will minimize any burden on the alleged victim when taking interim measures. For instance, the ESU generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the ESU will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the ESU determines that unlawful discrimination or harassment occurred, the ESU will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between buildings and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same meetings.
- c. Moving the alleged harasser to another program or work area within the ESU.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The ESU may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of ESU and community counseling, health, mental health, and other student services.
- b. Designating an individual from the ESU's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.

- ~~e. Providing additional training to the ESU's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.~~
- ~~d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by ESU employees in notifying those authorities.~~
- ~~e. Creating a committee of students or employees and ESU officials to identify strategies for ensuring that students and employees
  - ~~i. Know the ESU's prohibition against discrimination, harassment, and retaliation.~~
  - ~~ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.~~
  - ~~iii. Understand how and to whom to report any incidents of discrimination.~~
  - ~~iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.~~
  - ~~v. Feel comfortable that ESU officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.~~~~
- ~~f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the ESU's policies against anti-discrimination, anti-harassment, and anti-retaliation.~~
- ~~g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the ESU is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the ESU.~~

In addition to these remedies, the ESU may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

#### E. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The ESU 7 will notify the complainant of the anti-retaliation provisions of applicable laws and that the ESU 7 will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the ESU 7 will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, as long as doing so does not prevent the ESU 7 from responding effectively to the harassment and preventing harassment of others. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the ESU 7 will inform the complainant that its ability to respond may be limited. Even if the ESU 7 cannot take disciplinary action against the alleged

harasser, the ESU 7 will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

~~At the same time, the ESU will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all. Thus, the ESU may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the ESU as an "education record" under FERPA. In some cases, the ESU may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the ESU may not be able to maintain the complainant's confidentiality. The ESU will inform the complainant that it cannot ensure confidentiality, if applicable.~~

## **F. Title IX Grievance (or Complaint) Procedures**

**All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to or witnessed sexual harassment should follow these procedures:**

- 1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.**
- 2. For employee reporters, contact your supervisor or the supervisor of the offending person, the Title IX Coordinator, if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.**
- 3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.**
- 4. For student reporters, contact any teacher or administrator.**
- 5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.**

**Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action may be taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or**

expulsion, if the offender is a student. Retaliatory action will not be taken against an employee for reporting discrimination or harassment.

i. Response to a Formal Title IX Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

**TITLE IX COORDINATOR CONTACT INFORMATION**

Dr. Larianne Polk, Chief Administrator  
2657 44th Avenue, Columbus, NE 68601  
402-564-5753  
lpolk@esu7.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

2. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties: (a) the complaint procedure as outlined in this regulation; and (b) notice of the allegations of sexual harassment including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.

3. Investigation of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the ESU will notify the complainant of his or her right to file a criminal complaint, and ESU employees will not dissuade the complainant from filing a criminal complaint either during or after the ESU's investigation.

The Investigator will aim to complete its investigation within a reasonable time frame as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

**(A) *Neutrality:*** The Title IX Coordinator, investigator, decision-maker, or any person designated by the ESU to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The ESU shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the ESU's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The ESU shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

**(B) *Burden of Production:*** It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the ESU will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

**(C) *Rights of the Parties:*** The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within 2 days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The ESU retains the right to place a non-student employee respondent on administrative leave during the pendency of the investigation. The ESU also retains the right to remove a respondent from the ESU’s educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

**(D) *Conclusion of Investigation:*** Prior to the conclusion of the investigation, the investigator shall send each party and the party’s advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall

then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. **Decision of Responsibility:** The decision-maker, shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision maker has considered the written questions of the parties, if any, the decision maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of each recipient's code of conduct to the facts;
- e. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- f. The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the ESU to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the ESU's educational environment, or to deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The ESU shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the ESU to provide the supportive measures.

At the conclusion of the investigation, the decision-maker may institute disciplinary measures to the respondent if the decision-maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in school suspension, out of school suspension, expulsion, and in the case of an employee disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the ESU from instituting disciplinary measures if in the course of the investigation it determines that the complainant or respondent violated the student code of conduct.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

ii. Title IX Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following bases:

- a. Procedural irregularity that affected the outcome of the matter;

- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the ESU Administrator.

Upon notice of an appeal by either party, the ESU Administrator shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The ESU Administrator shall give both parties a reasonable, and equal opportunity to submit a written statement in support of or challenging the outcome.

The ESU Administrator shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The ESU Administrator shall provide the written decision simultaneously to both parties.

iii. Informal Resolution

If a formal Title IX complaint is filed, the ESU may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

- a. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- b. The parties' voluntary, written consent to the informal resolution process; and
- c. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

## G7. Training:

The ESU will ensure that ESU employees, including but not limited to officials, administrators, teachers, substitute teachers, **conselors**, nurses, professional staff, classified staff and paraprofessionals are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate ESU officials or employees. This training will include, at a minimum, the following areas:

- a. ~~The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.~~
- b. ~~The ESU's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the ESU's disciplinary procedures.~~
- c. ~~Identification of the ESU's designated compliance coordinators and their job responsibilities.~~
- d. ~~Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate ESU officials or employees. In addition, the ESU will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the ESU's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.~~
- e. ~~Potential consequences for violating the ESU's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.~~
- f. ~~Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.~~
- g. ~~A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.~~

In addition, the ESU shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the ESU's grievance procedures and the applicable confidentiality requirements.

