



Regular Board of Directors Meeting

Educational Service Unit 7, Oak Room

2657 44th Avenue

Monday, May 18, 2020 at 5:30 PM

Attendance Taken at 5:33 PM.

Joyce Baumert: Present

Marni Danhauer: Present

Donald Ellison: Present

Dan Hoesly: Absent

Doug Kluth: Present

Richard Luebbe: Present

Jennifer Miller: Present

Doug Pauley: Present

Tammy Roh: Present

Richard Stephens: Present

Gary Wieseler: Present

Jack Young: Present

Present: 11, Absent: 1.

Attendance Update Taken at 5:50 PM.

Dan Hoesly: Present

Present: 12.

Dan Hoesly arrived at 5:50pm

{{Name: Agenda Item Name}}

{{Rationale: Agenda Item Rationale}}

{{Actions: Agenda Item Actions}}

{{Discussion: Agenda Item Discussion}} {{AgendaItemEnd}}

1. **Call the Meeting to Order**

2.

3. **LEADERSHIP • SERVICE • SUPPORT**

4.

5. 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 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.

6.

Roll call was taken at 5:33 pm

Vice President Doug Kluth conducted the meeting.

Staff present at ESU 7 Oak Room:

Larianne Polk, Administrator

Linda Shefcyk, Business Manager

Mindy Reed, Secretary to the Board of Directors

Doug Kluth, Vice President

Other Staff present remotely:

Marci Ostmeyer, Professional Development Director

Darus Mettler, Special Education Director

Dan Ellsworth, Network Operations Director

1. Notification of Open Meetings Law

2. 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.

3.

4. Roll Call

5. Absent Board Members

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

7.

Dan Hoesly arrived at 5:50pm.

8. Pledge of Allegiance

All members present participated in the Pledge of Allegiance.

7. Approval of Agenda

8. 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.

9.

10. Agenda as presented Passed with a motion by Joyce Baumert and a second by Jennifer Miller.

11. Dan Hoesly: 12. Absent

13. Joyce Baumert: 14. Yea

15. Marni Danhauer: 16. Yea

17. Donald Ellison: 18. Yea

19. Doug Kluth: 20. Yea

21. Richard Luebbe: 22. Yea

23. Jennifer Miller: 24. Yea

25. Doug Pauley: 26. Yea

27. Tammy Roh: 28. Yea

29. Richard Stephens: 30. Yea

31. Gary Wieseler: 32. Yea

33. Jack Young: 34. Yea

35. Yea: 11, Nay: 0, Absent: 1

36.

37. Consent Agenda

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

39. 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.

40. Consent Agenda Includes:

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

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

42.

43. Consent agenda as presented removing the treasurer's report for discussion from the Consent agenda. Passed with a motion by Jennifer Miller and a second by Joyce Baumert.

- | | |
|-----------------------|------------|
| 44. Dan Hoesly: | 45. Absent |
| 46. Joyce Baumert: | 47. Yea |
| 48. Marni Danhauer: | 49. Yea |
| 50. Donald Ellison: | 51. Yea |
| 52. Doug Kluth: | 53. Yea |
| 54. Richard Luebbe: | 55. Yea |
| 56. Jennifer Miller: | 57. Yea |
| 58. Doug Pauley: | 59. Yea |
| 60. Tammy Roh: | 61. Yea |
| 62. Richard Stephens: | 63. Yea |
| 64. Gary Wieseler: | 65. Yea |
| 66. Jack Young: | 67. Yea |
68. Yea: 11, Nay: 0, Absent: 1
69.

Richard Stephens requested that the Treasurer's Report be removed from the Consent Agenda for further discussion.

1. Minutes

2. **This is a consent item.**

3.

4. Presentation of Bills #70851 through #70920 totaling \$ 636,636.16

5. The summary of bills for the current month total: \$636,636.16 - Bills #70851 through #70920

6. Inservice bills total: \$ 20.00

| 7. Check # | 8. Amount | 9. Vendor | 10. Description |
|------------|-----------------|-------------------------------------|---|
| 11. 70854 | 12. \$5,417.79 | 13. Amazon | 14. Tech/SPED/Migrant/Title III General Supplies/Equip. |
| 15. 70857 | 16. \$26,292.74 | 17. Applied Connective Technologies | 18. Security door locks |
| 19. 70891 | 20. \$17,149.17 | 21. Osceola Public Schools | 22. Title I Reimbursement |
| 23. 70892 | 24. \$30,798.80 | 25. Paper 101 | 26. Coop Purchasing Paper |

| | | | |
|-----------|----------------|--------------------------------------|--|
| | | | for Production |
| 27. 70904 | 28. \$6,825.00 | 29. UNL Attn: Carrie Brownyard | 30. PRT/ASD Conference Registration |

31.

This is a consent item.

32.

70. Treasurer's Report

This is a consent item.

71. Pulled from consent agenda - motion to approve as presented. Passed with a motion by Richard Stephens and a second by Donald Ellison.

72. Joyce Baumert: 73. Yea

74. Marni Danhauer: 75. Yea

76. Donald Ellison: 77. Yea

78. Dan Hoesly: 79. Yea

80. Doug Kluth: 81. Yea

82. Richard Luebbe: 83. Yea

84. Jennifer Miller: 85. Yea

86. Doug Pauley: 87. Yea

88. Tammy Roh: 89. Yea

90. Richard Stephens: 91. Yea

92. Gary Wieseler: 93. Yea

94. Jack Young: 95. Yea

96. Yea: 12, Nay: 0

97.

The Treasurer's Report was removed from the Consent Agenda for further discussion. Administrator Polk explained outstanding grant reimbursements and the process necessary to request reimbursement. Administrator Polk added that it is uncertain how the coronavirus pandemic will impact any future Federal grants that ESU 7 may apply for. As for the current grants, we are still expecting the amount that was previously approved.

98. Reading of Article I, Section 1, F Unit Calendar; Article I, Section 5, E Negotiations; Article III, Section 1, F Special Education Cooperative; Article III, Section 5, J Payment of Bills Prior to Board Authorization; Article IV, Section 1, C Salary Schedule Advancement; Article IV, Section 1, D Employee Benefits

99. **Recommendation:** Discuss, consider and take all necessary action to approve Article I, Section 1, F Unit Calendar; Article I, Section 5, E Negotiations; Article III, Section 1, F Special Education Cooperative; Article III, Section 5, J Payment of Bills Prior to Board Authorization; Article IV, Section 1, C Salary Schedule Advancement; Article

IV, Section 1, D Employee Benefits.

1. Article I, Section 1, F Unit Calendar
- Related Policy: 3.15.03
2. Article I, Section 5, E Negotiations
- Related Policy: 3.51
3. Article III, Section 1, F Special Education Cooperative
- Related Policy: 1.14.01
4. Article III, Section 5, J Payment of Bills Prior to Board Authorization
- Related Policy: 2.10.01
5. Article IV, Section 1, C Salary Schedule Advancement
- Related Policy: 3.16
6. Article IV, Section 1, D Employee Benefits.
- Related Policies: 1.16, 3.03.01, 3.03.02, 3.06

100.

101. Approve Article I, Section 1, F Unit Calendar as presented Passed with a motion by Tammy Roh and a second by Doug Pauley.

- | | |
|------------------------|----------|
| 102. Joyce Baumert: | 103. Yea |
| 104. Marni Danhauer: | 105. Yea |
| 106. Donald Ellison: | 107. Yea |
| 108. Dan Hoesly: | 109. Yea |
| 110. Doug Kluth: | 111. Yea |
| 112. Richard Luebbe: | 113. Yea |
| 114. Jennifer Miller: | 115. Yea |
| 116. Doug Pauley: | 117. Yea |
| 118. Tammy Roh: | 119. Yea |
| 120. Richard Stephens: | 121. Yea |
| 122. Gary Wieseler: | 123. Yea |
| 124. Jack Young: | 125. Yea |

126. Yea: 12, Nay: 0

127. Approve Article I, Section 5, E Negotiations as presented Passed with a motion by Richard Stephens and a second by Dan Hoesly.

- | | |
|------------------------|----------|
| 128. Joyce Baumert: | 129. Yea |
| 130. Marni Danhauer: | 131. Yea |
| 132. Donald Ellison: | 133. Yea |
| 134. Dan Hoesly: | 135. Yea |
| 136. Doug Kluth: | 137. Yea |
| 138. Richard Luebbe: | 139. Yea |
| 140. Jennifer Miller: | 141. Yea |
| 142. Doug Pauley: | 143. Yea |
| 144. Tammy Roh: | 145. Yea |
| 146. Richard Stephens: | 147. Yea |
| 148. Gary Wieseler: | 149. Yea |

150. Jack Young: 151. Yea
152. Yea: 12, Nay: 0
153. Approve Article III, Section 1, F Special Education Cooperative as presented, adding in ESU in front of Administrator, for clarification Passed with a motion by Doug Pauley and a second by Richard Stephens.
154. Joyce Baumert: 155. Yea
156. Marni Danhauer: 157. Yea
158. Donald Ellison: 159. Yea
160. Dan Hoesly: 161. Yea
162. Doug Kluth: 163. Yea
164. Richard Luebbe: 165. Yea
166. Jennifer Miller: 167. Yea
168. Doug Pauley: 169. Yea
170. Tammy Roh: 171. Yea
172. Richard Stephens: 173. Yea
174. Gary Wieseler: 175. Yea
176. Jack Young: 177. Yea
178. Yea: 12, Nay: 0
179. Approve Article III, Section 5, J Payment of Bills Prior to Board Authorization as presented Passed with a motion by Joyce Baumert and a second by Jack Young.
180. Joyce Baumert: 181. Yea
182. Marni Danhauer: 183. Yea
184. Donald Ellison: 185. Yea
186. Dan Hoesly: 187. Yea
188. Doug Kluth: 189. Yea
190. Richard Luebbe: 191. Yea
192. Jennifer Miller: 193. Yea
194. Doug Pauley: 195. Yea
196. Tammy Roh: 197. Yea
198. Richard Stephens: 199. Yea
200. Gary Wieseler: 201. Yea
202. Jack Young: 203. Yea
204. Yea: 12, Nay: 0
205. Approve Article IV, Section 1, C Salary Schedule Advancement as presented Passed with a motion by Doug Pauley and a second by Jennifer Miller.
206. Joyce Baumert: 207. Yea
208. Marni Danhauer: 209. Yea
210. Donald Ellison: 211. Yea
212. Dan Hoesly: 213. Yea
214. Doug Kluth: 215. Yea
216. Richard Luebbe: 217. Yea
218. Jennifer Miller: 219. Yea
220. Doug Pauley: 221. Yea

222. Tammy Roh: 223. Yea
 224. Richard Stephens: 225. Yea
 226. Gary Wieseler: 227. Yea
 228. Jack Young: 229. Yea
 230. Yea: 12, Nay: 0
 231. Approve Article IV, Section 1, D Employee Benefits as presented Passed with a motion by Joyce Baumert and a second by Gary Wieseler.
 232. Joyce Baumert: 233. Yea
 234. Marni Danhauer: 235. Yea
 236. Donald Ellison: 237. Yea
 238. Dan Hoesly: 239. Yea
 240. Doug Kluth: 241. Yea
 242. Richard Luebbe: 243. Yea
 244. Jennifer Miller: 245. Yea
 246. Doug Pauley: 247. Yea
 248. Tammy Roh: 249. Yea
 250. Richard Stephens: 251. Yea
 252. Gary Wieseler: 253. Yea
 254. Jack Young: 255. Yea
 256. Yea: 12, Nay: 0
 257.

Administrator Polk explained that there are not many changes to the corresponding policies. In the COBRA portion of the policy, "terminated" means no longer working. We will need to address the language for "terminated" and bring that back for approval in the June Board Meeting along with health insurance policy language.

258. Updated numbering for Article V, Section 8, B Emergency Closure of ESU 7 Buildings and Article V, Section 8, C Emergency Exclusion of Persons from ESU 7.
Recommendation: Discuss, consider and take all necessary action to approve Article V, Section 8, B Emergency Closure of ESU 7 Buildings and Article V, Section 8, C Emergency Exclusion of Persons from ESU 7. Both policies were previously presented to the Board as Section 7.
259. Review and approve the updated Section 8 for both Article V, Section 8, B Emergency Closure of ESU 7 Buildings and Article V, Section 8, C Emergency Exclusion of Persons from ESU 7 Passed with a motion by Tammy Roh and a second by Jennifer Miller.
260. Joyce Baumert: 261. Yea
 262. Marni Danhauer: 263. Yea
 264. Donald Ellison: 265. Yea
 266. Dan Hoesly: 267. Yea
 268. Doug Kluth: 269. Yea
 270. Richard Luebbe: 271. Yea
 272. Jennifer Miller: 273. Yea

274. Doug Pauley: 275. Yea
276. Tammy Roh: 277. Yea
278. Richard Stephens: 279. Yea
280. Gary Wieseler: 281. Yea
282. Jack Young: 283. Yea
284. Yea: 12, Nay: 0
285.

