



Regular Board of Directors Meeting

Monday, May 16, 2022 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.

- 1.1. 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.

1.2. Roll Call

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

1.3. Absent Board Members

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

**Rationale:**

Board Secretary Jennifer Miller will be absent. She notified the Administrator prior to the board meeting. Board member Richard Luebbe may be absent. He notified the Administrator prior to the board meeting.

**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.

1.4. Pledge of Allegiance

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

2. Approval of Agenda

**Speaker(s):** Board President 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 complete the Request to be Heard Document prior to the start of 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
- Policy review with no recommended changes
- 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.

5.1. Minutes

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

**Rationale:**

**This is a consent item.**

5.2. Presentation of Bills #74101 through #74263 totaling \$839,358.65

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

**Rationale:**

The summary of bills for the current month total:\$839,358.65 - Bills #74101 through #74263

Inservice bills total: \$886.50

	Amount	Vendor	Description
74104	\$5,706.19	Amazon	Migrant/Tech/SPED/Grants supplies
74115	\$12,386.56	Capital One Bank	Tech schools flow through/SPED/Grants travel and supplies
74132	\$17,158.82	Eakes Office Solutions	Copier maintenance for Production and SPED
74158	\$32,656.51	Journeyed .com, Inc.	Tech school equipment flow through (Sophos)
74176	\$6,400.00	Marzano Resources	Title IIA Consultant
74190	\$33,138.00	Paper 101	Paper for Production
74198	\$13,000.00	Rosetta Stone	Title III and Migrant software
74200	\$7,628.69	Schuyler Community Schools	Instructional Coach - Schuyler - flow through
74205	\$5,189.80	State of NE - Department of Admin	Network Services Charges

**This is a consent item.**

5.3. Reading of Article I, Section 6, A Concept of Administration

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

**Rationale:**

**This is a consent item.**

- 5.4. Reading of Article I, Section 6, B Administrator

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

**Rationale:**

**This is a consent item.**

- 5.5. Reading of Article I, Section 6, C Duty and Function of the Administrator

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

**Rationale:**

**This is a consent item.**

- 5.6. Reading of Article II, Section 6, B Notice of Budget Meeting

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

**Rationale:**

**This is a consent item.**

- 5.7. Reading of Article III, Section 1, D Requests, Cost, and Payment

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

**Rationale:**

**This is a consent item.**

- 5.8. Reading of Article III, Section 1, F Special Education Cooperative

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

**Rationale:**

**This is a consent item.**

- 5.9. Resignations - Lori Dingel, Early Childhood Special Education Teacher

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

**Rationale:** Lori Dingel, Early Childhood Special Education Teacher resignation effective May 21, 2022.

**This is a consent item.**

- 5.10. Personnel - 2022-2023 Contract for Angel Mayberry, Early Learning Connection Grant Coordinator

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

**Rationale:** 2022-2023 Contract for Angel Mayberry, Early Learning Connection Coordinator

**Recommended Motion(s):**

Discuss, consider and take any action necessary to approve the contract as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

- 5.11. TRA - Excess Lodging and Meals

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

**Rationale:** Excess Lodging and Meals: The Admin Dept. has one TRA excess while attending the May 2022 ESUCC and PDO Meetings in Kearney, NE. The meeting was May 3-5, 2022.

Larianne Polk - \$38.70

**This is a consent item.**

6. Nebraska Rural Community Schools Association Presentation and Legislative Update

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

**Rationale:** Jack Moles, Executive Director of the Nebraska Rural Community Schools Association (NRCSA) will present on NRCSA and cover some legislative issues.

7. Treasurer's Report

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

**Rationale: Review the breakdown of the Treasurer's Report**

**Recommended Motion(s):**

Discuss, consider and take any action necessary to approve the Treasurer's Report as presented. Passed with a motion by Board Member #1 and a second by Board Member #2.

8. New Hire Martha Gascon-Guarcas, Migrant Liaison

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

**Rationale:** New Hire Martha Gascon-Guarcas, Migrant Liaison summer contract and regular contract.

**Recommended Motion:** Discuss, consider and take any action necessary to approve the contracts as presented.

**Recommended Motion(s):**

Discuss, consider and take any action necessary to approve the contracts as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

9. Reading of Article II, Section 9, F Public Comment

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

**Rationale:**

Members of the public who desire to address the Board will be required to identify **themselves himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual, provide their address, and the organization (if any) he/she represents.**

**Recommendation:** Discuss, consider and take all necessary action to approve Article II, Section 9, F Public Comment as presented.

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve Article II, Section 9, F Public Comment as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

10. Reading of Article III, Section 4, F Internal Controls

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

**Rationale:**

Added:

**Generally:** If the ESU receives federal awards, grants, or other funds, the ESU will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the ESU manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The ESU will endeavor to develop and maintain these internal controls consistent with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the ESU 's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as "sensitive" or the ESU considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

**Federal Funds for Construction Projects:** For all federal awards, the ESU will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

**Capitalization and Depreciation:** The ESU will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, ESU staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and ESU personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the ESU is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

**Maintaining Records:** Financial records, supporting documents, statistical records, and all other ESU records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. §  
200.334.

**Conflict of Interest:** Notwithstanding any other Board Policies or Procedures, the ESU shall ensure that it avoids any conflicts of interest regarding any federal awards. The ESU will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. §  
200.112.

**Recommendation:** Discuss, consider and take all necessary action to approve Article III, Section 4, F Internal Controls as presented.

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve Article III, Section 4, F Internal Controls as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

11. Reading of Article III, Section 5, D Construction Projects

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

**Rationale:**

The ESU shall bid every project for the construction, remodeling, or repair of any building or for site improvements when the contemplated expenditures for

the project is in excess of ~~\$100,000.00~~ \$109,000.00, or such sum as adjusted pursuant to §73-106.

Retention of an Architect or Engineer. The ESU shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed One Hundred ~~and Eighteen~~ Thousand Dollars (~~\$100,000~~ \$118,000), as adjusted from time to time by § 81-3445 or other applicable law.

**Recommendation:** Discuss, consider and take all necessary action to approve Article III, Section 5, D Construction Projects as presented.

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve Article III, Section 5, D Construction Projects as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

12. Administrator's Report General

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

**Rationale:**

- ESUCC Update
  - ESUCC Bold Step Planning Information
- Upcoming Events
  - NASB Area Membership Meetings (Agenda not yet available)
    - August 23 - Nebraska City
    - August 24 - Fremont
    - August 29 - Gering
    - August 30 - Valentine
    - August 31 - Norfolk
    - September 6 - La Vista
    - September 7 - York
  - Labor Relations Conference (Agenda not yet available)
    - Fall of 2022
  - AESA Annual Conference - Atlanta, GA
    - November 30-December 2nd
- Administrator Leave Report
- Elections 2022 Information - Filing Deadline June 15, 2022. Who has not filed?
  - District 1 - Richard Stephens
  - District 3 - Jennifer Miller
  - District 5 - Jack Young
  - District 7 - Dan Hoesly
  - District 9 - Joyce Baumert
  - District 11 - Donald Ellison

12.1. Goal Update

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

**Rationale:** Goals - Attached for your Review

- Board Member Orientation Meetings
- School District Board Meeting Spreadsheet
- NASB Planning for 2023 Summer Boardsmanship Event

12.2. Services Update

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

**Rationale:**

- SIMPL Update
  - SIMPL Phases
- External Visits
  - Visits will be March 28-30, 2023. Continuous Improvement Team Chair Director Ostmeyer will provide an update.

Items inside this item include visit updates, quarterly report, director reports, etc.

12.3. Facilities Update

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

**Rationale:** The Board will tour the Learning Academy and the potential playground area during the June board meeting.

12.4. Personnel

**Rationale:**

Resignation:

**Jennifer Olson** - Cen7ter Paraprofessional

12.4.1. Migrant Education Program Summer Work Agreements

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

**Rationale: 2022 Migrant Education Summer Programs**

The MEP will have summer enrichment programs during the month of June and July. The Learning Academy site will include migrant students from Boone Central, Howells-Dodge, North Bend, Columbus Public, Lakeview, Shelby-Rising City, Schuyler, and St Edward. Norris School District in Firth will also be a site for a migrant summer program.

The ESU 7 MEP will also be receiving 3 teachers from Mexico through the Binational Teacher Exchange Program. All 3 teachers are from the state of Zacatecas. Eric Fajardo-Murillo, Jose Salcedo-Castañeda, and Daniel Venegas-Lopez will be involved in all parts of our summer programs from June 1<sup>st</sup> - July 19<sup>th</sup>.

The following 2022 Summer Staff are recommended for employment.