## 7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. ~~Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.~~
- b. ~~Coordinating and implementing training for employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.~~
- c. ~~Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).~~
- d. ~~Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other ESU employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.~~
- e. ~~Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Administrator and the Board.~~
- f. ~~Communicating regularly with the ESU's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.~~
- g. ~~Reviewing all evidence in harassment or violence cases brought before the ESU's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.~~
- h. ~~Ensuring that investigations address whether other employees may have been subjected to discrimination, including harassment and retaliation.~~
- i. ~~Determining whether ESU employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.~~
- j. ~~Recommending changes to this policy and grievance procedure.~~
- k. ~~Performing other duties as assigned.~~

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

## 8. Preventive Measures:

The ESU will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the ESU's website and posting the notice at each building in the ESU. The ESU also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the ESU's website, at each building in the ESU, reprinting it in ESU publications, such as handbooks, and providing it electronically to members of the school community. The ESU will

provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The ESU also may, from time to time, distribute specific harassment and violence materials (such as sexual violence), including a summary of the ESU's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, to its employees and students that the ESU serves. ~~during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.~~

Legal Reference:	Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504) Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k) Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq. Neb. Rev. Stat. § 79-2,115, et seq
Date of Adoption:	February 17, 2020
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# Important COVID-19 terms cheat sheet

Along with extended school closures, the COVID-19 pandemic has brought along many new terms that are not only used in the school context, but everyday life. Although you may have heard these terms before, it's important to understand exactly what these terms mean, especially with the reopening of schools in SY 2020-21.

**1. COVID-19** is the abbreviation for the disease caused by the novel coronavirus (SARS-CoV-2) first identified in Wuhan, China in late 2019. Symptoms tend to appear up to 14 days after exposure to the virus and may include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, and gastrointestinal issues. The highly contagious nature of the disease, combined with its rapid spread and potentially deadly impact on certain populations, prompted districts across the country to end school-based instruction and switch to distance learning in the spring of 2020.

**2. Epidemic** means a widespread occurrence of an infectious disease that affects many people at the same time. If an epidemic escalates, it may become a pandemic.

**3. Pandemic** means a global outbreak of serious illness in people. A pandemic may be caused by a virus or other pathogen that most people have no natural immunity to and can easily be spread from person to person.

**4. Self-isolation** means the separation of a person who believes she has been exposed to a communicable disease, but is not yet symptomatic, from others who have not been exposed to prevent the possible spread of the communicable disease. Self-isolation may be voluntary or compelled by a federal, state, or local public health order.

**5. Social distancing** means a practice which is intended to stop or slow the spread of communicable diseases and is recommended by health-care officials. Under this practice, individuals avoid group settings, avoid mass gatherings, and stay approximately 6 feet away from others when possible.

**6. Cloth face covering** means a washable and reusable piece of cloth worn over the nose and

mouth and secured with ties around the head or loops over the ears. Cloth face coverings are a public safety measure intended to reduce the spread of the virus that causes COVID-19. The term includes face coverings made with a sewing machine, no-sew face coverings made of folded fabric and elastic loops, and handkerchiefs or bandanas tied around the back of the head. It does not include surgical masks or N95 respirators. According to the Centers for Disease Control and Prevention, cloth face coverings should not be worn by children under the age of 2, individuals who have trouble breathing, or individuals who cannot remove a face covering without assistance.

**7. N95 respirator** means a tight-fitting disposable mask worn over the nose and mouth that reduces exposure to large droplets and small particle aerosols, including the virus that causes COVID-19. N95 respirators are commonly used by medical professionals.

**8. Surgical mask** means a loose-fitting disposable mask intended to give the wearer protection against large droplets, splashes, or sprays of bodily fluids. It does not protect the wearer against airborne particles, but it may protect others from exposure to the virus that causes COVID-19. Although they can be purchased by the general public, surgical masks are most commonly worn by medical personnel.

**9. Distance learning** means generally the transmission of educational or instructional programming to geographically dispersed individuals and groups via telecommunications or a computer network.

**10. Teleservices** is a general term to describe services, including speech therapy services, school health services, and occupational therapy services, provided via telecommunications technology, including the Internet, when the provider and student are in different locations. It may also refer to consultation services provided via such technology when the provider and consulting staff member are in different locations. The term does not include audio-only telephone calls, email messages, or fax transmissions. ■

RESOLUTION

WHEREAS, Educational Service Unit Number 7 (“ESU 7”) anticipates that it may need to temporarily close its operations at some point for health and safety reasons; and,

WHEREAS, if ESU 7 closes on a temporary basis, then ESU 7 employees who work on an hourly, exempt and/or non-exempt basis may not be able to work at ESU 7; and/or

WHEREAS, after advisement from local health departments, ESU 7’s hourly, exempt and/or non-exempt employees are asked to self-quarantine; and

WHEREAS, it is in the best interests of ESU 7 to pay ESU 7’s hourly, exempt and/or non-exempt employees while ESU 7 is temporarily closed for a variety of reasons, namely: to ensure that said ESU 7 employees do not leave employment during the temporary closure, to avoid the spread of any illness to other employees, for staff morale, to comply with its own and school district obligations under the federal CARES Act, and for other legitimate reasons.

NOW, THEREFORE, BE IT RESOLVED that, in the event of the temporary closure of ESU 7 or any of its member schools to which it provides services, and/or during a health department recommended self-quarantine when another negotiated agreement provision or contract leave isn’t applicable, the ESU 7 Administrator is hereby authorized to provide paid leave due to COVID-19 closure to ESU 7 hourly, exempt, and/or non-exempt employees in an amount that the ESU 7 Administrator deems fair and reasonable, but not to exceed such employee’s customary and regular pay, for up to eight (8) weeks during the self-quarantine/temporary closure.

If the ESU 7 operations continue to be closed after four (4) weeks, then the Board shall reconvene and determine what authority, if any, the ESU 7 Administrator has to continue paying ESU 7 hourly, exempt and/or non-exempt employees during the temporary self-quarantine/closure.

The foregoing Resolution having been read in its entirety, Member \_\_\_\_\_ moved for their passage and adoption. Member \_\_\_\_\_ seconded same.

After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution:

\_\_\_\_\_.

The following members voted against the same:

\_\_\_\_\_.

The following members were absent or not voting:\_\_\_\_\_.

The above Resolution having been consented to by a majority of the quorum of the Board, it was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings law.

DATED this 17th day of September, 2020.