Policy language has not changed since they were approved in March, the section number was changed from 7 to 8.

286. Recommend removing Board policies not set forth in the newly adopted Board policy book

287. Move to repeal and rescind all existing Board policies not set forth in the newly adopted Board policy book.

1) 3.02.01 Loan Policy

Rationale: Recommend removing from policy book since this is a procedure.

2) 2.11 Quantity Purchasing

Rationale: Contained in part in Article III, Section 5 - Purchasing. B - General Guidelines. E - Equipment, Materials, and Supplies

3) 2.08 Insurance and Bonding

Rationale: Contained in part in Article I, Section 4, E

4) 1.25 Material Disclaimer

Rationale: No longer relevant

288.

289. Move to repeal and rescind all existing Board policies not set forth in the newly adopted Board policy book as presented Passed with a motion by Richard Stephens and a second by Marni Danhauer.

290. Joyce Baumert: 291. Yea
292. Marni Danhauer: 293. Yea
294. Donald Ellison: 295. Yea
296. Dan Hoesly: 297. Yea
298. Doug Kluth: 299. Yea
300. Richard Luebbe: 301. Yea
302. Jennifer Miller: 303. Yea
304. Doug Pauley: 305. Yea
306. Tammy Roh: 307. Yea
308. Richard Stephens: 309. Yea
310. Gary Wieseler: 311. Yea
312. Jack Young: 313. Yea
314. Yea: 12, Nay: 0

315.

Administrator Polk discussed the rationale why the policies do not need to be added. In the June Board Meeting, there will be one final policy action to close the book on all previous policy manuals.

316. ESU 7 2020-2021 General Calendar Revision

317. **Recommendation:** Discuss, Consider and take any necessary action to approve the ESU 7 2020-2021 General Calendar revision as presented. Revisions made include: August 13th was changed to an All Staff Training day. August 14th changed to LA/7 Inservice day. August 17th was changed to the Student Start Date.

318.

319. ESU 7 2020-2021 General Calendar Revision as presented Passed with a motion by Donald Ellison and a second by Joyce Baumert.

320. Joyce Baumert: 321. Yea

322. Marni Danhauer: 323. Yea

324. Donald Ellison: 325. Yea

326. Dan Hoesly: 327. Yea

328. Doug Kluth: 329. Yea

330. Richard Luebbe: 331. Yea

332. Jennifer Miller: 333. Yea

334. Doug Pauley: 335. Yea

336. Tammy Roh: 337. Yea

338. Richard Stephens: 339. Yea

340. Gary Wieseler: 341. Yea

342. Jack Young: 343. Yea

344. Yea: 12, Nay: 0

345.

There was a date change regarding when the students would begin the 20-21 school year.

346. ESU 7 COVID-19 Pay Resolution

After consultation with legal council it is recommended that the following resolution be adopted and approved for up to four weeks.

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

347. Approval of ESU 7 COVID-19 Pay Resolution and allowing Administrator Polk to sign on behalf of the Board due to the remote meeting and the Board being unable to physically sign Passed with a motion by Dan Hoesly and a second by Jennifer Miller.

348. Joyce Baumert: 349. Yea

350. Marni Danhauer: 351. Yea

352. Donald Ellison: 353. Yea

- 354. Dan Hoesly: 355. Yea
- 356. Doug Kluth: 357. Yea
- 358. Richard Luebbe: 359. Yea
- 360. Jennifer Miller: 361. Yea
- 362. Doug Pauley: 363. Yea
- 364. Tammy Roh: 365. Yea
- 366. Richard Stephens: 367. Yea
- 368. Gary Wieseler: 369. Yea
- 370. Jack Young: 371. Yea

372. Yea: 12, Nay: 0

373.

This is the third month that this action item has been on the agenda. In the summer months and after tomorrow there will be no para's being paid because they are off contract in the summer.

374. **Administrator's Report General**

Goals - Attached for your Review

Board Vacancy

ESUCC Update

Upcoming Events

Administrator Polk discussed the upcoming Board vacancy. The vacancy was advertised on the ESU 7 website starting May 14th. The interested candidates will need to turn in the paperwork by July 16th in order to appoint someone at the August 2020 Board Meeting. Administrator Polk has been reaching out to area Administrators for potential candidate names.

The District 6 opening will be put on the ballot. Non-incumbents have until August 3rd to file. Administrator Polk reviewed which Board Members were up for election this year. Incumbents have until July 15th to file.

1. Services Update

SIMPL Update

Special Education Early Childhood File Review Results

Administrator Polk will provide the Board with information for services deployed during the COVID-19 Crisis.

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

Darus Mettler (SpEd) - Special Education Staff have been involved in Zoom meetings, group Zoom meetings, Zoom meetings with parents, grading papers, Special Education paperwork including progress notes, Individual Education Plans, Prior Written Notices, and other required paperwork. Staff have also been involved

in trainings and professional development. Early childhood staff was in a file review, ESU 7 did a great job. Last words from the reviewer were "absolutely best process in the state of Nebraska". Early Childhood team is incredible.

Marci Ostmeyer (PD) - Staff continues to do current work but from a remote location, such as adding new teachers to the database, managing media resources, conference registrations, booking Zoom rooms, providing materials to teachers, and other tasks that can be completed remotely. Our staff members are able to do a significant amount of their jobs while they are at home. Professional Development staff created a website with Zoom tutorials with over 2000 views on how to facilitate Zoom meetings. Our coaches still continue to meet with principles and teachers.

Dan Ellsworth (Tech) - Tech Department had to find a way to connect students and teachers outside of the building that were not used to technology. Zoom accounts went from approximately 40-50 before the pandemic to 1,400 during the pandemic. Nationally, Zoom went from 20,000 users to 20 million during this crisis. Tech is currently planning for summer support. Tech staff continues to work on databases, a new website, firewall updates, and other tech projects.

Administrator Polk stated that some decisions have been made for the summer. Summer is typically a 4-6 week event here for the Cen7ter Kids. We are going to do remote learning for summer school and the decision had to be made last week. Special Education Director Mettler added that the extended school year is to help students maintain their skills, not to learn additional skills or catch up on what they may have missed during the pandemic. Administrator Polk added that ESU 7 is at a Level 2 Closure, the most restricted closure that we have. Given the information from the health department, Governor, and commissioners, ESU 7 determined a Level 2 Closure means 2-3 people on campus. We are moving to Level 1 Closure on June 1, 2020. We will continue to be closed to the public. We will authorize 10 people in the building each day. Office hours will be 8am-4pm starting June 1. Administrator Polk is not sure how long the Level 1 Closure will be in place, it depends on what the health department and Governor says. Administrator Polk will meet with the Directors every two weeks. At this point, we plan on holding the June Board Meeting on campus.

2. Facilities Update

The Administrator or designee will provide a facilities update during this item.

- Facility Security/Door Locks
- Academy/Warehouse gutters bid

3. Motion to authorize Administrator Polk to accept lowest bid for the

Academy/Warehouse gutters contract amount not to exceed \$29,529. Passed with a motion by Doug Pauley and a second by Jennifer Miller.

4. Joyce Baumert:

5. Yea

6. Marni Danhauer:

7. Yea

- | | |
|-----------------------|---------|
| 8. Donald Ellison: | 9. Yea |
| 10. Dan Hoesly: | 11. Yea |
| 12. Doug Kluth: | 13. Yea |
| 14. Richard Luebbe: | 15. Yea |
| 16. Jennifer Miller: | 17. Yea |
| 18. Doug Pauley: | 19. Yea |
| 20. Tammy Roh: | 21. Yea |
| 22. Richard Stephens: | 23. Yea |
| 24. Gary Wieseler: | 25. Yea |
| 26. Jack Young: | 27. Yea |
| 28. Yea: 12, Nay: 0 | |
| 29. | |

Dan Ellsworth updated that the door locks will be finished up tomorrow. There are plans to lock the Tech area nightly as well as Linda's office due to the value of equipment and financial information. The main doors will be unlocked between 4:30pm-6:30pm on Board Meeting nights for the public to attend. The doors will remain locked otherwise. Name badges will be required to get into the building or the badge number can be entered. The last method, mainly used for guests or others wishing to enter the buildings, can be buzzed in by secretaries inside the building.

The warehouse gutters, particularly on the east side of the Learning Academy, leak and need replacement.

30. **Personnel**

All Classified/Non Cert Hires and Resignations under this item. Not an action item.

Resignation: Pazia Ryba, Cen7ter Para. Her last day was Monday May 4th.

Pazia Ryba, Cen7ter Para resigned due to accepting full-time work with full-time benefits. There is an active application open for para's on our careers page of the website.

1. Migrant Education Program Summer Work Agreements

Migrant Education Program

The MEP will have an alternate summer program in June and July. Summer Enrichment packets will be delivered by MEP staff to students in grades K-8 interested in participating. These packets will allow our program to reach students in smaller communities where we have not had summer programs in the past. The following 2020 Summer Staff are recommended for employment.

Staff:

Cindy Lorentzen
Katie Parlane

Mikki Wilcox

Administrator Polk noted these individuals will be hired for the Migrant Summer School Program.

31. Legislative Update

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

Administrator Polk gave the update that Legislature will reconvene on July 20.

375. **Committee Reports**

Board Member Richard Stephens noted the Handbook Committee meeting went pretty well and the Handbook is well written. Suggestions were well taken. It will be a solid handbook. All of the policies reflected in the handbook will come to the Board for review in June. No need for a follow up Handbook Committee meeting.

1. Budget Committee Report

Reports of Budget Committee activities and discussion will take place during this item. Chairperson Doug Pauley will provide a report of the Budget Committee activities.

Board Secretary Doug Pauley noted this was the first budget meeting of the year. Tasks and duties were discussed. The Budget Committee started to get into the general budget this meeting. Right now, revenue is estimated 1.5% lower in the levy budgeted items. It is about what it was last year.

376. Adjournment

Meeting adjourned at 7:15pm.

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

ATTORNEY GENERAL GUIDANCE ON EXECUTIVE ORDER NO. 20—03 CORONAVIRUS — PUBLIC MEETINGS REQUIREMENT LIMITED WAIVER

Posted:

Tuesday, March 17, 2020

Nebraskans are facing unprecedented challenges to conduct open, public meetings in the face of the Coronavirus pandemic. Recommendations to limit social gatherings to fight the spread of the virus have generated several questions and concerns about the ability of public bodies to meet electronically. In response, earlier today Governor Ricketts issued Executive Order No. 20—03 (“Order”), which provides a limited waiver of certain requirements of the Nebraska Open Meetings Act, Neb. Rev. Stat. §§ 84-1407 to 84-1414 (2014, Cum. Supp. 2018, Supp. 2019). The Order permits all public bodies in the state to meet by videoconferencing, telephone conference call, and other telecommunications applications, so long as members of the public and the media are provided access to the meetings in some manner. The Order requires that any public body that elects to meet by these means (1) provide reasonable advance publicized notice of its meeting and (2) prepare an agenda of items to be discussed at the meeting. See Neb. Rev. Stat § 84-1411(1) (Supp. 2019). Provisions in Neb. Rev. Stat. § 84-1411(2) and (3) requiring public access to videoconference sites and telephone conference sites are waived by the Order. All other requirements of the Act relating to closed sessions, voting, minutes, etc., must be met. The Order applies to all public meetings beginning today through May 31, 2020.

Updated Thursday, March 19, 2020

Since the issuance of the Order, our office has received numerous calls about its meaning and application. Some callers have interpreted the Order to mean that they can continue to have regular “in-person” meetings, but exclude the public from such meetings. Some have indicated that they plan to close the meeting and post a sign on the door giving the public a call-in number to the meeting being conducted.

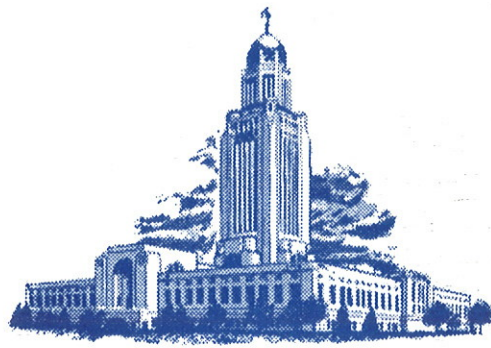
Please keep in mind that the Order is a *limited* waiver of some of the provisions of the Open Meetings Act, specifically relating to videoconference and telephone conference meetings. The Order permits all public bodies in the state to meet by videoconferencing, telephone conference call, and other telecommunications applications, so long as access to the meeting is provided to members of the public and the media. All other provisions of the Open Meetings Act have not been waived. If a public body elects to have an in-person meeting, there is no legal basis in the Open Meetings Act or the Order to close the meeting to the members of the public and press who wish to attend.