**ESU 7 Staff:**

Cindy Lorentzen

Susan Doehling

Cory Waite

Michaela Wilcox

Barbara Raya

Anne Baptiste

Martha Gascon-Guarcas  
Ana Garcia (pending background check)

**District Reimbursement:**

Nicole Bishop - Firth  
Lelsey Boe - Firth  
Cyndee Merrell - St Edward

13. Committee Reports

**Speaker(s):** Committee Chair

13.1. Budget Committee Report

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

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

13.2. Handbook Committee Update

**Rationale:** Handbook Committee will meet Wednesday, May 25, 2022 at 2:00pm-4:00pm.

14. Adjournment

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

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

# Open Meetings Act

## **Neb. Rev. Stat. § 84-1407. Act, how cited.**

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

## **Neb. Rev. Stat. § 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.

## **Neb. Rev. Stat. § 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) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

## **Neb. Rev. Stat. § 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.

**Neb. Rev. Stat. § 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual meetings authorized; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) 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 (i) twenty-four hours before the scheduled commencement of the meeting or (ii) 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) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as

would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. 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, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. 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 virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, 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 virtual conferencing. 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 to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in Open Meetings Act

number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

**Neb. Rev. Stat. § 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, a 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, including meetings held by virtual conferencing. 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 shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(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 virtual conferencing 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; and

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

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, 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, either in paper or electronic form. 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.

**Neb. Rev. Stat. § 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.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of

the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

**Neb. Rev. Stat. § 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.

**Neb. Rev. Stat. § 84-1415. Open Meetings Act; requirements; waiver; validity of action.**

No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.



## **Regular Board of Directors Meeting**

Educational Service Unit 7, Oak Room

2657 44th Avenue

Columbus, NE 68601-8537

Tuesday, April 19, 2022 at 4:00 PM

Posted Locations:

- Columbus Telegram Newspaper
  - Columbus Telegram Website
- ESU 7 North Building Front Door

Posted Date: 04/11/2022

Attendance Taken at 4:10 PM.

Bob Arp: Present

Joyce Baumert: Present

Marni Danhauer: Present

Donald Ellison: Present

Dan Hoesly: Absent

Dawn Lindsley: Present

Richard Luebbe: Absent

Jennifer Miller: Present

Doug Pauley: Present

Richard Stephens: Absent

Gary Wieseler: Present

Jack Young: Present

Present: 9, Absent: 3.

Attendance Update Taken at 4:22 PM.

Richard Luebbe: Present

Present: 10, 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.

Roll call was taken at 4:02pm  
Board President conducted the meeting.

Staff present:

Larianne Polk, Administrator  
Linda Shefcyk, Business Manager  
Mindy Reed, Secretary to the Board of Directors  
Tami Clay, Special Education Director  
Dan Ellsworth, Network Operations Director

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

1.3. Absent Board Members

Board members Richard Stephens and Dan Hoesly will be absent. Both Board members notified the Administrator in advance.

**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 Jack Young.

Dan Hoesly:	Absent
Richard Luebbe:	Absent
Richard Stephens:	Absent
Gary Wieseler:	Absent
Bob Arp:	Yea

Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dawn Lindsley: Yea  
Jennifer Miller: Yea  
Doug Pauley: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 4

Board members Richard Stephens and Dan Hoesly were absent. Both Board members notified the Administrator in advance.

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 Bob Arp and a second by Dawn Lindsley.

Dan Hoesly: Absent  
Richard Luebbe: Absent  
Richard Stephens: Absent  
Gary Wieseler: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dawn Lindsley: Yea  
Jennifer Miller: Yea  
Doug Pauley: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 4

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 complete the Request to be Heard Document prior to the start of 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
- Policy review with no recommended changes
- 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 Donald Ellison and a second by Jennifer Miller.

Dan Hoesly:	Absent
Richard Luebbe:	Absent
Richard Stephens:	Absent
Gary Wieseler:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Donald Ellison:	Yea
Dawn Lindsley:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea
Jack Young:	Yea
Yea: 8, Nay: 0, Absent: 4	

5.1. Minutes

**This is a consent item.**

5.2. Presentation of Bills #73932 through #74100 totaling \$961,255.41

The summary of bills for the current month total:\$961,255.41 - Bills #73932 through #74100

Inservice bills total: \$40.00

	Amount	Vendor	Description
73936	\$25,069.01	Amazon	Migrant/Tech/SPED/Grants supplies
73941	\$7,030.63	Ballard & Tighe	Title III Instructional supplies
73945	\$62,784.21	Capital One Bank	Tech schools flow through/SPED/Grants travel and supplies
73948	\$13,144.51	Central Ne Rehab Services	SPED SLP Services
73957	\$10,279.00	DakTech Computers	Tech school equipment flow through
73967	\$9,055.79	ESU 2	NNNC 3rd Quarter fees
74000	\$129,680.00	Linewize	Tech school flow through (School Manager 3 year subscription)
74029	\$5,423.77	Ramada River's Edge Convention	ELC Grant conference event
74034	\$7,628.69	Schuyler Community Schools	Instructional Coach - Schuyler - flow through
74040	\$5,189.80	State of NE - Department of Admin	Network Services Charges

**This is a consent item.**

5.3. Reading of Article II, Section 3, A Annual Organizational Meeting

**This is a consent item.**

5.4. Reading of Article II, Section 4, A Special Meetings

**This is a consent item.**

5.5. Reading of Article II, Section 5, A Emergency Meetings

**This is a consent item.**

5.6. Reading of Article II, Section 6, A Notice to Public

**This is a consent item.**

5.7. Reading of Article II, Section 6, C Yearly Activities

**This is a consent item.**

5.8. 2022-2023 Master Services Agreement

Approve the 2022-2023 Master Services Agreement and authorize Administrator Polk to sign the Agreement.

**This is a consent item.**

6. Treasurer's Report

Review the breakdown of the Treasurer's Report

Discuss, consider and take any action necessary to approve the Treasurer's Report as presented Passed with a motion by Jack Young and a second by Dawn Lindsley.

Dan Hoesly: Absent  
Richard Luebbe: Absent  
Richard Stephens: Absent  
Gary Wieseler: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dawn Lindsley: Yea  
Jennifer Miller: Yea  
Doug Pauley: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 4

Administrator Polk reviewed the comparison of spending from last year to this year.

7. New Hire - Teri Opfer, Early Childhood Speech Language Pathologist

Teri Opfer, Early Childhood Speech Language Pathologist, brings with her many years of experience. Director Tamra Clay recommends to the board acceptance of 15 years for placement on the salary schedule.

**Recommendation:** Discuss, consider and take any action necessary to approve the contract for Teri Opfer as presented.

Discuss, consider and take any action necessary to approve the contract for Teri Opfer as presented Passed with a motion by Jennifer Miller and a second by Jack Young.

Dan Hoesly: Absent  
Richard Luebbe: Absent  
Richard Stephens: Absent  
Gary Wieseler: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dawn Lindsley: Yea  
Jennifer Miller: Yea  
Doug Pauley: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 4

Teri Opfer, Early Childhood Speech Language Pathologist, brings with her many years of experience.

8. Retirement Resolutions - Julie Kahler, Speech Language Pathologist; Joan Hassebrook, Production Personnel; Paula Peterson, Speech Language Pathologist

BOARD RESOLUTION OF ESU 7 IN RECOGNITION AND PROFOUND APPRECIATION OF DISTINGUISHED SERVICE BY:

JULIE KAHLER, SPEECH LANGUAGE PATHOLOGIST

JOAN HASSEBROOK, PRODUCTION PERSONNEL

PAULA PETERSON, SPEECH LANGUAGE PATHOLOGIST

IN RECOGNITION AND PROFOUND APPRECIATION OF DISTINGUISHED SERVICE BY :

JULIE KAHLER, JOAN HASSEBROOK, AND PAULA PETERSON.

WHEREAS, Julie, Joan, and Paula have always been mindful of the interests of Educational Service Unit and has worked tirelessly to advance ESU 7;

WHEREAS, Julie, Joan, and Paula have provided outstanding support and guidance to ESU 7; and

WHEREAS, Julie has faithfully and with honor, integrity and great distinction served as a Speech Language Pathologist for ESU 7; WHEREAS, Joan has faithfully and with honor, integrity and great distinction served as a Production Personnel; WHEREAS, Paula has faithfully and with honor, integrity and great distinction served as a Speech Language Pathologist for ESU 7;

RESOLVED, that the ESU 7 Board of Directors formally acknowledges and extends its profound appreciation to Julie for nearly 30 years of service to ESU 7, Joan for nearly 27 years of service to ESU 7, and Paula for nearly 11 years of service to ESU 7 and their cause of impact on education. As a token of appreciation, ESU 7 will provide Julie, Joan, and Paula with a gift recognizing their retirements;

RESOLVED FURTHER, that the Board Members of ESU 7 are hereby authorized and directed to take such action as may be necessary, appropriate or advisable to implement this resolution; and

We, the undersigned, hereby certify that the ESU 7 Board is comprised of 12 members, of whom \_\_, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this 19 day of April, 2022, and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of \_\_ members, and opposed by

\_\_ members, and said Resolution has been duly recorded in the Minutes and is in full force and effect.

**Recommendation:** Discuss, consider and take any necessary action to approve the Retirement Resolutions as presented for Julie Kahler, Joan Hassebrook, and Paula Peterson. Discuss, consider and take any necessary action to approve the Retirement Resolutions as presented for Julie Kahler, Joan Hassebrook, and Paula Peterson Passed with a motion by Jennifer Miller and a second by Marni Danhauer.