EDUCATIONAL SERVICE UNIT 7

ATTEST:

BY: \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**RESOLUTION SETTING  
FINAL LEVY OF  
EDUCATIONAL SERVICE UNIT 7**

WHEREAS, public notice was given at least five days in advance of a special public hearing called for the purpose of determining final levy of Educational Service Unit 7 (ESU 7) for the 2020-2021 fiscal year; and whereas such special public hearing was held before the Board at the time, date and place announced in the notice published in a newspaper of general circulation, a copy of which notice and proof of publication of which is attached hereto as Exhibit A, all as required by law;

and WHEREAS, the Board provided an opportunity to receive comment, information and evidence from persons in attendance at such special hearing;

and WHEREAS, the Board, after having reviewed the preliminary tax rate certified by the County Clerk in each county in which taxable property is situated and which is subject to taxes levied by ESU 7;

and WHEREAS, the Board of Education of Educational Service Unit 7, after public consideration of the matter has determined that a final tax levy in an amount different from the preliminary property tax rate certified by each such County Clerk as is herein above referred to, is necessary in order to carry out the functions of ESU 7 as determined by its Board for the 2020-2021 school year;

Now be it therefore resolved that the Board of ESU 7 has a tax request of \$2,608,410.23 for the 2020-2021 fiscal year and the final levy of the Board of ESU 7 should be, and hereby is set at .015000 for the 2020-2021 fiscal year.

It is so moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ this 17<sup>th</sup> day of September, 2020.

Roll call vote as follows:

<u>Jack Young</u>	YES	NO	ABSENT
<u>Richard Luebbe</u>	YES	NO	ABSENT
<u>Marni Danhauer</u>	YES	NO	ABSENT
<u>Joyce Baumert</u>	YES	NO	ABSENT
<u>Jennifer Miller</u>	YES	NO	ABSENT
<u>Dan Hoesly</u>	YES	NO	ABSENT
<u>Richard Stephens</u>	YES	NO	ABSENT
<u>Doug Pauley</u>	YES	NO	ABSENT
<u>Gary Wieseler</u>	YES	NO	ABSENT
<u>Don Ellison</u>	YES	NO	ABSENT

The undersigned herewith certifies as Secretary of the Board of ESU 7 that the above resolution was duly adopted by a majority of said Board at a duly constituted public meeting of said Board.

\_\_\_\_\_  
Secretary of the Board

**Expenditures-Revenue Budget 2020-2021**

Code	Program Function	2019-2020 2-Budgeted Expenditure	2020-2021 2-Budgeted Expenditure	1-Contract (Districts)	1-Current Year Property Taxes, General Fund	Dollars pulled from Cash Reserve/On Hand	1-State Funds	1- Federal Funds	1-Flow Through	1-Actual Balance Carry Over	1-Sped C/O, 2327	Balance
1200.1200	Program Supervision	367,695.86	71,074.00	35,474.00			0.00		35,600.00			0.00
1200.3000	Para Professional	171,833.12	211,092.09	211,092.09								0.00
1296	Early Childhood	901,605.00	1,117,825.75	1,117,825.75								0.00
1200.3400	Cen7ter	606,219.83	618,502.00	618,502.00								0.00
1200.4400	Learning Academy	480,222.00	523,946.60	523,946.60								0.00
1200	Administrative Outreach	70,000.00	98,094.43				98,094.43					0.00
1200.5500	Transition	77,375.00	87,441.00	87,441.00								0.00
2151.3600	Deaf Education	116,455.00	109,062.88	109,062.88								0.00
1200.3700	Resource Coach	108,905.00	121,495.08	121,495.08								0.00
1200.3800	Behavior Analyst	107,175.00	65,240.53	65,240.53								0.00
1200.4000	Mandt	62,886.81	26,681.03	26,681.03								0.00
2181.4100	O&M	0.00	61,598.92	61,598.92								0.00
2141.4200	LMHP	0.00	118,945.48	118,945.48								0.00
2141	Psychology	588,995.00	539,892.81	539,892.81								0.00
2151	Speech	816,660.00	808,943.65	808,443.65					500.00			0.00
2181	Vision	247,395.00	137,892.06	137,892.06								0.00
2213	Professional Development	934,385.24	927,107.50		814,694.87				112,412.63			0.00
2290	Regular Instruction - Media	183,980.75	128,359.89		63,190.66				65,169.23			0.00
2310	Board	103,236.25	103,496.52		98,598.03				4,898.49			0.00
2320	Administration	566,441.56	553,834.44		483,291.23				70,543.21			0.00
2330	Legal Services	11,729.41	7,159.00		7,159.00				0.00			0.00
2510	Business	162,460.40	182,990.82		131,887.42				51,103.40			0.00
2530	Printing/Art Media	525,726.68	514,061.41		278,211.41	34,000.00			201,850.00			0.00
2580	Technology	1,233,990.18	1,350,422.18	348,194.61	601,807.17	30,000.00			370,420.40			0.00
2610	Operation of Buildings	213,020.00	215,020.00		55,020.00	160,000.00			0.00			0.00
2620	Maintenance of Buildings	40,490.57	41,775.47	6,330.03	35,445.44							0.00
2630	Grounds	17,125.00	13,175.00		13,175.00							0.00
2650	Vehicle Replacement	52,536.33	49,775.28		11,500.00	33,500.00			4,775.28			0.00
2660	Security	53,480.00	4,930.00		4,930.00	0.00			0.00			0.00
2670	Safety	2,600.00	2,500.00		2,500.00				0.00			0.00
4700	Building Improvement	1,618,419.25	1,536,459.00		7,000.00	\$1,529,459.00			0.00			0.00
3599	Other State	10,000.00	10,000.00				10,000.00					0.00
4399	Other Federal	340,716.85	340,716.00					340,716.00				0.00
6418.21	PEak	65,047.00	65,047.00					65,047.00				0.00
6417.21.418	Regional Transition	26,000.00	68,700.00					\$68,700.00				0.00
6417.20.418	Regional Transition C.O.	0.00	3,192.98					\$3,192.98				0.00
6415.20.421	Autism Grant C.O.	62,646.20	18,324.50					\$18,324.50				0.00
6415.21.421	Autism Grant	142,399.00	146,399.00					140,399.00	6,000.00			0.00
6417.21.427	ENTC	7,000.00	7,000.00					\$7,000.00				0.00
6415.21.430	Anticipated Grant	43,000.00	25,000.00					25,000.00				0.00
6417.21.432	Transition Summer Grant	10,000.00	21,830.09					21,830.09				0.00
6417.20.432	Transition Summer Grant C.O.	0.00	19,386.77					19,386.77				0.00
6990.20	PBIS	5,000.00	6,000.00					6,000.00				0.00
1200.5500	Administrative Outreach	70,000.00	0.00					0.00				0.00
6200	Title IA Regular/Administrative	835,768.93	674,954.00					674,954.00				0.00
6210	Title I Accountability-Carryover	33,863.51	0.00					0.00				0.00
6310	Title IIA Teacher Quality	153,916.63	196,514.00					196,514.00				0.00
6400.20	R4BHSP	1,500.00	1,500.00					1,500.00				0.00
6415.21.490	Early Learning Connections C.O.	125,500.00	134,974.29					128,974.29	6,000.00			0.00
6415.22.490	Early Learning Connections	29,454.07	24,772.45					24,772.45				0.00
6416.20.416	Planning Region Grant C.O.	6,920.48	10,962.32					\$10,962.32				0.00
6416.21.416	Planning Region Grant	20,100.00	21,500.00					\$21,500.00				0.00
6700.21	Carl Perkins Vocational Grant	78,928.00	68,536.00					67,614.55	921.45			0.00