Our conclusion above is also applicable to instances where there is a “mixed meeting”—i.e., a portion of the public body meets in person and a portion participates electronically. This office has indicated on multiple occasions that a “meeting” subject to the Open Meetings Act occurs when there is a quorum present and the members of the quorum are engaged in any of the

activities included in the definition of “meeting” set out in Neb. Rev. Stat. § 84-1409(2) (2014). If a quorum of the public body elects to physically meet to discuss public business, even though other members may be participating electronically, then members of the public and media should be allowed physical access to the meeting.

The Attorney General highly recommends that public bodies that wish to conduct virtual meetings in accordance with the Order indicate this in the meeting notice. The notice should clearly state how the members of the public and media may access the meeting. The notice should also indicate that since the meeting will be held electronically, and no quorum of the public body will be physically present together, there will be no public in-person attendance.

The Attorney General urges members of public bodies in Nebraska to use their best judgment in deciding how to proceed in light of the Coronavirus pandemic and the Governor’s Order.



STATE *of* NEBRASKA
OFFICE OF THE GOVERNOR
LINCOLN

EXECUTIVE ORDER NO. 20—03
CORONA VIRUS – PUBLIC MEETINGS REQUIREMENT LIMITED WAIVER

WHEREAS, In order to provide flexibility to assist in meeting the emergency conditions and subsequent impacts brought on from COVID-19, a state of emergency was declared in Nebraska on March 13, 2020; and

WHEREAS, the State of Nebraska is committed to providing seamless government operations to the people of Nebraska throughout the state of emergency; and

WHEREAS, state and local governmental boards, commissions and other public bodies must comply with the Open Meetings Act so that citizens may exercise their democratic privilege of participating in meeting of public bodies; and

WHEREAS, for public health purposes, meetings and gatherings have now been limited to no more than 50 people and may be further limited if the presence of COVID-19 warrants;

NOW THEREFORE, I, Pete Ricketts, Governor of the State of Nebraska, by virtue of the authority vested in me by the Constitution and laws of Nebraska, hereby issue this limited waiver of certain requirements of the Nebraska Open Meetings Act.


Pursuant to this declaration, I hereby order the following:

1. This executive order applies to all governing bodies as defined in Neb. Rev. Stat. §84-1409 (1) and to all public meetings as defined in Neb. Rev. Stat. § 84-1409 (2).
2. All governing bodies may meet by videoconference or by telephone conferencing or by conferencing by other electronic communication so long as there is made available at such meeting access to members of the public and to members of the media.

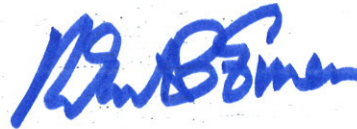
3. The advanced publicized notice and the agenda requirements for meetings that are set forth in Neb. Rev. Stat. §84-1411 and the remaining provisions of Nebraska's Open Meeting Act shall continue to be complied with by all governing bodies and are not waived by this executive order.
4. This waiver shall apply to all public governing body meetings that occur from today through May 31, 2020.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nebraska to be affixed on this 17th day of March, 2020.

ATTEST:



Pete Ricketts, Governor



Robert B. Evnen, Secretary of State

OPEN MEETING ACT (2019)

84-1407. Act, how cited.

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

Source:Laws 2004, LB 821, § 34.

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.

Source:Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.

84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

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

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

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

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

Source:Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2.

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.

Source:Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

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

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

(2) A meeting of a state agency, state board, state commission, state council, or state committee, of an advisory committee of any such state entity, of an organization created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a public power district having a chartered territory of more than one county in this state, of the governing body of a public power and irrigation district having a chartered territory of more than one county in this state, of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, or of a community college board of governors may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section 24-1204, by telephone conference, if:

(a) Reasonable advance publicized notice is given;

(b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used;

(c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference;

(d) At least one member of the state entity, advisory committee, board, council, or governing body is present at each site of the videoconference or telephone conference, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; and

(e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or

(ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing.

Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the

Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if:

(a) The territory represented by the educational service unit, member educational service units, community college board of governors, public power district, public power and irrigation district, Nebraska Brand Committee, or member public agencies of the entity or pool covers more than one county;

(b) Reasonable advance publicized notice is given which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) A nonvoting designee designated under subdivision (3)(f) of this section;

(c) All telephone conference meeting sites identified in the notice are located within public buildings used by members of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or entity or pool or at a place which will accommodate the anticipated audience;

(d) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if a telephone conference call was not used;

(e) At least one copy of all documents being considered is available to the public at each site of the telephone conference call;

(f) At least one member of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or governing body of the entity or pool is present at each site of the telephone conference call identified in the public notice, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site;

(g) The telephone conference call lasts no more than five hours; and

(h) No more than one-half of the board's, council's, governing body's, committee's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that:

(i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by telephone

conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and

(ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call.

Nothing in this subsection shall prevent the participation of consultants, members of the press, and other nonmembers of the governing body at sites not identified in the public notice. Telephone conference calls, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

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

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

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

Source:Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; **Laws 2019, LB212, § 5.**

Effective Date: September 1, 2019

84-1412. Meetings of public body; rights of public; public body; powers and duties.

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

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

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

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

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

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act;

(f) Reasonable arrangements are made to provide viewing at other in-state locations for a videoconference meeting if requested fourteen days in advance and if economically and reasonably available in the area; and

(g) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

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

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

Source:Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1.

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.

Source:Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1.

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.

Source:Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.



I pledge allegiance to the Flag of the

UNITED STATES OF AMERICA,

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



Regular Board of Directors Meeting

Educational Service Unit 7, Oak Room

2657 44th Avenue

Columbus, NE 68601-8537

Monday, April 20, 2020 at 4:00 PM

Attendance Taken at 4:05 PM.

Joyce Baumert: Present
Marni Danhauer: Absent
Donald Ellison: Present
Dan Hoesly: Absent
Doug Kluth: Present
Richard Luebbe: Present
Jennifer Miller: Present
Doug Pauley: Present
Tammy Roh: Present
Richard Stephens: Present
Gary Wieseler: Present
Jack Young: Present

Present: 10, Absent: 2.

Attendance Update Taken at 4:09 PM.

Marni Danhauer: Present

Present: 11, Absent: 1.

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 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.

Administrator Polk gave a tutorial of the Zoom meeting platform and explained that the Board does not need to log into SPARQ since a paper packet was sent to each of them in the mail. Administrator Polk also explained that all participants on the Zoom meeting will be muted but they have the ability to unmute themselves for roll call and voting. Don Ellison, President of the Board, is attending the meeting via Zoom but will abstain from voting at this time.

Roll call was taken at 4:03pm.

Vice President Doug Kluth conducted the meeting.

Staff present at ESU 7 Oak Room:

Larriane Polk, Administrator

Linda Shefcyk, Business Manager

Mindy Reed, Secretary to the Board of Directors

Other Staff present remotely:

Marci Ostmeyer, Professional Development Director

Darus Mettler, 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.

Vice President Doug Kluth reviewed the Open Meetings Act.

1.2. Roll Call

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

Marni Danhauer: Absent

Dan Hoesly: Absent

Donald Ellison: Abstain (Without Conflict)

Joyce Baumert: Yea

Doug Kluth: Yea

Richard Luebbe: Yea

Jennifer Miller: Yea

Doug Pauley: Yea

Tammy Roh: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea
Yea: 9, Nay: 0, Absent: 2, Abstain (Without Conflict): 1

1.3. Absent Board Members

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

Dan Hoesly is absent due to technical issues. Marni Danhauer joined the meeting at 4:09pm.

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 Tammy Roh and a second by Jack Young.

Dan Hoesly: Absent
Donald Ellison: Abstain (Without Conflict)
Joyce Baumert: Yea
Marni Danhauer: Yea
Doug Kluth: Yea
Richard Luebbe: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Tammy Roh: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1

Agenda was approved as presented.

3. Welcome Visitors

No visitors present.

4. **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)
- Treasurer's Report
- Presentation of the Bills
- Certificated/Classified Hire(s)/Reassignments/Resignation(s)
- Other Routine Agenda Items

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

Consent agenda as presented Passed with a motion by Jack Young and a second by Doug Pauley.

| | |
|-------------------|----------------------------|
| Dan Hoesly: | Absent |
| Donald Ellison: | Abstain (Without Conflict) |
| Joyce Baumert: | Yea |
| Marni Danhauer: | Yea |
| Doug Kluth: | Yea |
| Richard Luebbe: | Yea |
| Jennifer Miller: | Yea |
| Doug Pauley: | Yea |
| Tammy Roh: | Yea |
| Richard Stephens: | Yea |
| Gary Wieseler: | Yea |
| Jack Young: | Yea |

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1

Consent agenda approved as presented.

4.1. Minutes

This is a consent item.

4.2. Treasurer's Report

This is a consent item.

4.3. Presentation of Bills # 70719 through # 70850 totaling \$ 705,297.55

The summary of bills for the current month total: \$ 705,297.55- Bills #70719 through # 70850
Inservice bills total: \$ 0

| Check # | Amount | Vendor | Description |
|---------|-------------|---------------------------------|--|
| 70719 | \$15,234.47 | Applied Connective Technologies | 35% Down payment for security door locks |
| 70729 | \$17,286.37 | Boone Central Schools | Title I/PEAK Reimbursements |
| 70735 | \$5,600.00 | Central City Public Schools | Perkins/PEAK Reimbursements |
| 70742 | \$14,538.00 | Daktech Computers | Equipment flow through for schools |
| 70744 | \$7,062.87 | Eakes Office Solutions | SPED supplies/Copier Maintenance |
| 70751 | \$9,262.37 | ESU 2 | NNNC Quarterly billing |
| 70759 | \$10,881.29 | High Plains Community Schools | Title I/PEAK Reimbursements |
| 70766 | \$8,157.60 | Indoff Inc. | Paper for Production |
| 70789 | \$21,554.40 | Paper 101 | Paper for Production |
| 70795 | \$5,176.66 | Ramada River's Edge Convention | ELC Conference |
| 70796 | \$13,225.00 | Rosetta Stone LTD | Title III/Migrant Software |

This is a consent item.

4.4. 2020-2021 Contract for Student Services Principal Leanne Blanchard

2020-2021 Contract for Leanne Blanchard, Student Services Principal.

This is a consent item.

4.5. 2020-2021 Contract for Early Learning Connection Grant Coordinator Angel Mayberry

2020-2021 Contract for Angel Mayberry, Early Learning Connection Grant Coordinator.

This is a consent item.

4.6. 2020-2021 Contract for Speech Language Pathologist Tricia Spieker

2020-2021 Contract for Tricia Spieker, Speech Language Pathologist. FTE change to .60 FTE from .55 FTE.

This is a consent item.

4.7. Resignations

Resignation: April Becker, School Psychologist and Doreen Heitz, Speech Pathologist.

This is a consent item.

4.8. Educational Service Unit Coordinating Council Update/ 2020-2021 Master Services Agreement

The Administrator will report on statewide activities during this item and share with the Board the 2020-2021 Master Services Agreement for their consideration.

Recommendation: Discuss, consider and take any action necessary to approve the 2020-2021 Master Services Agreement as presented.

This is a consent item.

5. Recommend removing Board policies not set forth in the newly adopted Board policy book

Move to repeal and rescind all existing Board policies not set forth in the newly adopted Board policy book.

1) 3.01 Term of Non-Certified Contracts

Rationale: Term of contracts are defined within the contract.

Related Policy: IV.II.C

2) 3.03.01 Long Term Disability Insurance

Rationale: This is a benefit procedure.

3) 3.03.02 COBRA - Consolidated Omnibus Budget Reconciliation Act

Rationale: This is a benefit procedure.

4) 3.07 Payment of Salary

Rationale: This is a salary procedure.

5) 3.20 Psychologist Salary Placement

Rationale: This is in the Negotiation Agreement

Move to repeal and rescind all existing Board policies not set forth in the newly adopted Board policy book as presented Passed with a motion by Doug Pauley and a second by Gary Wieseler.