Dan Hoesly: Absent  
Richard Luebbe: Absent  
Richard Stephens: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dawn Lindsley: Yea  
Jennifer Miller: Yea  
Doug Pauley: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 9, Nay: 0, Absent: 3

Administrator Polk reviewed the Retirement Resolutions with the board and passed them around for signatures.

## 9. Administrator's Report General

- ESUCC Update
- Upcoming Events
  - NASB Area Membership Meetings (Agenda not available yet)
    - August 23 - Nebraska City
    - August 24 - Fremont
    - August 29 - Gering
    - August 30 - Valentine
    - August 31 - Norfolk
    - September 6 - La Vista
    - September 7 - York
  - Labor Relations Conference (Agenda not available yet)
    - Fall of 2022
- Elections 2022 Information - Filing Deadline June 15, 2022
  - District 1 - Richard Stephens
  - District 3 - Jennifer Miller
  - District 5 - Jack Young
  - District 7 - Dan Hoesly
  - District 9 - Joyce Baumert

- District 11 - Donald Ellison

Administrator Polk notified the Board the ESUCC has completed the Bold Step Planning. The information will be reviewed at the May Board Meeting. The upcoming election filing deadline for the board members in odd district numbers is June 15, 2022.

#### 9.1. Goal Update

- School District Board Meetings - Please sign up for the first and second option.
- Board Member Orientation Committee has been established. The first meeting is scheduled for May 9, 2022.
- Goals - Attached for your Review

A School District Board Meetings document was passed around for the board members to note which months would be most convenient to attend their school district's board meetings.

#### 9.2. Services Update

- SIMPL Update
  - SIMPL: Testimonials
  - <https://simpl.esucc.org/>
- External Visits
  - Visits will be March 28-30, 2023. Continuous Improvement Team Chair Director Ostmeyer will provide an update.
- Group Purchasing for Technology
  - Director Ellsworth will explain the service we provide in technology for group purchasing.

Administrator Polk played the attached SIMPL Testimonials video.

Administrator Polk shared the dates of the external visit, March 28-30, 2023. Board members who are interested in attending the exit meeting on March 30, 2023 need to notify Dr. Polk in advance. If a quorum is present, the meeting will be noticed as an open meeting.

Director Ellsworth explained the Technology Group Purchasing and the benefits of this negotiation process.

#### 9.3. Facilities Update

- Playground Project Update
- Door Project Update
- Audio Visual Project Update

Administrator Polk reached out to Julie Kutilek to ask about the questions from March's Board Meeting. If steel prices decrease, will playground prices decrease? Julie sent this question to the CEO. Administrator Polk has not received an answer as of the board meeting. Can we do the playground project in parts? Yes. Will the turnaround time for the project decrease? No, the turnaround time is the same now as it was pre-pandemic. Administrator Polk would like the Board to tour the buildings and the areas where the playground would be before making any decisions.

The north building door project and the Oak/Maple audio visual project are both now complete.

#### 9.4. Personnel

- Resignation
  - Chris Hilliard, District Technology Coordinator
- New Hire
  - Jeremiah Salyard, District Technology Coordinator
- Wellness Days

Wellness Days have concluded. There has been very positive feedback.

#### 9.5. Legislative Update

During this item, the Administrator will provide a Legislative Update to members of the Board.

Administrator Polk provided a legislative update to the Board and reviewed the highlighted bills in the attached document.

### 10. **Committee Reports**

#### 10.1. Handbook Committee Update

- Update to the Handbook Committee:
  - Presently, the Administration is reviewing and revising handbooks. After May 16, 2022, each Handbook Committee member will receive a copy of the handbook electronically to review. The Handbook Committee will need to meet between the May and June Board Meetings. The date of the meeting is to be determined during the April Board Meeting. Handbooks are approved at the June Board Meeting.

#### **Handbook Committee Members:**

- Bob Arp
- Joyce Baumert
- Dawn Lindsley

**Date/Time Options for the Handbook Committee Meeting:**

- May 24, 2022 at 2:00pm
- May 25, 2022 at 2:00pm
- June 10, 2022 at 9:30am

Administrator Polk reviewed the date and time options for the Handbook Committee Meetings. All members could make any of the options work, at this time.

Administrator Polk and Secretary to the Board Reed will work on scheduling the meeting. The date reminder will be in the May Board Meeting agenda.

11. Adjournment

Meeting adjourned at 4:56pm.