## DR. DAWN LINDSLEY



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Brainard, NE 68626



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dawnlindsley@gmail.com

### EDUCATION

#### DOCTORATE DEGREE

*Educational Leadership*  
Lamar University  
May 2020

#### EDUCATION SPECIALIST

*Education Administration  
(District Level)*  
Fort Hays State University  
May 2015

#### MASTER'S DEGREE

*Education Administration  
(Building Level)*  
Fort Hays State University  
May 2011

#### BACHELOR OF SCIENCE

*Family & Consumer Sciences  
Education (5-12), Leadership  
Studies Minor*  
Kansas State University  
May 2002

### CERTIFICATION/LICENSURE

#### TECHNOLOGY CENTER ADMINISTRATOR CREDENTIAL

*Oklahoma Department of Career  
and Technical Education*  
July 2018

#### TEACHING/ADMINISTRATOR CERTIFICATE

*Nebraska Department of Education*  
Application in Progress

*Oklahoma State Department of  
Education*  
June 2017 – 2022

#### TEACHING LICENSE

*Kansas State Board of Education*  
February 2016 – 2021

### VALUE ADD

- Quality and continuous improvement change agent
- Broad leadership and management experience
- Mobile and technology savvy professional
- Expertise in process and performance measures
- Extensive knowledge implementing federal regulations
- 18-year public educator – secondary and postsecondary

### STRENGTHS

- Achiever
- Belief
- Responsibility
- Relator
- Learner

### EXPERIENCE

2019 – present Nebraska Extension

Lincoln, NE

#### Nebraska 4-H Career and College Readiness Educator

- Lead the College and Career Success Team of 40+ educators across the Nebraska Extension system to create and deliver programming
- Develop, deliver, and evaluate educational programming/content to engage youth in decision making around careers and preparing for college
- Create and lead events, activities, lessons, and resources that allow students to purposefully explore career options and higher education opportunities
- Partner with other entities involved in this work to develop statewide excellence and reach in this area
- Lead the statewide Next Chapter at Nebraska program in partnership with UNL Office of Admissions
- Partner with research faculty to engage in action research related to career and college readiness
- Work in a multidisciplinary team environment with Extension professionals and other partners to translate and teach the latest research-based information
- Secure funding and other resources to promote programming
- Initiated and now facilitate a statewide business and industry advisory committee in this area
- Serve on department and institutional committees and projects, as needed
- Lead Extension professionals across the state in planning and conducting the 4-H division of the Nebraska State Fair annually

2017 – present Rodan + Fields

Brainard, NE

#### Consultant

- Independent contractor authorized to market and sell R+F products and ability to lead a team of consultants

2014 – present AdvoCare

Brainard, NE

#### Advisor

- Authorized to sell AdvoCare products to retail and preferred customers

2014 – present Lindsley Digital Reflections Photography

Brainard, NE

#### Photographer

- Owner and operator; take and edit pictures for clients

2018 – 2019 Nebraska Department of Education

Lincoln, NE

#### Assistant Director of Career and Technical Education

- Providing state level leadership and management of Perkins V to school districts, ESUs, and community colleges
- Manage the Center for Student Leadership and Expanded Learning
- Assist in providing state leadership and administration for not-for-profit Career and Technical Student Organizations Boards of Directors, primarily related to policies and procedures

## DR. DAWN LINDSLEY

### PROFESSIONAL ASSOCIATIONS

#### 2019-present

National Association of Extension  
4-H Youth Development  
Professionals (NAE4-HYDP)

#### 2002-present

Association for Career & Technical  
Education (ACTE)

- Association for Career & Technical Education NE (ACTEN)
- OK Association for Career & Technical Education (OkACTE)
  - Administrative Division
  - Family & Consumer Sciences Division
- KS Association for Career & Technical Education (K-ACTE)
  - KS Council of Career & Technical Education Administrators (KCCTEA)
    - Chairmanship rotation
  - KS Association of Teachers of Family & Consumer Sciences (KATFACS)
    - Chairmanship rotation, Secretary, Newsletter, District Vice President