Dan Hoesly: Absent

Donald Ellison: Abstain (Without Conflict)

Joyce Baumert: Yea
Marni Danhauer: Yea
Doug Kluth: Yea
Richard Luebbe: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Tammy Roh: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1

Administrator Polk explained there are several policies from the old policy book that she is recommending not go into the new policy book. 3.01 Term of Non-Certified Contracts - Our contracts have a term listed in the contract. 3.03.01 Long Term Disability Insurance and 3.03.02 COBRA - Consolidated Omnibus Budget Reconciliation Act - both are benefits to staff, more procedure and not policy. 3.07 Payment of Salary - this policy states staff is paid on the 20th of the month, which is procedure. There may be circumstances when an employee's first check is not on the 20th of the month, depending on start date, that information is shared during new hire. 3.20 Psychologist Salary Placement - this is listed in the preamble of the Negotiated Agreement.

Policy is set by the Board and it can only be changed or revised with Board approval. Procedure is administrative procedure, authorized by Administrator Polk.

6. ESU 7 COVID-19 Pay Resolution

After consultation with legal council it is recommended that the following resolution be adopted and approved for up to four weeks.

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

Approval of ESU 7 COVID-19 Pay Resolution Passed with a motion by Joyce Baumert and a second by Tammy Roh.

Dan Hoesly: Absent
Donald Ellison: Abstain (Without Conflict)
Joyce Baumert: Yea
Marni Danhauer: Yea
Doug Kluth: Yea
Richard Luebbe: Yea
Jennifer Miller: Yea
Doug Pauley: Yea

Tammy Roh: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1

Administrator Polk explained that this Pay Resolution will need to be revisited every four weeks at the Board meeting until the end of the COVID-19 crisis. Staff are working from home, participating in Professional Development modules and other work that is capable of completion in a remote location. Administrator Polk recommends allowing the Pay Resolution again. Due to the remote meeting and the inability for the Board to physically sign, Administrator Polk is requesting to sign the resolution on behalf of the Board and have them initial next time we meet in person. No one opposed.

7. Emergency Declaration

On March 13, 2020 Governor Ricketts declared Nebraska a State of Emergency. Following that declaration, Platte County and the City of Columbus declared an emergency on March 17, 2020. This resolution provides authority to the Administrator to make emergency spending decisions as a result of the COVID-19 crisis.

Emergency Declaration as presented Passed with a motion by Jennifer Miller and a second by Joyce Baumert.

Dan Hoesly: Absent

Donald Ellison: Abstain (Without Conflict)

Joyce Baumert: Yea

Marni Danhauer: Yea

Doug Kluth: Yea

Richard Luebbe: Yea

Jennifer Miller: Yea

Doug Pauley: Yea

Tammy Roh: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1

Administrator Polk discussed the Emergency Declaration for Columbus as well as Platte County. As a result, each school district is asked to approve the COVID-19 Resolution in order to have access to FEMA/NEMA funds in the event there needs to be a decision on spending related to COVID-19 without needing to hold an emergency meeting.

8. Conflict of Interest Discussion

Vice President Doug Kluth has been offered and accepted the interim Superintendent position at

Shelby-Rising City. This being an ESU 7 member school has potential for conflicts of interest at ESU 7 Board Meetings. This discussion will provide guidance to the Board as to disclosure of these conflicts.

Vice President Doug Kluth stated that this item will be tabled indefinitely. He submitted his resignation effective June 30, 2020.

9. Administrator's Report General

Goals - Attached for your Review
ESUCC Update - Verbal

ESU 7, public schools, and non-public schools have participated in Superintendent meetings once a week. The Commissioner Calls are on Mondays and the Superintendent meetings are on Tuesdays. Current topics discussed are checking-in material at the end of the school year, prom, graduation, honors night, and sport banquets are being discussed, the right of passage events for students, and the June reporting to the Department of Education.

The Governor is asking the school districts to talk to the Health Department if they have ideas on how to conduct the events. Moving into June and July the expectation would be for the school district to discuss the roll out of the new year. School districts are being asked to develop some contingency plans to include starting on time, start on time with online learning, start on time with students having an alternate schedule, or another plan is to start the school year late. Plans have not been determined yet and the school districts need time to make the decision.

Platte County is doing well in terms of identified COVID-19 cases. There have been 7 confirmed cases in Platte County. Hall County is leading the state in confirmed cases with 531 confirmed cases. Douglas County has 291 confirmed cases. The peak is expected on May 1, 2020. The better we follow the rules, the farther out the peak will get pushed. Pushing the peak prevents our health care agencies from becoming overwhelmed with sick individuals. There is a revised statute to the Open Meetings Act that allows the ESU's and school districts to meet via video conference until the end of May. ESU's have always had the capability to meet via video conference however, the original statute states that we would have to notify the public of each place a person is meeting on the video conference. The revised statute allows us to meet this way without the notice of each individual location. The May 2020 Board Meeting will most likely be via video conference as well.

Marci Ostmeier has been recognized as a member of the National Council of Teachers of Mathematics. Her term begins May 1, 2020 and goes through October 31, 2023. Congratulations!

There was a Board Retreat originally planned for the summer but Administrator Polk would recommend we wait until we can meet in person, possibly in the fall.

Legislative Update - There are 17 days left in the Legislative Session. Only the highest priority

bills will be discussed when the Legislation reconvenes, top among them is the State Budget. Other bills may have consideration but it is unknown at this time which bills that will include.

9.1. Services Update

Administrator Polk will provide the Board with information for services deployed during the COVID-19 Crisis.

Administrator Polk is working on a contingency plan for the start of our new year. If we have schools who want to start later in the year, we may need to make adjustments. As the schools are creating their contingency plans, so will Administrator Polk.

Administrator Polk reviewed the updated COVID-19 Guide. The document shares information about how we will access risk, level three programs, how to address home visits, how to address staff appointed out to school districts, trainings, if offices are open or closed, flex staffing/remote working, screening individuals coming into the building, how we clean, instructions to self-quarantine and how to communicate that. The document describes what we are doing right now. We are closed and have one Administrator on staff, other staff can come into the building but have to be approved. There is an approval process. After the Governor decides to relax the directed health measures, we will respond accordingly. This is a fluid document and gives an outline on decisions that will be made.

9.2. Facilities Update

The Administrator will provide a facilities update during this item.

Director Dan Ellsworth gave a report on the doors and the locks. The company has been working on the project for two weeks and they are almost done. Director Dan Ellsworth will program all of the smart badges for ESU 7. The company will be back the week of April 27 and they are expected to be done before May.

9.3. Personnel

Reading of the 2020 Board Recognition Retiree Resolutions for Darus Mettler, Special Education Director and Laura Mettler, Speech Language Pathologist.

Approve Resolution for Darus Mettler. Passed with a motion by Jennifer Miller and a second by Tammy Roh.

| | |
|------------------|----------------------------|
| Dan Hoesly: | Absent |
| Donald Ellison: | Abstain (Without Conflict) |
| Joyce Baumert: | Yea |
| Marni Danhauer: | Yea |
| Doug Kluth: | Yea |
| Richard Luebbe: | Yea |
| Jennifer Miller: | Yea |
| Doug Pauley: | Yea |
| Tammy Roh: | Yea |

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1

Approve Resolution for Laura Mettler. Passed with a motion by Joyce Baumert and a second by Tammy Roh.

Dan Hoesly: Absent

Donald Ellison: Abstain (Without Conflict)

Joyce Baumert: Yea

Marni Danhauer: Yea

Doug Kluth: Yea

Richard Luebbe: Yea

Jennifer Miller: Yea

Doug Pauley: Yea

Tammy Roh: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1

Administrator Polk read the Retirement Resolutions for Darus and Laura Mettler. Both of the resolutions were approved. Due to the remote meeting and the inability for the Board to physically sign, Administrator Polk will sign the Resolutions on behalf of the Board.

10. Adjournment

Meeting adjourned at 5:06 pm.

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 | 00070851 | 63.95 | 05/20/20 | 60053 5TH SEASON LAWN SERVICE | C |
| 10 | 00070852 | 30.72 | 05/20/20 | 10013 ACE HARDWARE | C |
| 10 | 00070853 | 220.00 | 05/20/20 | 190428 ALMQUIST, MALTZAHN, GALLOWAY & LUTH, PC | C |
| 10 | 00070854 | 5,417.79 | 05/20/20 | 10391 AMAZON | C |
| 10 | 00070855 | 53.48 | 05/20/20 | 7633 ANA SANTOS | C |
| 10 | 00070856 | 4,240.00 | 05/20/20 | 10681 APPLE COMPUTER, INC. | C |
| 10 | 00070857 | 26,292.74 | 05/20/20 | 388 APPLIED CONNECTIVE TECHNOLOGIES | C |
| 10 | 00070858 | 112.70 | 05/20/20 | 8508 APRIL BECKER | C |
| 10 | 00070859 | 295.00 | 05/20/20 | 10910 AWARDS & ENGRAVING | C |
| 10 | 00070860 | 652.45 | 05/20/20 | 20250 BEARD-WARREN HEATING & AIR | C |
| 10 | 00070861 | 88.80 | 05/20/20 | 4901 CAPITAL ONE-ASD PFISTER | C |
| 10 | 00070862 | 1,660.04 | 05/20/20 | 30038 CAPITAL ONE-SPED ARNDT | C |
| 10 | 00070863 | 295.00 | 05/20/20 | 2097 CAPITAL ONE-SPED KASSING | C |
| 10 | 00070864 | 276.88 | 05/20/20 | 30550 CITY OF COLUMBUS WATER & SANIT | C |
| 10 | 00070865 | 35.64 | 05/20/20 | 4812 CUBBY'S, INC. | C |
| 10 | 00070866 | 1,053.83 | 05/20/20 | 40725 EAKES OFFICE SOLUTIONS | C |
| 10 | 00070867 | 514,221.14 | 05/20/20 | 50825 ED SERVICE UNIT 7-PAYROLL | C |
| 10 | 00070868 | 8.88 | 05/20/20 | 50630 ERNST AUTO CENTER | C |
| 10 | 00070869 | 181.96 | 05/20/20 | 7560 HOSTED SERVICES | C |
| 10 | 00070870 | 142.03 | 05/20/20 | 50750 ESU 10 | C |
| 10 | 00070871 | 4,000.00 | 05/20/20 | 50650 ESU 3 | C |
| 10 | 00070872 | 100.00 | 05/20/20 | 3743 FES LLC | C |
| 10 | 00070873 | 40.71 | 05/20/20 | 60056 FIRST NATIONAL BANK | C |
| 10 | 00070874 | 292.50 | 05/20/20 | 7013 GREAT PLAINS COMMUNICATIONS | C |
| 10 | 00070875 | 558.00 | 05/20/20 | 80543 HOMETOWN LEASING | C |
| 10 | 00070876 | 14.69 | 05/20/20 | 80880 HY-VEE | C |
| 10 | 00070877 | 19.85 | 05/20/20 | 90088 INDOFF INCORPORATED | C |
| 10 | 00070878 | 199.95 | 05/20/20 | 90088 INDOFF, INC | C |
| 10 | 00070879 | 1,125.00 | 05/20/20 | 260089 KATHLEEN ZADINA | C |
| 10 | 00070880 | 522.50 | 05/20/20 | 4839 KSB SCHOOL LAW | C |
| 10 | 00070881 | 25.00 | 05/20/20 | 4430 LEARNING FORWARD NEBRASKA | C |
| 10 | 00070882 | 1,125.00 | 05/20/20 | 40200 LINDA DAMMANN | C |
| 10 | 00070883 | 2,072.93 | 05/20/20 | 120550 LOUP POWER DIST | C |
| 10 | 00070884 | 1,029.72 | 05/20/20 | 1996 MAILPREP ETC. | C |
| 10 | 00070885 | 62.68 | 05/20/20 | 11282 MARIANNA MEDINA-SANTOS | C |
| 10 | 00070886 | 24.20 | 05/20/20 | 130378 MENARDS | C |
| 10 | 00070887 | 485.00 | 05/20/20 | 140351 NCSA | C |
| 10 | 00070888 | 50.00 | 05/20/20 | 140066 NE ASSOC OF SCHOOL BOARDS | C |
| 10 | 00070889 | 119.82 | 05/20/20 | 140570 NEBRASKA TECHNOLOGY & TELECOM. | C |
| 10 | 00070890 | 111.99 | 05/20/20 | 7153 O'NEILL FAMILY EYECARE, P.C. | C |
| 10 | 00070891 | 17,149.17 | 05/20/20 | 150330 OSCEOLA PUBLIC SCHOOLS | C |
| 10 | 00070892 | 30,798.80 | 05/20/20 | 5061 PAPER 101 | C |
| 10 | 00070893 | 246.18 | 05/20/20 | 80130 PEARSON ASSESSMENT | C |
| 10 | 00070894 | 375.00 | 05/20/20 | 160095 PERRY,GUTHERY, HAASE& GESSFORD P.C.,L.L. | C |
| 10 | 00070895 | 155.49 | 05/20/20 | 160672 PRESTO-X | C |
| 10 | 00070896 | 32.83 | 05/20/20 | 170029 QUALITY SOUND | C |
| 10 | 00070897 | 59.75 | 05/20/20 | 170125 QUILL CORPORATION | C |
| 10 | 00070898 | 269.10 | 05/20/20 | 30268 SANDY CERNY | C |
| 10 | 00070899 | 4,750.00 | 05/20/20 | 9660 SEIDLITZ EDUCATION | C |
| 10 | 00070900 | 101.20 | 05/20/20 | 8524 SHAYNA CEPTEL | C |
| 10 | 00070901 | 49.98 | 05/20/20 | 3816 STAPLES ADVANTAGE | C |
| 10 | 00070902 | 4,586.40 | 05/20/20 | 190850 DAS STATE ACCOUNTING-CENTRAL FINANCE | C |
| 10 | 00070903 | 112.25 | 05/20/20 | 200606 U & I SANITATION | C |
| 10 | 00070904 | 6,825.00 | 05/20/20 | 210160 UNL-ATTN: CARRIE BROWNYARD | C |
| 10 | 00070905 | 1,393.20 | 05/20/20 | 10320 VERIZON WIRELESS | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|-------------------|----------|-------------------------------|------|
| 10 | 00070906 | 79.93 | 05/20/20 | 10545 YARIBEY RODRIGUEZ | C |
| 10 | 00070907 | 262.20 | 05/20/20 | 10030 ANA KAREN GARCIA MEDINA | A |
| 10 | 00070908 | 7.94 | 05/20/20 | 7188 CODY NELSEN | A |
| 10 | 00070909 | 315.45 | 05/20/20 | 10529 DAVID VANDERHEIDEN | A |
| 10 | 00070910 | 89.13 | 05/20/20 | 20135 ISAURA BARRETO | A |
| 10 | 00070911 | 131.10 | 05/20/20 | 9580 JASON TROTTER | A |
| 10 | 00070912 | 23.58 | 05/20/20 | 9741 JENNIFER ZYSSET | A |
| 10 | 00070913 | 170.49 | 05/20/20 | 7072 LAURA METTLER | A |
| 10 | 00070914 | 200.10 | 05/20/20 | 190434 LORI SIMANEK | A |
| 10 | 00070915 | 515.20 | 05/20/20 | 8788 NATHALIE VARGAS | A |
| 10 | 00070916 | 194.93 | 05/20/20 | 10375 RONELLE JACKSON | A |
| 10 | 00070917 | 168.48 | 05/20/20 | 10960 ROSA WALDROP | A |
| 10 | 00070918 | 43.13 | 05/20/20 | 130708 SHARON M BROWN | A |
| 10 | 00070919 | 142.03 | 05/20/20 | 10740 SHELLI EICKMEIER | A |
| 10 | 00070920 | 65.55 | 05/20/20 | 230361 WENDY WOLFE | A |
| Total Bank No 10 | | 636,636.16 | | | |