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	00074101	1,801.00	05/20/22	10060 ADMINISTRATORS IN-SERVICE	C
10	00074101	-1,801.00	05/06/22	10060 ADMINISTRATORS IN-SERVICE	CV
10	00074102	84.24	05/20/22	13048 ALINE BUCKINGHAM	C
10	00074103	213.00	05/20/22	190428 ALMQUIST, MALTZAHN, GALLOWAY & LUTH, PC	C
10	00074104	5,706.19	05/20/22	10391 AMAZON	C
10	00074105	385.40	05/20/22	120155 AMY J SLAMA	C
10	00074106	952.17	05/20/22	130180 AMY MAZANKOWSKI	C
10	00074107	616.59	05/20/22	7633 ANA SANTOS	C
10	00074108	67.49	05/20/22	9504 ANNE BAPTISTE	C
10	00074109	239.56	05/20/22	2534 BETH A. WISNIESKI	C
10	00074110	120.00	05/20/22	20428 BOONE CENTRAL SCHOOLS	C
10	00074111	600.00	05/20/22	9032 BRENDA SAXE	C
10	00074112	24.69	05/20/22	8400 BRIAN EVANS	C
10	00074113	43.64	05/20/22	5428 BRISA M CALDERON	C
10	00074114	149.00	05/20/22	11339 CAITLIN KLOSEN	C
10	00074115	12,386.56	05/20/22	30039 CAPITAL ONE BANK (USA), N.A.	C
10	00074116	216.14	05/20/22	2097 CAPITAL ONE-SPED KASSING	C
10	00074117	409.07	05/20/22	1996 CASEY'S MAIL SERVICE LLC	C
10	00074118	750.00	05/20/22	280 CHRISTINA KILGORE	C
10	00074119	174.33	05/20/22	12904 CIPRIANO LONGORIA HERRERA	C
10	00074120	403.41	05/20/22	30550 CITY OF COLUMBUS WATER & SANIT	C
10	00074121	931.62	05/20/22	30878 COLUMBUS CARPET INC	C
10	00074122	1,125.00	05/20/22	31035 COLUMBUS PUBLIC SCHOOLS GENERAL FUNDS	C
10	00074123	1,186.50	05/20/22	31029 COLUMBUS PUBLIC SCHOOLS LUNCH FUND	C
10	00074124	192.00	05/20/22	5053 MID-PLAINS HOSPITALITY GROUP INC	C
10	00074125	1,209.60	05/20/22	31425 COURTYARD BY MARRIOTT	C
10	00074126	359.85	05/20/22	12769 CROWNE PLAZA (JM HOSPITALITY)	C
10	00074127	374.93	05/20/22	4812 CUBBY'S, INC.	C
10	00074128	2,665.00	05/20/22	13072 DANIEL VENEGAS LOPEZ	C
10	00074129	482.22	05/20/22	2569 DANIELLE L. KLOSEN	C
10	00074130	500.00	05/20/22	12319 DAVID LORDEN	C
10	00074131	400.00	05/20/22	4766 DEANNE R MUELLER	C
10	00074132	17,158.82	05/20/22	40725 EAKES OFFICE SOLUTIONS	C
10	00074133	605,497.81	05/20/22	50825 ED SERVICE UNIT 7-PAYROLL	C
10	00074134	1,468.80	05/20/22	5088 ELKS COUNTRY CLUB	C
10	00074135	259.40	05/20/22	50582 EMBASSY SUITES - LA VISTA	C
10	00074136	792.00	05/20/22	50583 EMBASSY SUITES HOTELS	C
10	00074137	1,337.50	05/20/22	50595 ENGINEERED CONTROLS	C
10	00074138	2,665.00	05/20/22	13056 ERIC CITLALLI FAJARDO MURILLO	C
10	00074139	75.60	05/20/22	50630 ERNST AUTO CENTER	C
10	00074140	186.46	05/20/22	7560 HOSTED SERVICES	C
10	00074141	280.00	05/20/22	50652 ESUCC	C
10	00074142	104.00	05/20/22	60056 FIRST NATIONAL BANK	C
10	00074143	174.33	05/20/22	12890 FRANCISCO ZUMANO MARTINEZ	C
10	00074144	318.90	05/20/22	7013 GREAT PLAINS COMMUNICATIONS	C
10	00074145	959.60	05/20/22	80147 HAMPTON INN	C
10	00074146	1,031.94	05/20/22	11460 HAYLEY MURPHY	C
10	00074147	12.93	05/20/22	4944 HOBBY LOBBY	C
10	00074148	149.00	05/20/22	12637 HOLLIE ROSE	C
10	00074149	558.00	05/20/22	80543 HOMETOWN LEASING	C
10	00074150	804.56	05/20/22	80880 HY-VEE	C
10	00074151	454.20	05/20/22	90088 INDOFF, INC	C
10	00074152	600.00	05/20/22	13030 INTERNATIONAL ACADEMY OF SCIENCE ACELLUS	C
10	00074153	789.75	05/20/22	3387 JENNIFER FISTLER	C
10	00074154	218.29	05/20/22	11347 JENNIFER WEBER	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	00074155	198.90	05/20/22	12920 JESUS CONTRERAS CANO	C
10	00074156	16.26	05/20/22	353 JILLIAN SCHMIDT	C
10	00074157	2,665.00	05/20/22	13064 JOSE EDUARDO SALCEDO CASTANEDA	C
10	00074158	32,656.51	05/20/22	6319 JOURNEYED.COM, INC.	C
10	00074159	403.15	05/20/22	260092 JUDY A ZADINA	C
10	00074160	1,095.71	05/20/22	110030 JULIE R KAHLER	C
10	00074161	835.00	05/20/22	12424 KASEYA US, LLC	C
10	00074162	1,929.30	05/20/22	11452 KENDALL HUNT PUBLISHING COMPANY	C
10	00074163	2,487.00	05/20/22	110235 KIDDIE CAB	C
10	00074164	30.89	05/20/22	12050 KIMBERLY LOSEKE	C
10	00074165	250.00	05/20/22	120129 LAKEVIEW COMMUNITY SCHOOLS	C
10	00074166	73.71	05/20/22	6718 LAURA PLAS	C
10	00074167	128.00	05/20/22	140045 LEARNING FORWARD	C
10	00074168	120.00	05/20/22	120223 LEIGH COMMUNITY SCHOOLS	C
10	00074169	8.84	05/20/22	120314 LINCOLN JOURNAL STAR	C
10	00074170	975.78	05/20/22	40545 LISA DURANSKI	C
10	00074171	2,257.00	05/20/22	12670 LISA GOODMAN	C
10	00074172	2,210.36	05/20/22	120550 LOUP POWER DIST	C
10	00074173	125.00	05/20/22	130060 MADISON HIGH SCHOOL	C
10	00074174	174.33	05/20/22	12912 MARCO ANTONIO MANOATL TETLALMATZI	C
10	00074175	76.05	05/20/22	5410 MARK BRADY	C
10	00074176	6,400.00	05/20/22	477 MARZANO RESOURCES, LLC	C
10	00074177	39.64	05/20/22	130378 MENARDS	C
10	00074178	1,100.00	05/20/22	10499 MICHELLE RUIPIPER	C
10	00074179	100.00	05/20/22	130909 NANCY'S CAKE SHOPPE	C
10	00074180	1,359.58	05/20/22	12386 NATIONAL INSTITUTE FOR DIRECT INSTRUCTIO	C
10	00074181	1,365.00	05/20/22	140351 NCSA	C
10	00074182	149.00	05/20/22	4499 NCTM	C
10	00074183	15.00	05/20/22	140460 NEBRASKA DEPT OF EDUCATION	C
10	00074184	125.97	05/20/22	140570 NEBRASKA TECHNOLOGY & TELECOM.	C
10	00074185	745.00	05/20/22	140490 NETA CONFERENCE	C
10	00074186	329.13	05/20/22	9890 OMAHA'S HENRY DOORLY ZOO & AQUARIUM	C
10	00074187	25.00	05/20/22	12122 ONE SOURCE THE BACKGROUND CHECK COMPANY	C
10	00074188	120.00	05/20/22	150330 OSCEOLA PUBLIC SCHOOLS	C
10	00074189	130.00	05/20/22	160033 PALMER PUBLIC SCHOOL	C
10	00074190	33,138.00	05/20/22	5061 PAPER 101	C
10	00074191	92.70	05/20/22	12017 PAPER TIGER SHREDDING	C
10	00074192	196.10	05/20/22	80130 PEARSON ASSESSMENT	C
10	00074193	375.00	05/20/22	160095 PERRY,GUTHERY, HAASE& GESSFORD P.C.,L.L.	C
10	00074194	59.26	05/20/22	160450 PIZZA RANCH	C
10	00074195	172.17	05/20/22	160672 PRESTO-X	C
10	00074196	32.83	05/20/22	170029 QUALITY SOUND	C
10	00074197	79.56	05/20/22	21001 RACHEL BURGESS	C
10	00074198	13,000.00	05/20/22	60015 ROSETTA STONE LTD	C
10	00074199	456.89	05/20/22	30268 SANDY CERNY	C
10	00074200	7,628.69	05/20/22	190164 SCHUYLER COMMUNITY SCHOOLS	C
10	00074201	861.00	05/20/22	10421 SEI SECURITY	C
10	00074202	520.65	05/20/22	8524 SHAYNA CEPEL	C
10	00074203	600.00	05/20/22	9989 SHAYNE MCGUIRE	C
10	00074204	179.83	05/20/22	190396 SHERWIN WILLIAMS	C
10	00074205	5,189.80	05/20/22	190850 STATE OF NEBRASKA - DEPARTMENT OF ADMIN	C
10	00074206	4,100.45	05/20/22	2720 STREAKWAVE WIRELESS, INC.	C
10	00074207	642.37	05/20/22	191085 SUPER SAVER	C
10	00074208	2,100.00	05/20/22	2780 SUSAN PRESLER	C
10	00074209	2,180.33	05/20/22	160655 SYMMETRY ENERGY SOLUTIONS, LLC	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	00074210	3,264.52	05/20/22	12696 THERAPY WORKS OF NEBRASKA	C
10	00074211	491.60	05/20/22	13021 TURNKEY TECHNOLOGY	C
10	00074212	112.25	05/20/22	200606 U & I SANITATION	C
10	00074213	100.00	05/20/22	6289 UNIV OF NEBR STATE MUSEUM	C
10	00074214	4,265.00	05/20/22	6475 UNIVERSITY OF NEBRASKA	C
10	00074215	125.00	05/20/22	4960 UNIVERSITY OF NEBRASKA AT KEARNEY	C
10	00074216	1,415.13	05/20/22	10320 VERIZON WIRELESS	C
10	00074217	207.09	05/20/22	12785 VICTOR EDEN CALVO MENES	C
10	00074218	2,634.41	05/20/22	230037 WAKEFIELD PUBLIC SCHOOL	C
10	00074219	210.35	05/20/22	230049 CAPITAL ONE-WALMART (SPED)	C
10	00074220	124.68	05/20/22	230051 WALMART CAPITAL ONE - MIG	C
10	00074221	240.00	05/20/22	230195 WAYNE COMM. SCHOOLS	C
10	00074222	833.26	05/20/22	10510 ABBY PFISTER	A
10	00074223	1,034.10	05/20/22	12629 ABIGAIL FOCHT	A
10	00074224	209.43	05/20/22	1082 ANGEL D MAYBERRY	A
10	00074225	243.36	05/20/22	40709 ANN DUBAS	A
10	00074226	600.28	05/20/22	990 BRANDY ROSE	A
10	00074227	206.57	05/20/22	110510 CAROLYN KOCH	A
10	00074228	952.38	05/20/22	5967 CASSANDRA RUTH	A
10	00074229	308.88	05/20/22	70017 CYNTHIA ALARCON	A
10	00074230	101.79	05/20/22	50579 DAN ELLSWORTH	A
10	00074231	1,566.05	05/20/22	180474 DARLENE RODRIGUEZ	A
10	00074232	676.26	05/20/22	10529 DAVID VANDERHEIDEN	A
10	00074233	420.62	05/20/22	12262 ELIZABETH PREISTER	A
10	00074234	513.63	05/20/22	7099 HALEY KUNZE	A
10	00074235	866.39	05/20/22	20135 ISAURA BARRETO	A
10	00074236	290.75	05/20/22	8559 JACLYN TERNUS	A
10	00074237	358.35	05/20/22	12220 JALAYNE FREY	A
10	00074238	521.24	05/20/22	11223 JILL WURDEMAN	A
10	00074239	646.43	05/20/22	8540 JOLYNN KAHLANDT	A
10	00074240	128.70	05/20/22	6459 KAISE RECEK	A
10	00074241	78.98	05/20/22	100521 KRIS JOHNSON	A
10	00074242	139.28	05/20/22	160636 LARIANNE POLK	A
10	00074243	7.86	05/20/22	190385 LINDA SHEFCYK	A
10	00074244	531.59	05/20/22	12270 LORI DINGEL	A
10	00074245	633.85	05/20/22	190434 LORI SIMANEK	A
10	00074246	1,623.96	05/20/22	11797 MARIA RODRIGUEZ	A
10	00074247	2,690.00	05/20/22	10081 MECA	A
10	00074248	215.28	05/20/22	11479 MEGAN WELCH	A
10	00074249	350.42	05/20/22	4650 MELINDA VELECELA	A
10	00074250	913.02	05/20/22	12246 MERRIDIE KAUP	A
10	00074251	539.26	05/20/22	12254 MOLLIE MORROW	A
10	00074252	789.75	05/20/22	8788 NATHALIE VARGAS	A
10	00074253	156.78	05/20/22	160280 PAULA PETERSON	A
10	00074254	550.17	05/20/22	10375 RONELLE JACKSON	A
10	00074255	854.69	05/20/22	130708 SHARON M BROWN	A
10	00074256	709.55	05/20/22	10740 SHELLI EICKMEIER	A
10	00074257	803.51	05/20/22	12165 STEPHANIE FOREMAN	A
10	00074258	650.86	05/20/22	11436 TAMRA CLAY	A
10	00074259	71.37	05/20/22	10774 TRICIA SPIEKER	A
10	00074260	647.60	05/20/22	230361 WENDY WOLFE	A
10	00074261	881.60	05/20/22	10545 YARIBEY RODRIGUEZ	A
10	00074262	622.50	05/20/22	10060 ADMINISTRATORS IN-SERVICE	C
10	00074263	37.44	05/20/22	11479 MEGAN WELCH	A