#### 1997-present

- FCCLA Alumni and Associates  
- 4-H Alumni

#### 2018-2019

AdvanceCTE

#### 2013-2018

Oklahoma Association of Student  
Financial Aid Administrators

#### 2013-2016

Oklahoma State School Boards  
Association

#### 2011-2013

American Association of School  
Administrators (AASA)

#### 2009-2013

- National Career Pathways Network  
- ASCD

#### 2002-2013

National Education Association  
(NEA)

- Organize, facilitate, and deliver professional development to CTE teachers and administrators at the middle, secondary, and postsecondary levels
- Assist with research and data reporting and analysis efforts related to CTE, including student achievement outcomes and program effectiveness
- Collaborate to implement the vision and mission for NE CTE by engaging in strategic planning, goal setting, and integration of NDE and NE CTE priorities
- Manage Nebraska CTE social media accounts
- Provide leadership in the hiring, supervision, and potential discipline of staff

2013 – 2018 OK Department of Career and Technology Education Stillwater, OK  
**Accreditation Manager (2017-2018), Coordinator (2013-2017)**

- Supervise staff, manage time and leave, and hire new staff members
- Oversight of postsecondary education institutional compliance with multiple federal and state laws and regulations including the Higher Education Opportunity and Reconciliation Acts, Forever GI Bill, Civil Rights Act, Americans with Disabilities Act, and Oklahoma *CareerTech* Rules
- Maintain alignment with the U.S. Department of Education and the National Advisory Committee on Institutional Quality and Integrity (NACIQI) to continue status as an accrediting entity
- Update the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs
- Coordinate and facilitate institutional accreditation of technology centers with their secondary partner schools, as applicable, and Skills Centers (correctional facilities) based upon quality standards, managing 100+ volunteers annually
- Oversee/Advise program accreditation for distance education and competency-based education/direct assessment
- Develop and facilitate annual accreditation-related training for stakeholders
- Create, maintain, and revise accreditation-related resources
- Oversee program approvals/process in the *CareerTech* Information Management System (CTIMS)
- Created a new accreditation model based internal and external stakeholder input and feedback
- Led the PIIT (Performance Improvement and Innovation Team) Crew in providing professional development and technical assistance to multiple stakeholders related to the 2014-2016 pilot accreditation process

2012-2015 Family, Career and Community Leaders of America, Inc. Reston, VA  
**National Board of Directors Chairmanship**

- Past Chair, Chair, Vice Chair
  - Helped hire, orient, and support 5 of 6 Director level positions, Interim Executive Director, and new Executive Director
  - Served with the National President as organization spokespersons
  - Developed new annual performance review for the Executive Director; conducted review of results
  - Assisted with the development of the Board of Directors Fall Leadership and Strategic Planning Retreat
  - Coordinated complete revision of the policies and procedures manual
  - Attended and assisted with Capitol Leadership – Met with U.S. Department of Education's OCTAE, U.S. Department of Agriculture's NIFA, and special event hosted by the NTSB
  - Chaired/Served on Executive, Finance, Nominating, Bylaws Committees; ex-officio of all committees
  - Led/Assisted with new board member orientation
  - Attended National Leadership Conferences, State Advisors Management Meetings

## DR. DAWN LINDSLEY

### COMMUNITY INVOLVEMENT

#### 2018-present

Life.Church Omaha

#### 2016-present

National ACTE Educators in Action

#### 2013, 2016-present

National ACTE Fellowship Program  
Mentor Volunteer

#### 2018

Stillwater Pioneers Softball

#### 2016-2018

Oklahoma 4-H

Life.Church Stillwater

Young Professionals of Stillwater

#### 2015-2018

United Way of Payne County

#### 2015

Stillwater Public Schools Curriculum  
and Technology Committee

#### 2013-2018

Oklahoma *Career*Tech Employees  
Association

#### 2011-2013

K-State Wildcats Leadership for Life  
Leadership Studies Alumni Advisory

#### 2010-2013

Flint Hills Financial Leadership  
Council

#### 2009-2013

Manhattan-Ogden Public Schools  
District Level Committees (6)

#### 2004-2006

Council Grove Christian Church  
Youth Group Sponsor

#### 2000-2014

Kansas FCCLA Educational  
Foundation, Inc.

#### 1986-2013

Kansas 4-H

2006 – 2013 USD 383 Manhattan-Ogden School District Manhattan, KS  
*Manhattan High School* 6A school – 1,929 students

#### Career and Technical Education (CTE) Administrator (2006-2013)

- Reported to Board of Education and Administration for CTE programs
- Supervised alignment of 9 career clusters and 14 pathways to federal and state requirements, and 4 Career and Technical Student Organizations (CTSOs)
- Managed \$800,000 CTE budget, including writing and administering the stand-alone Carl Perkins grant annually
- Coordinated/Facilitated regular professional development for 12 CTE faculty
- Advocated for CTE at a local, state, and national level with key stakeholders
- Worked with postsecondary institutions and business & industry

#### Professional Learning Time (PLT) Administrator (2010-2013)

- Reported to Board of Education and Administration for the high school's PLT
- Aligned professional development with building plan for school improvement
- Coordinated daily professional learning for 150 certified faculty on 2 campuses with 11 cross-curricular teams
- Facilitated over 25 professional development sessions personally
- Coordinated weekly advisory activities with faculty for student population
- Served on nine building and district level committees

#### Family, Career, and Community Leaders of America (FCCLA) Advisor (2006-2013)

- Oversaw two student leadership chapters in planning and carrying out fundraising events, national program efforts, competitions, outreach projects
- Chaperoned multiple students at local, district, state, and national level events
- Assisted with marketing and recognition endeavors

#### Family and Consumer Sciences (FACS) Teacher (2006-2010)

- Prepared, met, and instructed 4-class course load
- Developed and maintained an environment conducive to effective learning
- Maintained accurate and complete records required by law and district policy
- Established and maintained open lines of communication with students/parents on academic/behavioral progress
- Worked with business & industry advisory to sustain/expand programming