| | |
|--------------------------------|-------------------|
| Total Manual Checks | .00 |
| Total Computer Checks | 634,306.85 |
| Total ACH Checks | 2,329.31 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

| | |
|-------------------------|-------------------|
| Grand Total | 636,636.16 |
| Number of Checks | 70 |

| Batch Yr | Batch No | Amount |
|----------|----------|------------|
| 20 | 000211 | 21,214.46 |
| 20 | 000212 | 75,745.97 |
| 20 | 000215 | 514,221.14 |
| 20 | 000218 | 25,454.59 |

Inservice Account

| | Transaction/Explanation | Receipt | Expenditures | Balance |
|--------|-------------------------|---------|--------------|------------|
| 5/7/20 | Carolyn Koch - Memorial | | \$20.00 | \$7,894.66 |

| | |
|--------------|---------|
| Expenditures | \$20.00 |
|--------------|---------|

Apr.'20 Treasurer Report

| | | | | | |
|---|--|---------------------|---------------------|---|--|
| Beginning Balance April 1, 2020 | | | \$67,871.72 | | |
| RECEIPTS | | | | | |
| Property taxes | | \$150,715.25 | | | |
| SPED | | \$349,876.67 | | | |
| General/Flow Through | | \$53,964.41 | | | |
| Grants | | \$31,151.69 | | | |
| TOTAL RECEIPTS | | \$585,708.02 | \$585,708.02 | | |
| | | | \$653,579.74 | | |
| Transfer to Money Market | | | \$125,000.00 | + | |
| Total Funds Available | | | \$778,579.74 | | |
| DISBURSEMENTS: | | | | | |
| General Fund | | \$263,363.08 | | | |
| SPED | | \$305,142.05 | | | |
| Grants | | \$136,792.42 | | | |
| Total DISBURSEMENTS Check #70719 thru #70845 | | \$705,297.55 | \$705,297.55 | - | |
| Ending balance, APRIL 31, 2020 | | | \$73,282.19 | | |

| | | | | | |
|---|--|--|--|--|----------------|
| Checking balance | | | | | \$73,282.19 |
| Money Market Deposit Account at First National Bank | | | | | \$2,655,000.00 |
| 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 |

| | | | | | |
|--|-----------------------|--|--|--|-----------------------|
| TOTAL CASH ON HAND (includes cash reserve amount below) | | | | | \$3,328,282.19 |
| CASH RESERVE | \$1,294,879.97 | | | | |

| | | | | | |
|--|--|---------------|--|-------------------------|--|
| Funds that are due to ESU 7 | | | | | |
| Grants | | | | (\$1,126,180.38) | |
| Production/Art Media Accounts Receivable | | (\$4,326.50) | | | |
| Network Support Accounts Receivable | | (\$1,990.75) | | | |
| Misc. Flow thru Accounts Receivable | | (\$12,365.82) | | | |
| Outstanding Receivables | | | | (\$18,683.07) | |
| Total due to ESU 7 | | | | (\$1,144,863.45) | |

| | 2018-2019 | 2019-2020 | 2018-2019 | 2019-2020 | | |
|--|-------------------------|-------------------------|-----------------------------|-----------------------------|----------------------------|-----------------|
| | Dollars Spent Per Month | Dollars Spent Per Month | Percentage spent each month | Percentage spent each month | | |
| September | \$202,681.49 | \$233,594.34 | 7.71% | 9.02% | Total Budget | \$14,047,117.89 |
| October | \$202,854.45 | \$175,297.11 | 7.72% | 6.77% | 30% of budget | \$4,214,135.37 |
| November | \$184,498.40 | \$202,501.62 | 7.02% | 7.82% | Total budget spent to date | \$5,732,254.46 |
| December | \$163,233.94 | \$165,182.58 | 6.21% | 6.38% | | |
| January | \$183,799.94 | \$177,711.62 | 6.99% | 6.86% | NOTES | |
| February | \$180,933.62 | \$172,776.96 | 6.88% | 6.67% | | |
| March | \$159,254.61 | \$162,892.28 | 6.06% | 6.29% | | |
| April | \$191,079.86 | \$168,956.78 | 7.27% | 6.52% | | |
| May | \$211,618.36 | | 8.05% | 0.00% | | |
| June | \$159,793.86 | | 6.08% | 0.00% | | |
| July | \$171,051.50 | | 6.51% | 0.00% | | |
| August | \$171,858.59 | | 6.54% | 0.00% | | |
| Approved Total General Budget for Levy \$ | | | \$2,628,278.46 | \$2,589,759.94 | | |
| Total Spent to date | | | \$2,182,658.62 | \$1,458,913.29 | | |
| Dollars approved from cash reserve | | | | \$75,508.79 | | |

3.15.03 Article I, Section 1, F Unit Calendar

It shall be the responsibility of the Administrator to develop the ESU calendar for recommendation, approval, and adoption by the Board annually. The Educational Service Unit 7 Board of Directors by the May meeting, will adopt a Unit calendar for the following year. ~~The Unit office will normally be closed on the following days: July 4 (1); Labor Day (1); Thanksgiving (2); Winter Break (6-10); Spring Break (1-2); Memorial Day (1) unless action by the Board determines otherwise.~~

The Board may amend the official ESU calendar when the Board considers the change to be in the best interest of the ESU's service plan.

~~Twelve (12) month employees work 245 days exclusive of non work days.~~

~~Nine (9) month employees work 185 days exclusive of non work days.~~

| | |
|-------------------|--|
| Legal Reference: | |
| Date of Approval: | |

3.51 Article I, Section 5, E Negotiations

Negotiations shall be conducted in accordance with the applicable negotiated agreement and state and federal statutes.

1. Associations seeking official Educational Service Unit 7 recognition for the purpose of negotiations shall submit such request in writing to the Educational Service Unit 7 Board.
2. The Educational Service Unit 7 Board agrees to enter into the negotiation process with each recognized employee group in a good faith effort to reach an agreement concerning employees' salaries, terms and conditions of employment.
3. The Educational Service Unit 7 Board delegates the authority to its representatives to make and consider proposals and concessions in the course of negotiating, subject to ratification by the Educational Service Unit 7 Board.
4. Negotiations will be conducted in closed sessions.

| | |
|-------------------|--|
| Legal Reference: | |
| Date of Approval: | |

1.14.04 **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 Special Education Advisory Council and the Educational Service Unit 7 Board.~~
 - b. All requests must be made to the ~~Special Education Advisory Council and~~ **Administrator and** the Educational Service Unit 7 Board.
 - c. Final responsibility keeping records, submitting reports, placement of students, etc., ~~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~~ **through** its designated Administrator, and shall follow all rules, regulations, guidelines, and policies as set forth by them.

~~The Board recognizes the Special Education Advisory Council as the official advisory council for the Cooperative and will be sensitive and responsive to its needs whenever possible.~~

3. The Director of Special Education shall work for the Educational Services Unit 7 Board, through the ~~Unit~~ Administrator, in carrying out such duties as are assigned ~~by them~~. 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 ~~Unit~~ Administrator and to the ~~Unit~~ Board as a part of the total ~~Unit~~ 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 ~~that it is now housed~~ **necessary as determined by the Administrator.**

- a. The Cooperative shall be responsible for maintenance and upkeep of the portion of property ~~as per the Interlocal Agreement~~. 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.

~~ORGANIZATIONAL FLOW CHART~~

~~Educational Service Unit 7 Board~~

~~Educational Service Unit 7 Administrator~~

~~Special Education Director~~

~~Special Education Advisory Board~~

| | |
|------------------|---|
| Legal Reference: | § |
| Date of Review: | |

2-10.04 **Article III, Section 5, J Payment of Bills Prior to Board Authorization**

Although it is the policy of **Claims are subject to review by** the Educational Service Unit 7 Board ~~that claims be subject to Board review prior to the expenditure of funds in certain cases the application of this policy.~~ **This review** is not practical or desirable for certain categories of expenditures, including the following, but not limited to:

- Rent, utilities, building services and equipment leases, which are recurring in nature and subject to contract;
- Credit cards, including vendor credit cards where finance charges are avoided with prompt payment;
- Expenses written from the Administrator Inservice account such as memorials, postage, etc.;
- Employee benefits, payroll taxes and expense reimbursements;
- Conference registrations;
- Grant closeouts;
- Payments under annual contracts approved by the Board and for which funds are budgeted by the Board on an annual basis where payments to vendors with respect to such contracts cannot be preapproved by the Board because of an immediate need for services;
- Reissued checks to correct errors on checks previously written.

The Administrator, or his delegate **designee**, is authorized to approve such expenditures prior to Board review ~~but~~. **All** such expenditures shall be reported to the Board for review and approval at the next regularly scheduled board meeting.

| | |
|------------------|---|
| Legal Reference: | § |
| Date of Review: | |

3.16 Article IV, Section 1, C Salary Schedule Advancement

In order for college hours to count for advancement on the Special Education Cooperative **Negotiated Agreement** salary schedule, they must be 1) part of an approved graduate degree program (approved by the college) in the instructor's respective discipline; 2) graduate courses in the instructor's/coordinator's instructional field (discipline), or in a field relating directly to his/her discipline, i.e. special education courses, with administrative approval; or 3) part of a special staff-development program approved in advance. ~~All salary schedule movement beyond the MA that is not applicable to a college approved graduate program will be reduced to an individual professional growth plan approved by the special education director.~~

All requests for approval of courses should be made on the basis of the above criteria and should be submitted to the Director of Special Education **or designee** in writing by ~~March~~ **October** 15 of each year prior to course enrollment. The applicant will be notified in writing as to whether or not the course in question does not meet the criteria for salary schedule advancement.

| | |
|------------------|--|
| Legal Reference: | |
| Revision Date: | |

Article IV, Section 1, D Employee Benefits

3.03.01 Long Term Disability Insurance

Long Term Disability Insurance is provided to qualified employee groups. Educational Service Unit 7 Board shall determine the carrier and maximum salary amount of coverage available. Each employee will have the premium cost of Long Term Disability added to and deducted from their salaries so that benefits are tax free to the employee.