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
<b>Total Bank No 10</b>		<b>839,358.65</b>			
				<b>Total Manual Checks</b>	<b>.00</b>
				<b>Total Computer Checks</b>	<b>816,804.36</b>
				<b>Total ACH Checks</b>	<b>24,355.29</b>
				<b>Total Other Checks</b>	<b>.00</b>
				<b>Total Electronic Checks</b>	<b>.00</b>
				<b>Total Computer Voids</b>	<b>-1,801.00</b>
				<b>Total Manual Voids</b>	<b>.00</b>
				<b>Total ACH Voids</b>	<b>.00</b>
				<b>Total Other Voids</b>	<b>.00</b>
				<b>Total Electronic Voids</b>	<b>.00</b>
				<b>Grand Total</b>	<b>839,358.65</b>
				<b>Number of Checks</b>	<b>164</b>

<u>Batch Yr</u>	<u>Batch No</u>	<u>Amount</u>
22	000198	123,753.72
22	000202	54,615.60
22	000206	605,497.81
22	000208	54,831.58
22	000211	37.44
22	000216	622.50

## Inservice Account

	Transaction/Explanation	Receipt	Expenditures	Balance
4/14/22	Dynamic Life Therapy - wellness day		\$607.50	\$6,967.16
4/26/22	Platte Co. Treasurer - Corolla tire/title fee		\$15.00	\$6,952.16
4/28/22	Elks Country Clup - spouses meals		\$264.00	\$6,688.16
4/28/22	Deposit - spouses meals, wellness, memorials	\$580.00		\$7,268.16
			Expenditures	\$886.50

## Section 6 - Administration

### Article I, Section 6, A Concept of Administration

The administration of ESU 7 is responsible for the direction, coordination, and control of staff and programs in their efforts to achieve the mission and educational goals adopted by the Board within the guidelines established by Board policy and law.

To demonstrate leadership, develop positive relationships within the education community and resolve problems that arise internally and/or externally, the Board expects the administration to specialize in the following:

1. Decision making and communication.
2. Planning, organizing, implementing, and evaluating.
3. Coordinating and guiding the various centers of power within the ESU and the education community to enable people to work together as a team for the purpose of education that might not be possible if done separately.

The administration is expected to create and maintain appropriate mechanisms such as councils and committees to:

1. Foster good communications within the staff.
2. Allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them.

Legal Reference:	§ 79-1219
Date of Adoption:	February 19, 2018
Date(s) of Review:	May 16, 2022

**Article I, Section 6, B Administrator**

The Administrator to be employed by the Board shall be a person experienced in education administration, shall hold at least a standard administrative certificate and shall meet all other requirements issued through the Nebraska Department of Education.

Legal Reference:	§ 79-1219 NDE Rule 21; NDE Rule 84.005.01
Date of Adoption:	February 19, 2018
Date(s) of Review:	May 16, 2022

## **Article I, Section 6, C Duty and Function of the Administrator**

The Administrator is the chief executive officer of ESU 7. As chief executive officer, the Administrator is delegated the authority and responsibility for the overall administration of ESU 7 in all of its aspects. The Administrator shall carry out the executive and administrative functions in accordance with Board policies and directives in compliance with law.

The Administrator is delegated the authority and responsibility for the efficient execution of all decisions made by the Board concerning the internal operation of the ESU. The Administrator shall further perform duties which are specifically designated in the policies as duties of the Administrator, duties assigned to the Administrator by the Board, duties that are established in the Administrator's employment contract and job description, and duties that are mandated by law as the responsibility of the Administrator.

The general duties and functions of the Administrator are as follows:

### **1. Policies:**

The Administrator's responsibilities related to policies are:

- a. To present the Board with new or amended policies as appropriate to serve the role and mission of ESU 7 and meet changing requirements of law.
- b. To implement Board policies and assure compliance with Board policies.
- c. To assure that the Board policies are available for review upon request at the administrative office of the ESU.

### **2. Personnel:**

The Administrator is responsible for the overall management of staff. Responsibilities related to personnel include:

- a. To recommend administrative and supervisory positions for approval by the Board. The Board will approve the broad purpose and function of administrative and supervisory positions.
- b. To assign, supervise and evaluate administrators and supervisors and direct them in the performance of their duties.
- c. To recommend certificated/professional candidates for employment and establish terms of employment for approval by the Board.
- d. To prepare written job descriptions for employees.
- e. Where Board action is not required, offer employment to classified/non-certificated candidates and establish terms of employment for reporting to the Board.
- f. To prepare and distribute staff handbooks. Staff handbooks that are approved by the Board shall be deemed to be policies of the Board and shall have the same effect as Board-adopted policies.
- g. To develop and provide an effective staff development program.

- h. To make assignments of personnel to their particular schools and responsibilities as determined appropriate.
- i. To discipline staff and terminate or recommend termination of employment when appropriate.
- j. To create and maintain appropriate mechanisms such as councils and committees to foster good communications within the staff and to allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them.

### **3. Budget:**

The Administrator's responsibilities related to the budget are:

- a. To prepare the annual budget for the operations of the ESU with the assistance of staff, give required budget hearing notices, present the budget for approval by the Board, and file such reports and forms related to the budget and tax levy process as required.
- b. To make every attempt possible to operate within the limits set forth by the budget.

### **4. Services:**

The Administrator shall communicate and provide leadership with regard to the determination of services to be provided to member school districts and services to be provided to other schools or entities via contract. The Administrator shall ensure that the services are provided in a satisfactory manner.

### **5. Purchases and Contracts:**

The Administrator's responsibilities related to purchases and contracts are:

- a. To be in charge of all financial matters of the ESU.
- b. To study and recommend to the Board fiscally prudent and suitable purchases and contracts for which Board action is required pursuant to law or Board policy. Where Board action is not required, to approve such purchases and contracts after appropriate consultation with other administrators and appropriate staff, or to provide oversight of those staff that are delegated such purchasing responsibilities.
- c. To maintain a current inventory of ESU property.
- d. To assure that ESU facilities, equipment and property are appropriately maintained.
- e. To provide long-range and short term planning concerning facilities.

### **6. Board and Community Communications:**

The Administrator's responsibilities related to communications with the Board are:

- a. To prepare and send out agenda, special reports and minutes for Board meetings.

- b. To prepare for and attend all Board meetings unless excused.
- c. To promptly inform the Board of decisions or actions taken that are not covered in Board policies or by Board action. The Administrator shall have authority to make such decisions or take such actions on behalf of the ESU where the Administrator reasonably determines that it is necessary to do so.
- d. To keep the Board informed concerning the total ESU programs and operations.
- e. To communicate to the schools and the community information about the activities of the ESU and publish reports on such activities as legally required.
- f. To coordinate and guide the stakeholders within the ESU and the community to cooperatively enhance efficiency and effectiveness of ESU programs and services.
- g. To keep abreast of the trends and changes in education for possible implementation of selected programs. The Administrator will be expected to attend district, state, and national conventions of professional educational organizations. The Administrator will report to the Board such information that is learned at such programs that will require Board action. Reimbursement for expenses allowed shall be in accordance with Board Policy.
- h. The Administrator shall, prior to July 1 of each year in which a statewide primary election is to be held, certify to the election commissioner or county clerk of each county located within the ESU the corporate name of each school district located within the county. If a school district is a joint school district located in two or more counties, the Administrator shall certify to each election commissioner or county clerk the educational service unit of which the school district is considered to be a part.

The Administrator is responsible to maintain the official records of the ESU.

The Administrator shall serve as a member of the Educational Service Unit Coordinating Council (ESUCC).

The Administrator is to delegate duties to other members of the administrative team or other staff as required for the effective administration of the ESU, except in such matters that Board policy, Board action, or law prohibits the delegation. The Administrator remains responsible for assuring that the delegated duties are performed as required.

On or before January 31 of each year, the Administrator shall submit to the Commissioner of Education a report described as the annual financial report showing (a) the amount of money received from all sources during the year and the amount of money expended by the educational service unit during the year, (b) other information as necessary to fulfill the requirements of section 79-1241.03, and (c) such other information as the commissioner directs.

The Administrator is expected to adhere to the “Code of Ethics” for certificated educators as adopted by the Nebraska Department of Education and the ethical code of the American Association of School Administrators (AASA).

Legal Reference:	§ 13-905; § 79-1217(6); § 79-1245, § 79-1229(1) NDE Rule 27
Date of Adoption:	February 19, 2018
Date(s) of Review:	May 16, 2022

**Article II, Section 6, B Notice of Budget Meeting**

A summary of the prepared yearly budget of ESU 7 shall be published one time in a legal newspaper published in or of general circulation in each county in ESU 7 at least five days before a meeting at which such budget shall be considered for adoption by the Board. Such publication shall also specify the date, time, and place of the public hearing at which the budget will be considered and any tax levy made.