2005 – 2006 USD 417 Morris County Schools Council Grove, KS  
*Council Grove High school* 4A school – 305 students

#### CTE Coordinator, FACS Teacher, FCCLA Advisor

2003 – 2005 USD 251 Lyon County Schools Allen, KS  
*Northern Heights High School* 3A school – 201 students

#### FACS Teacher, FCCLA Advisor, Softball Coach

2000 – 2004 National FCCLA, Inc. Reston, VA  
**National STOP (Students Taking On Prevention) the Violence Team Facilitator**

2002 – 2003 USD 253 Emporia Schools Emporia, KS  
*Emporia High School* 5A school – 1,609 students

#### FACS Teacher, FCCLA Advisor

1997 – 2002 Kansas State University Housing & Dining Services Manhattan, KS  
**“Cool Cat” Summer Staff, Office Assistant, Resident Assistant, Student Programming Coordinator, Ambassador, Community Assistant**

### MAJOR ACCOMPLISHMENTS

- 2022-2023 ACTE Fellowship Coordinator
- 2020 NAE4-HYDP Nebraska and North Central Region Excellence in Workforce Development Programming Winner – *Connecting the Dots*
- 2019 Gallup Builder Profile 10 Coaching Training

## DR. DAWN LINDSLEY

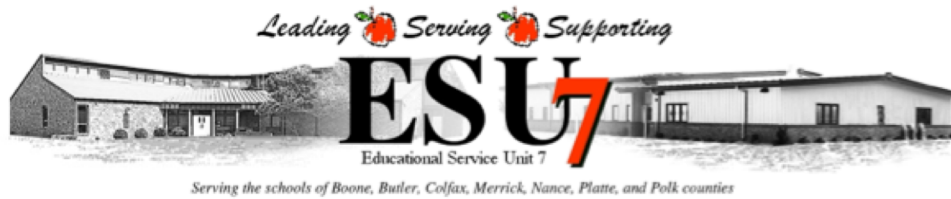
- 2018-2019 Nebraska State Government Leadership Certificate Cohort XIII
- 2018 Oklahoma 4-H Northeast District Volunteer of the Year Nominee
- 2017 Payne County 4-H Outstanding Rookie Leader
- 2016 Innovation Award, Oklahoma *CareerTech*
- 2016 Emerging Leader Under 40, Stillwater Chamber of Commerce
- 2015 Leadership Stillwater XXIV, Stillwater Chamber of Commerce
- 2015 National FCCLA Alumni Achievement Award
- 2015 Leadership OkACTE
- 2014, 2015 National Baldrige Board of Examiners
- 2014 *TechCAP* (Technology Center Administrator Program) Class VI
- 2013 Oklahoma *CareerTech* Perspectives Participant
- 2012-2013 NEA Konza Uniserv Advocate for Career & Technical Education
- 2012 ACTE National Fellow
- 2012 Human Services SCED Work Group
- 2012 ACTE Region V Outstanding CTE Educator of the Year Nominee
- 2011 K-ACTE and KATFACS Outstanding CTE Educator of the Year
- 2011-2013 ACTE Emerging Leader Program
- 2010-2013 National FCCLA Board of Directors Local Advisor Representative
- 2008 National Career Pathways Leadership Certification
- 2008 Franklin Covey's 7 Habits of Highly Effective People/Teens Training Facilitator Certification
- 2008 ACTE Region V Outstanding New CTE Teacher of the Year Nominee
- 2007 K-ACTE and KATFACS Outstanding New CTE Teacher of the Year
- 2006-2007 Strategic Planning Consultant for Kansas FCCLA
- 2005 FCCLA Chapter received National FCCLA Community Service Program Recognition
- 2003-2004 Created a statewide FCCLA STOP the Violence Media Campaign
- 2002 KSU College of Human Ecology FACS Student of the Year
- 1999-2000 MACURH Associate Director of National Residence Hall Honorary
- 1999 NACURH National Communications Coordinator of the Year

### PUBLICATIONS AND PRESENTATIONS

- Goedecken, J., **Lindsley, D.**, & Lingard, J. (2020). *Essential elements in virtual programming*. Invited to address educators in Nebraska Extension.
- **Lindsley, D.**, Lingard, J., & Schulz, B. (2020). *Nebraska state fair webinar series*. Invited to address educators and staff in Nebraska Extension March through August 2020.
- Border, M., Gleason, G., **Lindsley, D.**, O'Connor, A., & Sessions, T. (2020). *Next Chapter at Nebraska training*. Invited to address educators in Nebraska Extension.
- **Lindsley, D.** (2020). *Contributing in a changing world*. <https://4h.unl.edu/supporting-young-people-through-change>
- 2019-present Multiple *Connecting the Dots* career simulation presentations
- **Lindsley, D.** (2019). *Strengths-based leadership and The best things in life are free: Free resources for educator excellence*. Invited to address the Parkview Christian School faculty during back-to-school professional development, Lincoln, NE.
- **Lindsley, D.** (2019). *The importance of middle school career and technical education*. Invited to address the Omaha Public Schools faculty during back-to-school curriculum days, Omaha, NE.
- **Lindsley, D.** (2019). *Strengths based leadership*. Invited to address the Parkview Christian School faculty during back-to-school professional development, Lincoln, NE.
- Graham, K. & **Lindsley, D.** (2019). *Strengthening career and technical education for the 21<sup>st</sup> century act*. Invited to address administrators during the NDE Virtual Conference, Lincoln, NE.
- Graham, K. & **Lindsley, D.** (2019). *Learning that works for Nebraska! Using labor market information to advance your CTE program*. Invited to address attendees during the NDE Data Conference, Kearney, NE.
- **Lindsley, D.** & Vest, K. (2019). *Perkins V update*. Invited to address the ESU 3 consortium schools for their bi-annual meeting, Papillion, NE.
- **Lindsley, D.** (2019). *Advocacy 101*. Invited to address Nebraska State Officers for Legislative Day, Lincoln, NE.