3.03.02 COBRA - Consolidated Omnibus Budget Reconciliation Act

COBRA applies to employees who are covered under a group health insurance plan and then become ineligible for further coverage under the plan because of one of six events. These events, called “qualifying events”, include: 1) death, 2) “termination (other than by reason of such employee’s gross misconduct), or reduction of hours, of employment”, 3) divorce or legal separation, 4) becoming entitled to Medicare benefits, 5) a dependent child reaching the maximum age for coverage and 6) retirement.

When a covered employee is terminated, he/she is entitled under COBRA to continued coverage under the group health plan at a premium of not greater than 102% of the regular premium rate. This right continues for eighteen months after the termination as long as the employee does not fail to pay his/her premium, become a covered employee under any other group health plan, or become entitled to Medicare benefits, and as long as the employer does not terminate the group health plan entirely. Employees who are entitled to continued coverage under one of the five other qualifying events are entitled to continued coverage for thirty-six months after their qualifying event. Employees must be offered a conversion period if a conversion option is otherwise generally available under the group health plan.

At the time of commencement of coverage under the plan, the employer will notify the third party administrator to send a written notice to the covered employees and their spouses. When the qualifying events occur, the employer will notify the plan administrator of the event within thirty days. If the qualifying event is one of divorce, legal separation, or the aging of a dependent child, the employee is the one who has the duty to notify the plan administrator.

A notice of termination will be sent to the employee, as under state law, and to the plan administrator, as under federal law.

4.16 Unemployment

Educational Service Unit 7 has adopted the self-insured unemployment plan, and has established a reserve account for the payment of unemployment claims.

3.06 Annuity Program

Educational Service Unit 7 agrees to participate in tax sheltered annuity programs as per applicable law.

| | |
|------------------|--|
| Legal Reference: | |
|------------------|--|

Revision Date:

Article V, Section 8, B Emergency Closure of ESU 7 Buildings

If the Administrator or Administrator’s designee determines that a building or buildings should be closed due to health or safety concerns, then the Administrator or Administrator’s designee is authorized to close an ESU 7 building or buildings until the Administrator or Administrator’s designee determines that such building or buildings should be reopened.

In determining whether a building or buildings should be closed, the Administrator or Administrator’s designee is encouraged to receive input from law enforcement, health officials and other experts.

If the Administrator or Administrator’s designee makes the decision to close an ESU 7 building or buildings, then the Administrator or Administrator’s designee shall communicate such decision to students, parents (if applicable), staff, community members and area media outlets as soon as practical.

If an ESU 7 building is closed, then no person shall be allowed to enter such building unless the Administrator permits such person to enter such building.

| | |
|-------------------|----------------|
| Legal Reference: | §§ |
| Date of Adoption: | March 16, 2020 |

Article V, Section 8, C Emergency Exclusion of Persons from ESU 7

If the Administrator or Administrator’s designee determines that a person may pose a health or safety risk to others, the Administrator may exclude such person from ESU property. If such person is a student in an ESU 7 Level III program then the Administrator or Administrator’s designee will contact the resident school district to transport the student from the Level III program back to the resident school district. After returning to the resident school district, the student will follow the exclusion protocol established by the resident school district. If such person is a staff member, then the Administrator or Administrator’s designee may place said staff member on paid or unpaid leave. If such person is not a student or staff member, then the Administrator or Administrator’s designee shall inform such person as soon as possible that they are not permitted on ESU 7 property until further notice from the Administrator or Administrator’s designee.

The Administrator may consult with law enforcement, health officials or other experts in determining whether such exclusion should occur.

| | |
|-------------------|----------------|
| Legal Reference: | §§ |
| Date of Adoption: | March 16, 2020 |

2.08 Insurance and Bonding

The Educational Service Unit 7 treasurer shall give bond or evidence of equivalent insurance coverage, payable to the board, in such sum as the board shall determine conditioned for the faithful performance of the duties as treasurer of the board and for the safekeeping and proper disbursement of all funds of the board collected or received by him or her. Such bond shall be signed by a corporate surety company or insurance company authorized to do business within this state. Such bond or insurance coverage may be enlarged at any time the board deems such enlargement necessary or advisable. The cost of such bond or insurance coverage shall be paid out of funds of the board.

An insurance program shall be maintained to cover workman's compensation and the liability of the Board for property and vehicles owned by the Educational Service Unit 7. The program shall include coverage for the liability of the Board for the actions and safety of the employees.

The insurance and bonding program shall be reviewed at the beginning of each fiscal year and at other times the Board deems necessary.

(Adopted May 16, 1983)

(Revised June 17, 2002)

(Revised July 16, 2012)

2.11 Quantity Purchasing

Standardization of Supplies and Equipment –

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specification for goods and services as needed.
2. Cite several existing, commercially available “standard brands” that meet those specifications acceptably as examples.
3. Invite vendors to submit estimates on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

(Adopted May 16, 1983)
(Revised June 17, 2002)
(Reviewed July 16, 2012)

3.02.01 Loan Policy

As a public service, Educational Service Unit 7 will loan selected items for use by individuals, educational, civic or service organizations and non-profit activities. Schools have priority of use of all Educational Service Unit 7 items.

Guidelines:

1. Items may not be requested more than 45 days in advance.
2. Items will be loaned only to an adult representative.
3. The person to whom the item is given will be held responsible for the cost of repair or replacement for damages due to carelessness, theft, abuse or improper use.
4. The Educational Service Unit 7 reserves the right to cancel and/or refuse requests if the materials are not to be used for educational purposes.
5. Arrangements for pickup and delivery are the sole responsibility of the borrower.
6. The items will be returned within two (2) working days after the date of use.
7. Limited to items not commercially available.
8. Limited to items with appropriate usage rights.

Rationale –

This policy will increase the utilization of Educational Service Unit 7 resources to meet the educational needs of our area. It would provide an opportunity to foster good public relations through providing a service to the community.

Loan of Educational Service Unit 7 items must be authorized by the Educational Service Unit Administrator.

(Adopted June 16, 1986)
(Reviewed May 20, 2002)
(Revised August 20, 2012)

Policy 1.25 Material Disclaimer












Educational Service Unit 7, as a part of the services to the school districts it serves, acquires a variety of curriculum support materials. Educational Service Unit 7 plays no part in determining curriculum for the school districts that use such materials, nor does it offer any guidance beyond what may be set forth by the publishers or authors of the materials themselves, as to the age appropriateness of, the use of, the legality of, or educational appropriateness of the use of such materials in that Educational Service Unit 7 has no control or supervision of any nature over any of the materials owned by Educational Service Unit 7 and circulated to the school districts in the Educational Service Unit area. Educational Service Unit 7 accordingly assumes no responsibility of any manner for any use, intended or actual, of any resource materials belonging to Educational Service Unit 7 and used by any school district.

(Adopted January, 1988)

(Revised April 15, 2002)

(Reviewed June 18, 2012)

ESU 7 Unit Calendar
August 2020 - July 2021
245 Workdays
SPED Cert Workday 189

| | | |
|---|--|--|
|  LA/7 Student Start |  LA/7 Student End |  LA/7 Closed |
|  All Staff Meetings |  Unit Closed |  Princ. Cluster |
|  Board Meeting |  Agency Team Meetings |  Supt. Meetings |
|  LA/7 Inservice |  SPED Meetings | |

| August 2020 16/21 | | | | | | |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| September 2020 21 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| October 2020 21/22 | | | | | | |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2020 18/19 | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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| December 2020 16 | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| January 2021 20 | | | | | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| February 2021 20 7 | | | | | | |
|--------------------|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| March 2021 21/23 8 | | | | | | |
|--------------------|----|----|----|----|----|----|
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| April 2021 20 | | | | | | |
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| May 2021 12/20 | | | | | | |
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| June 2021 22 | | | | | | |
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| July 2021 20 | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Clean Up Day: May 21, 2021 1st SPED Contract Day: August 10, 2020 Last SPED Contract Day: May 18, 2021

RESOLUTION

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

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

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

WHEREAS, it is in the best interests of ESU 7 to pay ESU 7's hourly, exempt and/or non-exempt employees while ESU 7 is temporarily closed for a variety of reasons, namely: to ensure that said ESU 7 employees do not leave employment during the temporary closure, to avoid the spread of any illness to other employees, for staff morale, and for other legitimate reasons.

NOW, THEREFORE, BE IT RESOLVED that, in the event of the temporary closure of ESU 7, and/or during a health department recommended self-quarantine, the ESU 7 Administrator is hereby authorized to pay ESU 7 hourly, exempt, and/or non-exempt employees in an amount that the ESU 7 Administrator deems fair and reasonable, but not to exceed such employee's customary and regular pay, for up to four(4) weeks during the self-quarantine/temporary closure.

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

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

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

_____.

The following members voted against the same:

_____.

The following members were absent or not voting:_____.

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

DATED this 18 day of May, 2020.

EDUCATIONAL SERVICE UNIT 7

ATTEST:

BY: _____
President

Secretary



ESU 7 Goals

Board of Directors

Goal 1: Use of Data for Quality and Efficiency: The Board will use data to ensure quality and efficiency of current and future services to its stakeholders (students, educators, parents and community).

Goal 2: Behavioral Health Programming: The Board will explore the potential expansion of educational behavioral health programming.

Goal 3: Financial Projections: The Board will examine short and long term financial projections to ensure long term financial stability.

Goal 4: Updates Policy Manual: The Board will work to update and streamline their policy manual.

Administrator

Goal 1: Develop and deploy a Board Self-Assessment tool to use in establishment of Board Goals.

Goal 2: Establish Partnerships with local media to assist in communicating ESU 7 services and supports to school districts in the ESU 7 area.

Goal 3: Engage in strategic communication efforts to and among staff and stakeholders regarding programs and services.

Agency Team

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

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

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

Goal 4: Agency Team will increase knowledge of department projects agency wide.

Departments

Administration: Efficiency will be increased by users being involved in the decisions of products/procedures. A satisfaction survey will be filled out monthly.

Cen7ter: All Cen7ter staff will be fully informed about each current student and his or her needs in a timely manner.

Early Childhood: By August 2020, caseload analysis will demonstrate staff are working within the designated FTE and all kids are receiving the services needed.

Grants: By May 2020, the Grant Department will increase collaboration between Transition, ASD and Resource Coach from 0 collaborative teaming opportunities (co-present, co-plan) to 4 teaming opportunities.

Learning Academy: Our team will focus our growth on doing what is best for students to meet their individual needs.

Migrant: Promote healthy migrant families both physically and mentally.

Production: Provide communication to schools for summer printing.

Professional Development: Refine and improve our District Consultation process in order to better meet the needs of our School Districts.

Psychology: Effectively collaborate and communicate in order to provide high-quality services (effective and efficient) to districts with less FTE for 2019-2020 school year.

Speech: By the end of the 2019-2020 school year, the SLP department will optimize competency in language therapy by being proficient or distinguished in 4/4 indicators on the rubric.

Technology: Time Management

Vision: By May 2020, the Vision Team will develop a checklist to be used by educational teams with each vision referral/evaluation.



NEBRASKA LEGISLATURE

The official site of the Nebraska Unicameral Legislature



Nebraska Revised Statute 32-574

[Revised Statutes](#) » [Chapter 32](#) » [32-574](#)

[Print Friendly](#)

[< 32-573](#) | [Chapter 32 Index](#) | [32-601 >](#)

Chapter 32

32-574.

Vacancies.

Unless otherwise provided by law, all vacancies shall be filled within forty-five days after the vacancy occurs unless good cause is shown that the requirement imposes an undue burden.

Source

[Laws 2015, LB575, § 13.](#)

[Frequent Questions](#)

[Americans with Disabilities Act Notice](#)

[Privacy Policy](#)

[Glossary of Terms](#)

[Contact Us](#)

[Disclaimer](#)



ESU 7 COVID-19 Pandemic Guide

Pandemic Defined:

A pandemic occurs when a new virus that is different from seasonal viruses emerge and spread quickly between people, causing illness worldwide. Most people will lack immunity to the pandemic virus. Pandemic viruses can be more severe, causing more deaths than seasonal viruses. Because it is a new virus, a vaccine may not be available right away. A pandemic could therefore overwhelm normal operations in workplace settings. (Adapted from CDC, "Get Your Workplace Read for Pandemic Flu, April 2017, pg. 2).