Legal Reference:	§ 79-1227
Date of Adoption:	March 19, 2018
Date(s) of Review:	May 16, 2022

**Article III, Section 1, D Requests, Cost, and Payment**

- Services to Member School Districts. Services to be provided to member school districts are determined by the ESU Board, in collaboration with member school districts, and where the service involves use of core service funds or funds generated by the ESU property tax, obtaining the requisite approval for services from member school districts.

Services will be annually reviewed by the Administrator. Requests for new services are to be made to the Administrator and, if interest is sufficient, brought before the ESU Board.

The Administrator will communicate to member schools the process by which member school districts may request and pay for services.

- Services to Non-Member School Districts. ESU 7 establishes the following process by which services are provided to and paid for by non-member school districts:

Non-member school districts are those non-public schools and homeschools within the ESU 7 boundaries as well as public, non-public and homeschools outside ESU 7 boundaries.

The Educational Service Unit 7 Board will contract for services with a non-member school district only if the service is currently being offered to Educational Service Unit 7 member school districts and if providing the service does not require adding additional equipment or personnel beyond what the additional revenue would generate. The ESU 7 Board will not place a financial burden on Educational Service Unit 7 member school districts to provide a service to a non-member district. Costs for non-member school districts will be established and/or reviewed annually.

Legal Reference:	§79-1204, §79-1222, 79-1224, 79-1225 and 79-1242 NDE Rule 84, sections 3.05B
Date of Adoption:	August 20, 2018
Date(s) of Review:	May 17, 2021 June 21, 2021 May 16, 2022

### **Article III, Section 1, F Special Education Cooperative**

1. As is consistent with P.L.94-942; P.L.99-457; and state statutes, Educational Service Unit 7 recognizes that the responsibility for educating children with disabilities is that of the local school district and that the role of the service unit is that of assisting the schools, when so requested, in carrying out their assigned responsibility under the following conditions:
  - a. Services shall be those approved by the Educational Service Unit 7 Board.
  - b. All requests must be made to the ESU Administrator and the Educational Service Unit 7 Board.
  - c. Final responsibility keeping records, submitting reports, placement of students, etc., shall be that of the local districts involved.
  - d. All Special Education programs shall be financed in their entirety by the local district although these funds may be channeled through Special Education under the prescribed budget conditions. This will be done through contractual agreements between Educational Service Unit 7 and the local school districts.
  - e. Non-Member contract requests will be handled according to applicable law.
  
2. The Special Education Cooperative shall operate directly under the Board of Educational Service Unit 7, through its designated ESU Administrator, and shall follow all rules, regulations, guidelines, and policies as set forth by them.
  
3. The Director of Special Education shall work for the Educational Services Unit 7 Board, through the ESU Administrator, in carrying out such duties as are assigned. Among the assigned duties are:
  - a. Preparation of the yearly Special Education Cooperative budget within the timelines. The Director of Special Education will then present it to the ESU Administrator and to the Board as a part of the total budget.
  - b. Once the budget has been adopted, the Special Education Director shall be responsible for keeping the department portion of the budget within the amounts so budgeted. In no case may department and total budget amounts be exceeded.
  - c. The Director shall also be responsible for seeing that ample funds are on hand to maintain the needed cash flow to operate the Special Education Cooperative.
  - d. The Special Education employees shall be under the Director of Special Education and all be expected to act in a professional manner at all times.
  - e. The Director shall see that all records (including financial) are kept up to date at all times.
  
4. Educational Service Unit 7 agrees to house the Special Education Cooperative in the manner and to the degree necessary as determined by the ESU Administrator.

- a. The Cooperative shall be responsible for maintenance and upkeep of the portion of property. In the event that more space is needed it will be the duty of the Cooperative to locate and pay for all such additional space.
5. The Special Education Cooperative shall have the use of meeting rooms the same as all other departments within the Unit.

Legal Reference:	§
Date(s) of Review:	May 18, 2020 May 16, 2022

**BOARD MEETING PRESENTATION**  
**ESU 2, ESU 7**  
**MAY 16, 2022**

1. MY GOALS
  - a. Maintain NRCSA's presence on the State level
  - b. Work to get state funding to rural school districts
  - c. Maintain local control
  - d. Promote and protect ESUs
  - e. Work to improve the rural teacher shortage problem
2. BOARD CONNECTION
  - a. Member Update
  - b. Legislative Committee
  - c. Board meetings
3. MEMBERSHIP GROWTH
  - a. 201 two years ago, up from 199 the previous year
  - b. 213 last year
  - c. 216 this year, representing about 86,000 public school students
    - i. 199 public schools
    - ii. 13 ESUs
    - iii. 4 college/university
4. BENEFITS OF MEMBERSHIP
5. COVID PROJECTS
  - a. Reopening
  - b. Remote Learning (NRCSA + ESUCC)
6. LEGISLATIVE
  - a. School funding/property tax relief
    - i. NRCSA priorities:
      1. Maintain local control (no new lids or caps/ability to make local decisions—mergers/administrative compensation, etc)
      2. Every public student in the state should be worth something in the eyes of the state via targeted state funding
      3. State funding of minimum % of basic needs OR foundation aid
      4. No new programs without accompanying state funding.
  - b. 2022 Session
    - ii. LB 890/891
    - iii. LB 1218
      1. PRAXIS
      2. LOAN FORGIVENESS
    - iv. Curriculum
      1. Health Standards/Critical Race Theory
      2. LB 1112--Computer Literacy
      3. Holocaust
      4. Parental Transparency



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

<p><b>STATE LEGISLATIVE ADVOCACY</b> 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 20 Superintendents from member schools and helps to direct the legislative efforts of the organization.</p>	<p><b>RURAL ADVOCACY</b> NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska. Other groups do a great job of representing their members, but at times cannot take a stand as they represent both very large and smaller districts. NRCSA is not necessarily tied down along those lines.</p>	<p><b>SUPERINTENDENT SEARCHES</b> 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.</p>
<p><b>PLANNING WORKSHOPS</b> 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.</p>	<p><b>NATIONAL ADVOCACY</b> 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.</p>	<p><b>LEGISLATIVE FORUM</b> 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.</p>
<p><b>COMMUNICATIONS</b> 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 <a href="http://www.nrdsa.net">www.nrdsa.net</a>. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (<a href="http://www.facebook.com/nrcsahome">www.facebook.com/nrcsahome</a>).</p>	<p><b>SPRING CONFERENCE</b> 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.</p>	<p><b>GARY FISHER FINE ARTS SCHOLARSHIPS</b> NRCSA awards two \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the plan to major in a fine arts field.</p>
<p><b>DISTRICT MEETINGS</b> 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.</p>	<p><b>US BANK ONE CARD PROGRAM</b> 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.</p>	<p><b>NRCSA AWARDS</b> 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, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p>
<p><b>NRCSA EXECUTIVE BOARD</b> 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.</p>	<p><b>NRCSA SCHOLARSHIPS</b> NRCSA annually awards 14 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers.</p>	<p><b>GLOBAL TELETHERAPY</b> 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.</p>
<p><b>NEBRASKANS UNITED</b> 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.</p>	<p><b>CORONAVIRUS ISSUES</b> 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. Over 70 rural educators worked together to develop Remote Learning Assistance sites for teachers and administrators.</p>	<p><b>LEADERSHIP OPPORTUNITIES</b> Each year there are over 50 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.</p>
<p><b>EDUCATION ASSOCIATIONS COALITION</b> 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.</p>	<p><b>NATIONAL RURAL EDUCATION ASSOCIATION</b> 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, has served as the President of NREA the past two years.</p>	<p><b>RURAL TEACHER SHORTAGE</b> 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.</p>

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



April '22 Treasurer Report

<b>Beginning Balance APRIL 1, 2022</b>			<b>\$113,320.70</b>		
<b>RECEIPTS</b>					
Property taxes			\$143,119.25		
SPED			\$497,263.31		
General/Flow Through			\$288,480.61		
Grants			\$104,915.99		
<b>TOTAL RECEIPTS</b>			\$1,033,779.16	\$1,033,779.16	
				\$1,147,099.86	
Transfer to Money Market				\$75,000.00	-
Total Funds Available				\$1,072,099.86	
<b>DISBURSEMENTS:</b>					
General Fund			\$449,257.13		
SPED			\$361,033.21		
Grants			\$149,745.82		
<b>Total DISBURSEMENTS Check #73932 thru #74100</b>			\$960,036.16	\$960,036.16	-
<b>Ending balance, APRIL 30, 2022</b>				<b>\$112,063.70</b>	