## DR. DAWN LINDSLEY

- Oklahoma CareerTech. (2018). *Accreditation*. (video)
- United States Department of Education. Office of Postsecondary Education. "National Advisory Committee on Institutional Quality and Integrity." (Date: 2/7/18).
- **Lindsley, D.** (2016). *Tech tools: The best things in life are free*. Invited to address ACTE members for the inaugural Virtual CTE Discussions. Available from: [http://www.acteonline.org/summer\\_discussions/#.WbifatGQxEY](http://www.acteonline.org/summer_discussions/#.WbifatGQxEY)
- **Lindsley, D.** (2016). *Baldrige*. Invited to address OK Center for School Business Management, Stillwater, OK.
- **Lindsley, D.** (2016). *Our accreditation journey*. Invited to address the OSU Current Issues in CareerTech class, Stillwater, OK.
- United States Department of Education. Office of Postsecondary Education. "National Advisory Committee on Institutional Quality and Integrity: Volume III." (Date: 12/18/15).
- **Lindsley, D.** (2015). *Accreditation overview*. Invited to address the OSU Current Issues in CareerTech class, Stillwater, OK.
- **Lindsley, D.**, Wehrenberg, J., & Bates, J. (2015). *A job for every Oklahoman and a workforce for every company*. Invited to address the Pioneer Technology Center staff about goal setting, Ponca City, OK.
- **Lindsley, D.** (2014). *NLC 2014: Board report*. Invited to address the Adult Leadership Session, San Antonio, TX.
- **Lindsley, D.** (2014). *Free resources for educator excellence*. (wikispace)
- **Lindsley, D.** (2013). A message from the chair. *The Adviser*, August/September 2013.
- Biggerstaff, P., Lynne, C., **Lindsley, D.**, Mosley, C., Strebe, C., Umehira, R., & Williams, H. (2013). Seven personal accounts from the 2012 ACTE fellowship team. *Techniques* 88(3), 36-39.
- **Lindsley, D.** & Moody, R. (2013). *The best things in life are free*. Invited to address the ACTE CareerTech VISION 2013, Atlanta, GA.
- Heller, L., Kidd, D., & **Lindsley, D.** (2010). *Skills employers want, education students need*. Invited to address the Kansas State Department of Education Annual Conference, Wichita, KS.
- Kansas Board of Education. "College and Career Ready" (12/11/2012). (public comment led to definition change)
- Biggerstaff, P., Lynne, C., **Lindsley, D.**, Mosley, C., Strebe, C., Umehira, R., & Williams, H. (2012). *Shhh, it's a secret*. Invited to address the ACTE CareerTech VISION 2012, Las Vegas, NV.
- **Lindsley, D.** & Moody, R. (2012). *The best things in life are free*. Invited to address the ACTE CareerTech VISION 2012, Las Vegas, NV.
- **Lindsley, D.** & Moody, R., (2012). *The best things in life are free*. Invited to address the Kansas Association for Career and Technical Education Summer Conference, Wichita, KS.
- **Lindsley, D.** (January 2012). *Thriving in challenging times*. Invited to address the United School Administrators Kansas Annual Conference, Wichita, KS.
- Heller, L., Kidd, D., & **Lindsley, D.** (2010). *Skills employers want, education students need*. Invited to address the Kansas State Department of Education Annual Conference, Wichita, KS.
- **Lindsley, D.** (2010). *Olweus bullying prevention program*. Invited to address the KSU Teaching in a Multicultural Society class. Manhattan, KS.
- **Lindsley, D.** (October 2009). *Coordinating career and technical education: Have you got the skills?* Presented at the National Career Pathways Network Annual Conference, Atlanta, GA.
- 2010-2013 Multiple Professional Learning Time presentations
- 2006-present Multiple/varied board meeting presentations local/state/national levels
- 2001-present Multiple/varied CTE-related and accreditation-related presentations (not already included above)



*Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties*

2657 44<sup>th</sup> Avenue, Columbus, NE 68601 (402) 564-5753 FAX: (402) 563-1122

Thank you for your interest in serving on the Educational Service Unit 7 Board of Education as the District \_\_\_ representative. This term will expire on December 31, 20\_\_.

Board meetings are held at the ESU 7 building in Columbus on the 3<sup>rd</sup> Monday of each month beginning at 5:30pm.

In order to select the best candidate for this vacancy, please complete the following questionnaire and return it via email to [mreed@esu7.org](mailto:mreed@esu7.org) or mail to:

Mindy Reed  
Secretary to the Board  
2657 44<sup>th</sup> Avenue  
Columbus, NE 68601

### ESU 7 BOARD CANDIDATE QUESTIONNAIRE

\_\_\_\_\_  
Last Name                      First Name                      MI                      \_\_\_\_\_  
Date

Home Address: \_\_\_\_\_ County: \_\_\_\_\_

How long have you lived in that county? \_\_\_\_\_ Telephone: \_\_\_\_\_

In which school district do you live? \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Do you have children in elementary or secondary school?                      Yes                      No (please check one)

If yes, what grade(s) are your children in? \_\_\_\_\_

Why do you want to be a member of the ESU 7 Board?

Have you worked on any school committees or participated in any school activities?  
Yes No (please check one) If yes, please list and indicate years of participation:

Other community or business activities:

What is your basic understanding of the Educational Service Unit 7 purpose?

What should the role of the ESU 7 Board be in the fulfillment of that purpose?

Please describe what the relationship between the Board members and the Administration should be in handling service unit matters:

In what areas of function as a Board member would you have a particular interest or skill (public relations, budget, negotiations, evaluation, long-range planning, facilities, policy, etc.)?

If you have an opportunity in the future to make a judgement regarding effectiveness of the service unit in carrying out its purposes, what do you see as the strengths of ESU 7?

In what areas do you think ESU 7 could improve services or provide additional services in?