Closure Defined:

Ceasing operation of the physical learning space (school). It is expected that in most, if not all cases, a continuity of learning is still occurring in an alternate learning environment even when a school building is closed. ~ Nebraska Department of Education

Guide is organized by the following categories:

- Assess Risk
- Level III Programs
- Home Visits (Early Childhood and Migrant Education)
- Itinerant Staff (Contracted Special Education, Staff Development, LanMan Partnership)
- ESU 7 Staff Meetings/Trainings held on ESU 7 campus
- Other ESU 7 services delivered off ESU 7 campus and outside school district campuses: (Early Learning Connection trainings, Migrant Education)
- ESU 7 Offices
- Flexible Staffing
- Screening Guidance
- Non Pharmaceutical Interventions
- Cleaning
- Self Quarantine
- Self Isolation
- Communication

The Administrator has authority to modify the above guide as new information is learned related to the COVID-19.

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Guidance when there is a Confirmed COVID-19 Case

Open Level 1 - Non-ESU7 Staff Member OUTSIDE ESU 7 Area-Confirmed COVID-19

Regional Closure MAY or MAY NOT declared by the Governor Or Health Department

Assess Risk

Careful monitoring and consultation with area law enforcement, health officials, and local education officials.

- Does this section follow state and local orders?
- Has the ESU taken steps to protect staff and students at higher risk for severe illness*?
- Is the ESU able to screen staff upon arrival for symptoms and history of exposure?

*If no to any of above, meet these safeguard items before continuing operations

- Does ESU have plans to promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, ***as feasible?***
- Will the ESU intensify clearing, disinfection, and ventilation where necessary?
- Will ESU encourage social distancing through increased spacing, small groups and limited mixing between groups, ***if feasible?***
- Train staff on any protocol related to the COVID-19?

* If No to any above, meet these safeguard items before continuing operations

- Is there a procedure for checking for signs and symptoms of staff and students daily upon arrival, ***as feasible?***
- Will the ESU encourage anyone who is sick to stay home?
- Will the ESU have a plan for if staff or students are sick?
- Will the ESU regularly communicate and monitor developments with local authorities, staff, and families regarding cases, exposures, and updates to policies and procedures?
- Will the ESU monitor student and employee absences and have flexible leave policies and practices?
- Will the ESU be ready to consult with the local health authorities if there are cases in the agency or an increase in cases in the local area?

* If No to any above, meet these safeguard items before continuing operations

If Answered YES to all the above, ESU 7 is appropriate to operate with continued monitoring

Administrator or Designee will follow recommendations of Health Departments located in the ESU 7 area. These recommendations may supersede the guidance below. Administrator or Administrator Designee will communicate this situation. See Communication in this section.

Level III Programs

Open for students and staff. Staff are encouraged to wear mask of your own or will be provided 1 cloth mask.

Confirm students will attend.

Student attendance will follow their resident school district schedule until virus response protocols are lifted.

Staff/Students who show signs of COVID-19 should remain home or will be sent home.

Maintain Social Distance: Social distance refers to the space between individuals and strategies to reduce the spread of the virus between people. Some strategies *may* include:

- Spacing desks six (6) feet apart
- Limit group activities and interaction in large groups

Home visits

No change in service delivery unless contact tracing indicates the home visit is unsafe.

Confirm visit ahead of arrival. Use [Screening Guidelines](#) when communicating with the home.

Staff encouraged to wear mask of your own or will be provided 1 cloth mask.

Itinerant staff assignments

Encouraged to wear mask of your own or will be provided 1 cloth mask.

Contact assigned school district.

Honor any more restrictive requests by contracted/assigned school districts regarding their wishes to have ESU 7 attendance. Follow Flexible Staffing in this section if necessary.

Ask for and understand their pandemic protocol. Follow protocols of the schools you serve and any special precautions established thereof.

Honor any requests they may have should they not want you to visit while this virus is taking place.

Staff may report to the ESU following [screening guidance](#)* with Administrator or Designee.

Take computers home as a precaution in preparation for potential of working remotely.

ESU 7 Staff Meetings/Trainings held on ESU 7 campus

If the Governor or health departments have declared regional closures, trainings at ESU location cancelled, rescheduled, or provided via Zoom unless authorized by Administrator or Administrator Designee.

If no closures are in effect, trainings on campus may occur following state and/or regional guidance for group size and other gathering restrictions. Staff encouraged to wear mask of your own or will be provided 1 cloth mask.

Any guests into the buildings must answer the [screening guidance](#).

Other ESU 7 services delivered off ESU 7 campus and outside school district campuses

If the Governor or health departments have declared regional closures, trainings at each location within the closed area are to be cancelled, rescheduled, or provided via Zoom unless authorized by Administrator or Administrator Designee.

If no closures are in effect, trainings may occur following state and/or regional guidance for group size and other gathering restrictions.

Any guests into the buildings must answer the [screening guidance](#).

ESU 7 Offices

Remain open.

Any staff and guests into the buildings must answer the [screening guidance](#).

Encouraged to wear mask of your own or will be provided 1 cloth mask.

Flexible Staffing

ESU Administrator or Administrator Designee will determine if working remotely is authorized to specific staff members

Account for time every 30 minutes using digital calendar system

Administrator or Administrator Designee will continually assess remote working possibilities as situations arise

Take computers home as a precaution in preparation for potential of working remotely

Screening Guidance

Have you had or been in direct contact with the individual with confirmed COVID-19?

Do you have or are you experiencing any of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 or higher
- Muscle pain
- Sore throat
- New loss of taste or smell

Have you traveled outside the state of Nebraska or have been on a cruise in the last 15 days?

~If the staff member, student, or guest answered YES to any of these questions, instruct him/her to contact their health care provider for directions and follow up with the Administrator and Designee.

~If the staff member, student, or guest answered NO to any of these questions, follow protocol and recommendations from Administrator/Designee and/or contracted/assigned school districts

Non-Pharmaceutical Interventions

Stay home if you are not well

Wash hands 20 seconds with soap and water

Cough into elbow or tissue. Throw tissue away after.

Use hand sanitizer with 60% alcohol content between hand washing. Wash hands after using hand sanitizer 6 times

Face mask when assisting staff/student who cannot control sputum

Wear gloves when in contact with contaminated items such as trash, dirty linen, bodily fluid, handling food

Maintain social distance of 6 feet

Cleaning

Use bleach mixture to kill germs on surfaces: $\frac{1}{3}$ cup bleach per gallon of water, or 4t per quart or other approved cleaning solution

Clean devices with approved electronic cleaning agents

Clean soap/hand sanitizer dispensers

Clean door knobs, light switches

Clean visibly dirty surfaces, followed by disinfection

Porous surfaces, remove visible contamination. Launder items per manufacturer's instruction

Clean Wellness Room and Activity Room items

Maintain up to date hand sanitizers in every classroom, conference room, and receptionist area

Wear gloves when handling dirty laundry, taking out trash, cleaning

Launder fabric rags after use

Self-Quarantine

If well, follow the same guidelines as Flexible Staffing in this section.

Will return to work after following up with the health department of their home, ESU 7, and the school district assigned.

If ill with COVID-19, request medical leave. This request may be done at any point during the self-isolation, and must be done within a week of returning to work.

Self-Isolation

Not applicable

Communication

ESU 7 Administrator will communicate to staff and board using email. The emergency communication system will be used when there is the initial confirmed case within the ESU 7 area, or when the Governor or health departments declare closures.

ESU 7 Administrator will communicate to school districts using email and phone.

Higher Risk Staff and Students

- Does the staff member report having any of the underlying conditions that may lead to a request to perform your essential functions. If yes,
 - Does staff feel they need to call their health care provider to ask if there is a need to have recommendations for accommodations to meet essential job functions. Ask for documentation of recommendations for accommodations

- Wear mask of your own or will be provided 1 cloth mask
- [Follow non-pharmaceutical interventions](#)

**Open Level 2 - Any Confirmed COVID-19 WITHIN ESU 7 Area-
Regional Closure MAY or MAY NOT be declared by the Governor or Health Department**

Assess Risk

Careful monitoring and consultation with area law enforcement, health officials, and local education officials.

- Does Closure Level 1 follow state and local orders?
- Has the ESU taken steps to protect staff and students at higher risk for severe illness*?
- Is the ESU able to screen staff upon arrival for symptoms and history of exposure?

*If no to any of above, meet these safeguard items before continuing operations

- Does ESU have plans to promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, ***as feasible?***
- Will the ESU intensify clearing, disinfection, and ventilation where necessary?
- Will ESU encourage social distancing through increased spacing, small groups and limited mixing between groups, ***if feasible?***
- Train staff on any protocol related to the COVID-19?

* If No to any above, meet these safeguard items before continuing operations

- Is there a procedure for checking for signs and symptoms of staff and students daily upon arrival, ***as feasible?***
- Will the ESU encourage anyone who is sick to stay home?
- Will the ESU have a plan for if staff or students are sick?
- Will the ESU regularly communicate and monitor developments with local authorities, staff, and families regarding cases, exposures, and updates to policies and procedures?
- Will the ESU monitor student and employee absences and have flexible leave policies and practices?
- Will the ESU be ready to consult with the local health authorities if there are cases in the agency or an increase in cases in the local area?

* If No to any above, meet these safeguard items before continuing operations

If Answered YES to all the above, ESU 7 is appropriate to operate with continued monitoring

Administrator or Designee will follow recommendations of Health Departments located in the ESU 7 area. These recommendations may supersede the guidance below. Administrator or Administrator Designee will communicate this situation. See Communication in this section.

Level III Programs

Open for students and staff. Staff are encouraged to wear mask of your own or will be provided 1 cloth mask.

Confirm students will attend.

Student attendance will follow their resident school district schedule until virus response protocols are lifted.

Staff/Students who show signs of COVID-19 should remain home or will be sent home.

Maintain Social Distance: Social distance refers to the space between individuals and strategies to reduce the spread of the virus between people. Some strategies may include:

Spacing desks six (6) feet apart

Allow students to eat lunch at desks or in areas to allow for greater spacing than at tables

Limit group activities and interaction in large groups

Control mixing students from one Level III program to another, and from one room to another

Home visits

Home visits via alternative means including but not limited to Zoom, telephone, teleconference.

When home visit is absolutely necessary with no option for alternative methods

- Contact Administrator for authorization.
- Wear approved Personal Protective Equipment: Fitted N-95 or equivalent face mask, face shield, and clothing covering such as smock.
- Use hand sanitizer prior to entering home and immediately upon leaving home.
- Remove PPE prior to entering your vehicle
- Clean shield with bleach mixture or hand sanitizer
- Rotate approved mask according to prescribed instructions.
- Ask family questions found in [screening guidance](#). If answer yes to any, complete visit via alternative methods.

Itinerant staff assignments

Encouraged to wear mask of your own or will be provided 1 cloth mask.

Contact assigned school district.

Honor any more restrictive requests by contracted/assigned school districts regarding their wishes to have ESU 7 attendance. Follow Flexible Staffing in this section if necessary.

Ask for and understand their pandemic protocol. Follow protocols of the schools you serve and any special precautions established thereof. If protocols are less conservative than those established by ESU 7, communicate with your supervisor as to how to provide the service. Suggestions from supervisor may include (not an exhaustive list), practice good hygiene, asking for room large enough to practice social

distancing, request for school staff to wear masks if in situations where social distancing is not consistently feasible, providing a disposable mask to specific school personnel when necessary, do not car-pool.

Honor any requests they may have should they not want you to visit while this virus is taking place.

Staff may report to the ESU following screening guidance* with Administrator or Designee.

Take computers home as a precaution in preparation for potential of working remotely.

ESU 7 Staff Meetings/Trainings held on ESU 7 campus

If the Governor or health departments have declared regional closures, trainings at ESU location cancelled, rescheduled, or provided via Zoom unless authorized by Administrator or Administrator Designee.

If no closures are in effect, trainings on campus may occur following state and/or regional guidance for group size and other gathering restrictions. Staff encouraged to wear mask of your own or will be provided 1 cloth mask.

Any guests into the buildings must answer the screening guidance.

Other ESU 7 services delivered off ESU 7 campus and outside school district campuses

If the Governor or health departments have declared regional closures, trainings at each location within the closed area are to be cancelled, rescheduled, or provided via Zoom unless authorized by Administrator or Administrator Designee.