Checking balance					\$112,063.70
Money Market Deposit Account at First National Bank					\$4,325,000.00
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 the amounts below)</b>					<b>\$5,037,063.70</b>
<b>CASH RESERVE</b>	<b>\$1,332,482.04</b>				
<b>PROTECTED BUDGET AUTHORITY</b>	<b>\$1,325,459.00</b>				
<b>Funds that are due to ESU 7</b>					
Grants				(\$649,211.60)	
Production/Art Media Accounts Receivable			(\$13,480.50)		
Network Support Accounts Receivable			(\$25.00)		
Misc. Flow thru Accounts Receivable			(\$26,809.47)		
Outstanding Receivables				(\$40,314.97)	
<b>Total due to ESU 7</b>				<b>(\$689,526.57)</b>	

	2020-2021	2021-2022	2020-2021	2021-2022		
	Dollars Spent Per Month	Dollars Spent Per Month	Percentage spent each month	Percentage spent each month		
September	\$219,458.69	\$230,646.07	8.41%	8.65%	Total Budget	\$14,750,740.08
October	\$193,540.30	\$172,872.86	7.42%	6.49%	30% of budget	\$4,425,222.02
November	\$170,793.79	\$194,455.74	6.55%	7.30%	Earmarked set aside	\$5,264,201.00
December	\$170,207.74	\$197,903.14	6.53%	7.43%	Total budget spent to date	\$6,747,008.62
January	\$163,271.84	\$191,895.21	6.26%	7.20%		
February	\$185,946.19	\$202,922.77	7.13%	7.61%	NOTES	
March	\$160,023.15	\$180,624.84	6.13%	6.78%		
April	\$175,952.25	\$193,733.45	6.75%	7.27%		
May	\$188,816.11	\$0.00	7.24%	0.00%		
June	\$175,773.04	\$0.00	6.74%	0.00%		
July	\$194,713.50	\$0.00	7.46%	0.00%		
August	\$268,457.00	\$0.00	10.29%	0.00%		
<b>Approved Total General Budget for Levy \$</b>			\$2,608,410.23	\$2,664,964.08		
<b>Total Spent to date</b>			\$2,266,953.60	\$1,565,054.08		
Dollars approved from cash reserve				\$0.00		

**Article II, Section 9, F Public Comment**

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the President. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify **themselves himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual., provide their address, and the organization (if any) he/she represents.**

The President shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against an ESU employee are not to be made for the first time at a public Board meeting without having followed the ESU complaint procedure, except in the case of a personnel hearing before the Board.

Legal Reference:	§ 84-1412 (1) (2) and (3)
Date of Adoption:	March 19, 2018
Date(s) of Revision:	August 16, 2021 May 16, 2022

**Article III, Section 4, F Internal Controls**

The ESU will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

**Generally: If the ESU receives federal awards, grants, or other funds, the ESU will:**

**(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the ESU manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The ESU will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);**

**(b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;**

**(c) Evaluate and monitor the ESU 's compliance with statutes, regulations and the terms and conditions of federal award;**

**(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and**

**(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the ESU considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.**

<b>Legal Reference:</b>	<b>2 C.F.R. § 200.303.</b>
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Management requirements: The ESU will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the ESU disposes of such equipment. The ESU will, as a minimum, meet the following requirements:

1. Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
2. Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;

3. Implement a control system procedure;
4. Continue to develop and implement adequate maintenance procedures for the equipment;
5. Continue to develop and implement sales procedures for the equipment; and
6. Continue to develop and implement disposition procedures for the equipment.

Legal Reference:	2 C.F.R. §§ 200.313 & 200.33
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Procurement: The ESU will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

1. A procedure for micro-purchases (Under \$10,000);
2. A procedure for small purchases (between \$10,000 to \$250,000);
3. A procedure for sealed bids;
4. A procedure for competitive proposals; and
5. A procedure for noncompetitive bids.

Legal Reference:	2 C.F.R. §§ 200.317 through 200.326
Cross-Reference:	Policies 3130 & 3131

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a Federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

For all other records, the ESU will retain such records for the length of time as required by law.

Legal Reference:	2 C.F.R. §§ 200.333
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Suspension and Debarment: The ESU will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. Before entering into a contract regarding a Federal award, the ESU will verify that a vendor has not been debarred, suspended or otherwise excluded, and the ESU will maintain a copy of said verification.

Legal Reference:	2 C.F.R. §§ 200.213
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Financial Management: The ESU will maintain financial management systems to account for the Federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the Federal award. These records will be sufficient to permit the ESU to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

1. Identifying all of the Federal awards received and expended and the federal programs under which they were received;
2. Ensuring that accurate, current, and complete disclosure of the financial results of each Federal award or program are maintained in accordance with reporting requirements;
3. Identifying adequately the source and application of funds for federally-funded activities;
4. Ensuring effective controls over and accountability for all funds, property, and other assets;
5. Comparing actual expenditures with budget amounts for each Federal award'
6. Ensuring payments of Federal funds are made in accordance with applicable law, including 2 C.F.R. § 200.302; and
7. Determining the allowability of costs in accordance with applicable law and the conditions of the Federal award.

Legal Reference:	2 C.F.R. § 200.302
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Program Income: The ESU will consult with the Federal awarding agency and refer to the applicable law and Federal program terms and conditions to determine how to account for, deduct and otherwise handle income from Federal programs.

Legal Reference:	2 C.F.R. § 200.307
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Cost Sharing or Matching: For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the ESU's cost sharing or matching, when such contributions meet all of the following criteria:

1. Are verifiable from the ESU's records;
2. Are not included as contributions or any other Federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under the applicable Cost Principles requirements;
5. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;

6. Are provided for in the approved budget when required by the Federal awarding agency; and
7. Conform to other provisions of the law or terms and conditions of the Federal award, as applicable.

Legal Reference:	2 C.F.R. § 200.306
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Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the Federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under Federal law and the Federal grant to the extent that they satisfy the following requirements:

1. Is reasonable for the services rendered; and
2. Conforms to the established written expectations of the ESU, as applied consistently to both Federal and non-Federal activities.

If the ESU intends to charge compensation to Federal awards, such charges will be based on records that accurately reflect the work performed, and will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the ESU;
3. Reasonably reflect the total activity for which the employee is compensated by the ESU, not exceeding 100% of compensated activities;
4. Encompass both federally-assisted and all other activities compensated by the ESU on an integrated basis, but may include the use of subsidiary records as defined in the ESU's written procedures;
5. Comply with the established accounting policies and practices of the ESU; and
6. Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support for charges to Federal awards but may be used for interim accounting purposes.

Legal Reference:	2 C.F.R. §§ 200.430 & 200.431
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**Federal Funds for Construction Projects: For all federal awards, the ESU will comply with all applicable legal requirements, including the Davis-Bacon Act.**

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Legal Reference:	34 C.F.R. § 75.600, et seq.
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**Capitalization and Depreciation:** The ESU will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, ESU staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and ESU personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A.** Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B.** Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C.** Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- D.** Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- E.** When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- F.** If the ESU is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- G.** Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

<b>Legal Reference:</b>	<b>2 C.F.R. §§200.436 &amp; 200.439.</b>
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**Maintaining Records:** Financial records, supporting documents, statistical records, and all other ESU records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

<b>Legal Reference:</b>	<b>2 C.F.R. § 200.334.</b>
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**Conflict of Interest:** Notwithstanding any other Board Policies or Procedures, the ESU shall ensure that it avoids any conflicts of interest regarding any federal awards. The ESU will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

<b>Legal Reference:</b>	<b>2 C.F.R. § 200.112.</b>
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**Unexpected or Extraordinary Circumstances:** For all Federal awards, if the ESU does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the ESU may amend or create a policy at a later date in order to put emergency contingencies in place for Federal and non-Federal similarly situated employees. If the conditions exist for charges to be made to the Federal grant, then charges may also be made to any non-Federal sources that are used by the ESU in order to meet a matching requirement. The ESU will take other steps to comply with Federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference:	2 C.F.R. §§ 200, et seq.
Date of Adoption:	August 16, 2021
Date(s) of Revision:	May 16, 2022

### **Article III, Section 5, D Construction Projects**

The ESU shall bid every project for the construction, remodeling, or repair of any building or for site improvements when the contemplated expenditures for the project is in excess of ~~\$100,000.00~~ **\$109,000.00**, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders. The Administrator or designee shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
2. Regular Manner of Advertisement for Bids. The notice to bidders shall be published one time in a newspaper of general circulation in the ESU. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board or Administrator may, in their sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening. When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award. The contract shall be awarded to the lowest responsible bidder as and to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria set forth in Board Policy for purchases of equipment, materials and supplies.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the Board or Administrator includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the ESU.
6. Retention of an Architect or Engineer. The ESU shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an

architect, a professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed One Hundred **and Eighteen** Thousand Dollars (~~\$100,000~~ **\$118,000**), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the Board or Administration waives such requirement. The Board or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference:	§ 52-118 (construction performance and payment bonds) § 73-101 to § 73-106 (bidding construction projects) § 81-3445 (architect or engineer)
Date of Adoption:	September 13, 2018
Date(s) of Revision:	May 16, 2022

# BOLD STEPS Nebraska ESU Coordinating Council 2022

## Design Keys

- Continue to expand the capacity of individual ESUs and the ESU CC
- Influence decision-making and implementation of statewide efforts through collaboration and joint planning with NDE
- Build on the current work of the Affiliates and PDO
- Support additional collaboration among the ESUs