**Article I, Section 3, B Filling Vacancies**

Whenever a vacancy occurs on the Board, the remaining members of the Board shall appoint an individual residing within the election district for which the vacancy exists who meets the qualifications for the office to fill such vacancy for the balance of the unexpired term.

A “vacancy” may occur when, unless excused by a majority of the remaining members of the Board, a member is absent from the geographical boundaries of ESU 7 for a continuous period of sixty days at one time or from more than two consecutive regular meetings of the Board.

In all cases, the Board member must notify the Administrator or Board President, prior to the Board Meeting, with the reason for absence in order to be considered for an excused absence.

Legal Reference:	§ 79-1217(2)
Date of Adoption:	January 15, 2018



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[www.esu7.org](http://www.esu7.org)

**Larriane Polk, Administrator**

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August 21, 2020

Educational Service Unit 7 Board

Dear Negotiations Committee:

The ESU7 Education Association requests that the Board representing the Educational Service Unit 7 take action to recognize ESU7 Education Association as exclusive bargaining agent for the non-supervisory certificated staff for the 2022-2023 contract year.

Please direct your response to the undersigned.

Sincerely,

A handwritten signature in cursive script that reads "Brandy Rose".

Brandy Rose

Educational Service Unit 7 Education Association



## **Administrator Evaluation**

### **Educational Service Unit 7**

#### **PURPOSE**

The purpose of evaluating the administrator is not to micromanage the organization, but to provide oversight and public assurance that the policies are being effectively implemented. The evaluation process offers the Board the avenue to strengthen communication with the administrator and is an ongoing process to enable the board the occasion to provide formal feedback for professional growth (Herring, p. 24). +

#### **PREFACE**

The purpose of the following evaluation is to provide a written commentary of the performance of the Administrator of Educational Service Unit 7, as perceived by the Educational Service Unit 7 Board of Directors. The Board is committed to the confidentiality of all statements, but believes the Administrator is free to share any comments with any individual or group that he/she deems appropriate.

#### **RESOURCES FOR THE BOARD'S REVIEW:**

- Evaluation Policy
- Administrator's contract
- Administrator job description
- Administrator goal(s)
- Evaluation tool

**PROCESS:** All board members will participate in the evaluation process

- August- Evaluation Committee and Administrator review Evaluation Tool and Evaluation Policy/Procedures.
- September - Full Board is provided a paper copy of the evaluation.

#### *Quarterly Report*

- October - Administrator sends digital evaluation and evaluation resources to the Evaluation Committee Chair in the first week of October. The chair then forwards on to full Board for completion by October Board Meeting. Administrator completes Evaluation Tool as self-assessment and sends to Evaluation Committee on or before October 31.
- November - Committee Chair will send the completed Administrator self-assessment to full Board after November 1. Evaluation Committee compiles results of full Board completed evaluations prior to the November Board Meeting.



- December- Evaluation Committee meets prior to December Board Meeting to review with Administrator the results of evaluation. Report to full Board in December Board Meeting following Closed Session requirements with Administrator present.

*Quarterly Report*

- January - Confirm Evaluation Committee members. Administrator provides Evaluation Committee with goals and shares with Board at January Board Meeting.
- March - *Quarterly Report*
- June - *Quarterly Report*



**LEVELS DEFINED:**

- Unsatisfactory - Does not meet component expectations of job description, does not follow through.
- Basic - Meets component expectations with little or no growth.
- Proficient - Component is implemented consistently with strong leadership.
- Distinguished - Component's expectations are exceeded. New strategies are created. Expertise is demonstrated. Knowledge is wide and deep. Work is innovative.
- Not Observed Standard not scored

\* Comments Encouraged

Administrator Name:	Date:			
<b>I. RELATIONS WITH THE BOARD</b>				
Component 1. Communicates with the Board regarding current/new trends in education, programs, procedures, policies, budget, labor relations, staff, and statewide issues.				
*Unsatisfactory	Basic	Proficient	*Distinguished	Not Observed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				



II. COMMUNITY RELATIONSHIPS

Component 2. Maintains two-way interactions with member districts, business partners, stakeholders, media, and legislators.

*Unsatisfactory	Basic	Proficient	*Distinguished	Not Observed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

III. STAFF AND PERSONNEL RELATIONSHIPS

Component 3. Provides direction to Leadership Team, resulting in high quality work.

* Unsatisfactory	Basic	Proficient	* Distinguished	Not Observed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



IV. EDUCATIONAL LEADERSHIP

Component 4. Provides the vision and leadership supporting schools in their efforts to meet the educational needs of all students.

*Unsatisfactory <input type="radio"/>	Basic <input type="radio"/>	Proficient <input type="radio"/>	*Distinguished <input type="radio"/>	Not Observed <input type="radio"/>
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Comments:

V. BUSINESS AND FINANCE

Component 5. Maintains budgetary controls; monitors activities, initiates timely and effective correcting actions, stays within budget, makes budgetary recommendations and develops facilities management plans and procedures.

* Unsatisfactory <input type="radio"/>	Basic <input type="radio"/>	Proficient <input type="radio"/>	* Distinguished <input type="radio"/>	Not Observed <input type="radio"/>
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Comments:



VI. PROFESSIONAL/PERSONAL QUALITIES

Component 6. Models accepted moral and ethical standards in all professional and personal dealings including multi-cultural and ethnic understanding and sensitivity.

* Unsatisfactory	Basic	Proficient	* Distinguished	Not Observed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

VII. PROFESSIONAL GROWTH

Component 7. Takes part in on-going professional development activities both organized and individual.

* Unsatisfactory	Basic	Proficient	* Distinguished	Not Observed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



VIII. SUMMARY/ADDITIONAL COMMENTS:

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Administrator Signature/Date	Evaluation Committee Chair Signature/Date
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\*Herring, M. R. (Ed.). (2015). Leading the board to success: Guidance for the board president (2nd ed.). Lincoln, NE: Nebraska Association of School Boards.