## Design Keys

- Create and communicate representative and intentional stories of impact, outcomes, and measures
- Continue to refine and increase the use of SIMPL
- Use the Value Proposition statement to communicate clarity of role and goals of ESUs and the ESU CC
  - Think about how data can be strategic and tell the story of most, if not all ESUs
- Continue to grow and refine the use of the ESU Standards and Review process; use common information as a data story
- Influence the ESU CC impact with information for and from the local, state, and national levels

**Lead**

**Influence**

**The ESUCC provides advocacy, leadership, structure, support, and guidance for Nebraska's seventeen ESUs and their respective schools.**

**Invest**

**Advocate**

**Influence** statewide decisions and actions with reliable data processes and information

**Advocate** for, develop, and support implementation of innovative services and resources

**Lead** public education, regional efforts, and statewide efforts by leveraging partnerships and the collective expertise of the ESU CC

**Invest** time and attention to communicating the value of ESUs, Public Education, and the ESU CC

**4 BOLD STEPS**

## Design Keys

- Continue to refine and increase the use of SIMPL
  - Think about how data can be strategic and tell the story of most, if not all ESUs
- Research and consider how to share a narrative impact picture of the ESUs statewide
  - For example: Success Case Method, Robert Brinkerhoff
  - Shared outcomes and results from the Standards' Reviews
- Joint decision-making and implementation of statewide efforts through collaboration and planning with NDE

## Design Keys

- Professional learning for members of the NE education community
- Talent Management
- Equitable resources and programs statewide
- Fiscal responsibility
- Identified needs and gaps in programs within school districts
  - For example: mental health, early childhood, and cybersecurity

LPolk - Leave  
 Beginning Date: 7/1/21  
 Ending Date: 5/16/22  
 Hours: 120

Start Date	Calendar	Title	Hours
7/9/21	LPolk - Leave	Vacation	4
7/12/21	LPolk - Leave	Vacation	9
7/13/21	LPolk - Leave	Vacation	9
7/14/21	LPolk - Leave	Vacation	9
7/15/21	LPolk - Leave	Vacation	9
7/16/21	LPolk - Leave	Vacation	4
7/19/21	LPolk - Leave	Vacation	9
7/20/21	LPolk - Leave	Vacation	9
7/21/21	LPolk - Leave	Vacation	9
7/22/21	LPolk - Leave	Vacation	9
9/24/21	LPolk - Leave	Vacation	2
10/1/21	LPolk - Leave	Vacation	2.5
10/22/21	LPolk - Leave	Vacation	4
10/22/21	LPolk - Leave	Vacation	3.5
11/5/21	LPolk - Leave	Vacation	4
11/23/21	LPolk - Leave	Vacation	8
11/24/21	LPolk - Leave	Vacation	6.5
2/18/22	LPolk - Leave	Vacation	3.5
3/24/22	LPolk - Leave	Vacation	6
			120



# ESU 7 Goals

## Board of Directors

- Goal 1: By July 2024 the ESU 7 board will create, roll out, and operationalize a formalized process for board recruitment, onboarding, mentoring, and boardsmanship.
  - Pre-Post engagement survey
  - Pre-Post process survey
- Goal 2: By July 2024 the ESU 7 board will attend at least two professional/personal learning events annually.
  - Pre-Post data
- Goal 3: By July 2024 the ESU 7 board will attend the corresponding school district board meetings at least once every two years to report the tailored services provided by ESU 7 and the outcomes measured.
  - Pre-Post data
- Goal 4: By July 2024 the ESU 7 board will create, roll out, and operationalize communication materials detailing tailored services and outcomes.
  - Pre-Post data

## Administrator

- Goal 1: Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.
- Goal 2: Administrator will provide the board with an ongoing menu of available learning opportunities at each board meeting aligned to the ESU 7 vision, mission, and/or beliefs.
- Goal 3: Administrator will coordinate the scheduling of regular board visits over a rolling two year period and will organize a board member summit for ESU 7 area boards to participate in professional learning.
- Goal 4: Administrator will determine the data to best communicate to school boards their utilized services and outcomes and will draft communication materials for the board to consider, revise, and finalize.

## Directors

- Goal 1: By July 31, 2022, Directors will identify different methods of measurement and visualization of key data points on service performance and service selection.

## Agency Team

- Goal 1: By May 20, 2022, Agency Team will coordinate the implementation of agency wide processes by documenting progress on all topics
- Goal 2: In order to meet our vision, Agency Team will develop processes to enable staff to provide innovative services and to grow as professionals.



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

## Departments

- Administration: By July 31, 2022 ESU 7 will fully implement a document management system across departments.
- Cen7ter: Cen7ter staff will increase their team mentality and get to know each other better by implementing a team building exercise at least once per month in order to collaborate more effectively.
- Early Childhood: By May 2022, Early Childhood team will develop and clarify roles, responsibilities and expectations amongst service providers from different agencies or districts.
- Grants: By May 2022, the Grants Department will have a document prepared to be disseminated to districts (Google Doc & Hardcopy) which outlines services and resources available.
- Learning Academy: By May 2022, Learning Academy staff will learn how to navigate and implement Acellus to effectively support our students in progressing academically as evidenced by student progress and grades.
- Mental Health: By May 2022, the Mental Health Department will formalize a belief system and solidify service delivery across districts utilizing consistent protocols.
- Migrant: By the end of the 21-22 MEP performance period, we will increase the communication, engagement, and participation among migrant families and students.
- Network Operations: During the 21-22 school year, the Technology Department will work toward equalizing technology knowledge and abilities among team members.
- Production: By July 2022, ensure that every staff member is trained and proficient in every area of the department.
- Professional Development: By May 2022, we will develop and implement a process to maximize and optimize our service planning and delivery.
- Psychology: By May of 2022, members of our department will intentionally select, participate in, and apply professional development learning to meet the needs of our districts.
- Speech: By May 20, 2022, the Speech Department will share a presentation with current districts and ESU 7 Administrators about the roles and responsibilities of Speech Language Pathologists in schools.
- Vision: By May 2022, the Vision Team will explore ways to efficiently serve districts, families and students with visual impairments in underserved areas of the state, in addition to students in the ESU 7 area as measured by number of students served.

Highlighted items are rolled out

<p>Phase I - Public View</p>	<ul style="list-style-type: none"> <li>● Inventory of Services for each ESU <ul style="list-style-type: none"> <li>○ Numbering - January 2022</li> <li>○ Descriptions - September 2021</li> <li>○ AQuESTT - January to unpack and May with process alignment</li> <li>○ ESU Standards - May</li> </ul> </li> <li>● Professional Development: <ul style="list-style-type: none"> <li>○ Planned and Accessed - September 2021</li> <li>○ PD services from any department for adults - September <ul style="list-style-type: none"> <li>■ Staff members responsible to deliver service</li> <li>■ May include registration system uploads</li> <li>■ Activity logs</li> </ul> </li> </ul> </li> <li>● Instructional Materials <ul style="list-style-type: none"> <li>○ Planned and Accessed- January 2022</li> </ul> </li> <li>● Technology <ul style="list-style-type: none"> <li>○ Planned and Accessed- January 2022</li> </ul> </li> <li>● Student Services -Provided to adults January 2022 <ul style="list-style-type: none"> <li>○ Planned and Accessed- January 2022</li> </ul> </li> <li>● Other <ul style="list-style-type: none"> <li>○ Planned and Accessed- January 2022</li> </ul> </li> <li>● Coop savings <ul style="list-style-type: none"> <li>○ Import year in arrears- September 2021</li> </ul> </li> </ul> <p>Also have the services rolled over for the next year, do in May meeting</p>
<p>Phase II</p>	<ul style="list-style-type: none"> <li>● Service page <ul style="list-style-type: none"> <li>○ Funding Source <ul style="list-style-type: none"> <li>■ Contract</li> <li>■ Grants</li> <li>■ Levy/Core Services</li> <li>■ Taxes</li> <li>■ NDE (flow through when it is not attached to a grant)</li> </ul> </li> </ul> </li> <li>● Log Tech Support services <ul style="list-style-type: none"> <li>○ Ticket system - upload</li> <li>○ Contracted tech people will included via FTE/hrs</li> <li>○ Service count is 1 recipient per district</li> </ul> </li> <li>● Other Group Purchasing (Group purchase by ESU) <ul style="list-style-type: none"> <li>○ Upload</li> </ul> </li> <li>● Value of Service <ul style="list-style-type: none"> <li>○ Hourly rate: average of those delivering the same service, updated annually per service</li> <li>○ Per diems</li> </ul> </li> <li>● Student Service FTE <ul style="list-style-type: none"> <li>○ Actual hours/fte</li> <li>○ System will convert to either hours/fte</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>● PD contracted people</li><li>● Tech contracted people</li></ul>
Phase III	<ul style="list-style-type: none"><li>● Implementation Objectives</li><li>● Other Cost Savings - ie: print shop, van driver</li><li>● Other student services - ie: Quiz Bowl, Art Show, maker space<ul style="list-style-type: none"><li>○ Planned and accessed</li><li>○ Attendance</li><li>○ Import from registration</li></ul></li></ul>