If no closures are in effect, trainings may occur following state and/or regional guidance for group size and other gathering restrictions.

Any guests into the buildings must answer the screening guidance.

ESU 7 Offices

Remain open.

Any staff and guests into the buildings must answer the screening guidance.

Staff encouraged to wear mask of your own or will be provided 1 cloth mask.

Flexible Staffing

ESU Administrator or Administrator Designee will determine if working remotely is authorized to specific staff members

Account for time every 30 minutes using digital calendar system

Administrator or Administrator Designee will continually assess remote working possibilities as situations arise.

Take computers home as a precaution in preparation for potential of working remotely

Screening Guidance

Have you had or been in direct contact with the individual with confirmed COVID-19?

Do you have or are you experiencing any of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 or higher
- Muscle pain
- Sore throat
- New loss of taste or smell

Have you traveled outside the state of Nebraska or have been on a cruise in the last 15 days?

~If the staff member, student, or guest answered YES to any of these questions, instruct him/her to contact their health care provider for directions and follow up with the Administrator and Designee.

~If the staff member, student, or guest answered NO to any of these questions, follow protocol and recommendations from Administrator/Designee and/or contracted/assigned school districts

Non-Pharmaceutical Interventions

Stay home if you are not well

Wash hands 20 seconds with soap and water

Cough into elbow or tissue. Throw tissue away after.

Use hand sanitizer with 60% alcohol content between hand washing. Wash hands after using hand sanitizer 6 times

Face mask when assisting staff/student who cannot control sputum

Wear gloves when in contact with contaminated items such as trash, dirty linen, bodily fluid, handling food

Maintain social distance of 6 feet

Cleaning

Use bleach mixture to kill germs on surfaces: ½ cup bleach per gallon of water, or 4t per quart or other approved cleaning solution

Clean devices with approved electronic cleaning agents

Clean soap/hand sanitizer dispensers

Clean door knobs, light switches

Clean visibly dirty surfaces, followed by disinfection

Porous surfaces, remove visible contamination. Launder items per manufacturer's instruction

Clean Wellness Room and Activity Room items

Maintain up to date hand sanitizers in every classroom, conference room, and receptionist area

Wear gloves when handling dirty laundry, taking out trash, cleaning

Launder fabric rags after use

Self-Quarantine

If well, follow the same guidelines as Flexible Staffing in this section.

Will return to work after following up with the health department of their home, ESU 7, and the school district assigned.

If ill with COVID-19, request medical leave. This request may be done at any point during the self-quarantine, and must be done within a week of returning to work.

Self-Isolation

Request Medical Leave. This request may be done at any point during the self-isolation, and must be done within a week after cleared.

Will return to work status after following up with the health department of their home, ESU 7, and the school district assigned.

Communication

ESU 7 Administrator will communicate to staff and board using email. The emergency communication system will be used when there is the initial confirmed case within the ESU 7 area, or when the Governor or health departments declare closures.

ESU 7 Administrator will communicate to school districts using email and phone.

Higher Risk Staff and Students

- Does the staff member report having any of the underlying conditions that may lead to a request to perform your essential functions. If yes,
 - Does staff feel they need to call their health care provider to ask if there is a need to have recommendations for accommodations to meet essential job functions. Ask for documentation of recommendations for accommodations
- Wear mask of your own or will be provided 1 cloth mask
- Follow non-pharmaceutical interventions

Open Level 3 - ESU 7 Staff Member Or ESU 7 Level III Student-Confirmed COVID-19

Regional Closure MAY or MAY NOT be declared by the Governor or Health Department

Assess Risk

Careful monitoring and consultation with area law enforcement, health officials, and local education officials.

- Does this section follow state and local orders?
- Has the ESU taken steps to protect staff and students at higher risk for severe illness*?
- Is the ESU able to screen staff upon arrival for symptoms and history of exposure?

*If no to any of above, buildings would be closed with no one authorized to enter

- Does ESU have plans to promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible?
- Will the ESU intensify cleaning, disinfection, and ventilation where necessary?
- Will ESU encourage social distancing through increased spacing, small groups and limited mixing between groups, *if feasible?*
- Train staff on any protocol related to the COVID-19?

* If No to any above, meet these safeguard items before continuing operations

- Is there a procedure for checking for signs and symptoms of staff and students daily upon arrival, *as feasible?*
- Will the ESU encourage anyone who is sick to stay home?
- Will the ESU have a plan for if staff or students are sick?
- Will the ESU regularly communicate and monitor developments with local authorities, staff, and families regarding cases, exposures, and updates to policies and procedures?
- Will the ESU monitor student and employee absences and have flexible leave policies and practices?
- Will the ESU be ready to consult with the local health authorities if there are cases in the agency or an increase in cases in the local area?

* If No to any above, meet these safeguard items before continuing operations

If Answered YES to all the above, ESU 7 is appropriate with continued monitoring

Administrator or Designee will follow recommendations of Health Departments located in the ESU 7 area. These recommendations may supersede

Level III Programs

Closed to students unless authorization by Administrator and contact tracing investigations by the health department determine the Level III Programs to be unaffected. Staff encouraged to wear mask of your own or will be provided 1 cloth mask.

ESU 7 buildings closed *at least* 5 days, unless authorization by Administrator and contact tracing investigations by the health department determine the ESU 7 buildings to be unaffected.

If closed:

- Staff is prohibited from entering ESU 7 building(s) without pre-authorization from ESU 7 Administrator or Designee [following screening guidance](#)*. Encouraged to wear mask of your own or will be provided 1 cloth mask.
- No staff report to school districts.
- Consult with local health departments prior to re-opening.

Home visits

Home visits via alternative means including but not limited to Zoom, telephone, teleconference.

When home visit is absolutely necessary with no option for alternative methods

- Contact Administrator for authorization.
- Wear approved Personal Protective Equipment: Fitted N-95 or equivalent face mask, face shield, and clothing covering such as smock.
- Use hand sanitizer prior to entering home and immediately upon leaving home.
- Remove PPE prior to entering your vehicle
- Clean shield with bleach mixture or hand sanitizer
- Rotate approved mask according to prescribed instructions.
- Ask family questions found in [screening guidance](#). If answer yes to any, complete visit via alternative methods.

Itinerant staff assignments

No staff report to school districts without pre-authorization from ESU7 Administrator or Designee given [screening guidelines](#)* established by Administrator and Designee.

Contact assigned school district.

Honor any more restrictive requests by contracted/assigned school districts regarding their wishes to have ESU 7 attendance. Follow Flexible Staffing in this section if necessary.

Ask for and understand their pandemic protocol. Follow protocols of the schools you serve and any special precautions established thereof. If protocols are less conservative than those established by ESU 7,

communicate with your supervisor as to how to provide the service. Suggestions from supervisor may include (not an exhaustive list), asking for room large enough to practice social distancing, request for school staff to wear masks if in situations where social distancing is not consistently feasible, providing a disposable mask to specific school personnel when necessary, do not car-pool.

Honor any requests they may have should they not want you to visit while this virus is taking place.

Staff may report to the ESU following [screening guidance](#)* with Administrator or Designee. Encouraged to wear mask of your own or will be provided 1 cloth mask.

Take computers home as a precaution in preparation for potential of working remotely.

ESU 7 Staff Meetings/Trainings held on ESU 7 campus

Trainings at ESU location cancelled, rescheduled, or provided via Zoom unless authorization by Administrator and contact tracing investigations by the health department determine the training locations to be unaffected. Staff encouraged to wear mask of your own or will be provided 1 cloth mask.

Other ESU 7 services delivered off ESU 7 campus and outside school district campuses

Trainings at the scheduled locations are to be cancelled, rescheduled, or provided via Zoom unless authorization by Administrator and contact tracing investigations by the health department determine the ESU 7 campus to be unaffected.

ESU 7 Offices

Closed unless authorization from Administrator and contact tracing investigations by the health department determine the ESU 7 campus to be unaffected. Authorized staff will need to answer [screening guidance](#) questions. Encouraged to wear mask of your own or will be provided 1 cloth mask.

If closed

- No staff or deliveries in campus buildings for up to 5 calendar days without pre-authorization by the Administrator.
- After the days closed, deliveries resume. Administrator or Administrator Designee will identify one Administrator/Designee to be on campus daily and will manage the schedule.
- Production: Closed
- Custodian: After first 48 hours in the closed building, deep clean. See Cleaning section. Administrator or Designee will determine staffing needs for cleaning. Custodian will follow the essential staff schedule.
- All other staff will follow Flexible Scheduling in this section.

Flexible Staffing

No staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee following [screening guidance](#)*. Encouraged to wear mask of your own or will be provided 1 cloth mask.

ESU Administrator or Administrator Designee will determine if working remotely is authorized to specific staff members

See Extended Closure Plan for duties.

Volunteering during the work day requires pre-authorization by Administrator or Administrator Designee.

Account for time every 30 minutes using digital calendar system

Administrator or Administrator Designee will continually assess remote working possibilities as situations arise

Screening Guidance

Have you had or been in direct contact with the individual with confirmed COVID-19?

Do you have or are you experiencing any of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 or higher
- Muscle pain
- Sore throat
- New loss of taste or smell

Have you traveled outside the state of Nebraska or have been on a cruise in the last 15 days?

~If the staff member, student, or guest answered YES to any of these questions, instruct him/her to contact their health care provider for directions and follow up with the Administrator and Designee.

~If the staff member, student, or guest answered NO to any of these questions, follow protocol and recommendations from Administrator/Designee and/or contracted/assigned school districts

Non-Pharmaceutical Interventions

Stay home if you are not well

Wash hands 20 seconds with soap and water

Cough into elbow or tissue. Throw tissue away after.

Use hand sanitizer with 60% alcohol content between hand washing. Wash hands after using hand sanitizer 6 times

Wear gloves when in contact with contaminated items such as trash, dirty linen, bodily fluid, handling food

Maintain social distance of 6 feet

Cleaning

After the day last day closed (up to 5 days),

After the first 48 hours, authorized staff clean smooth surfaces of frequently touched areas.

Use bleach mixture to kill germs on surfaces: $\frac{1}{3}$ cup bleach per gallon of water, or 4t per quart or other approved cleaning solution

Clean devices with approved electronic cleaning agents

Clean soap/hand sanitizer dispensers

Clean door knobs, light switches

Clean visibly dirty surfaces, followed by disinfection

Porous surfaces, remove visible contamination. Launder items per manufacturer's instruction

Clean Wellness Room and Activity Room items

Maintain up to date hand sanitizers in every classroom, conference room, and receptionist area

Wear gloves when handling dirty laundry, taking out trash, cleaning

Launder fabric rags after use

Self-Quarantine

If well, follow the same guidelines as Flexible Staffing in this section.

If essential, will return to work after following up with the health department of their home, ESU 7, and the school district assigned.

If ill with COVID-19, request medical leave. This request may be done at any point during the self-isolation, and must be done within a week after cleared by the health department.

After being cleared and removed from self-quarantine, no staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee.

Self-Isolation

Request Medical Leave. This request may be done at any point during the self-isolation, and must be done within a week after cleared.

Will return to work status after following up with the health department of their home, ESU 7, and the school district assigned.

After being cleared and removed from self-isolation, no staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee.

Communication

ESU 7 Administrator will communicate to staff and board using our emergency communication system

ESU 7 Administrator will communicate to school districts using email and phone

Higher Risk Staff and Students

- Does the staff member report having any of the underlying conditions that may lead to a request to perform your essential functions. If yes,
 - Does staff feel they need to call their health care provider to ask if there is a need to have recommendations for accommodations to meet essential job functions. Ask for documentation of recommendations for accommodations
- Wear mask of your own or will be provided 1 cloth mask
- [Follow non-pharmaceutical interventions](#)

Closure Level 1 - Any Confirmed COVID-19 WITHIN ESU 7 Area-

Regional Closure MAY or MAY NOT be declared by the Governor or Health Department

Assess Risk

Careful monitoring and consultation with area law enforcement, health officials, and local education officials.

- Does Closure Level 1 follow state and local orders?
- Has the ESU taken steps to protect staff and students at [higher risk for severe illness](#)*? Is the ESU able to screen staff upon arrival for symptoms and history of exposure?

*If no to any of above, remain at Closure Level 2

- Does ESU have plans to promote healthy hygiene practices such as [hand washing](#) and employees [wearing a cloth face covering](#), *as feasible*?
- Will the ESU intensify clearing, disinfection, and ventilation where necessary?
- Will ESU encourage [social distancing](#) through increased spacing, small groups and limited mixing between groups, *if feasible*?
- Train staff on any protocol related to the COVID-19?

* If No to any above, meet these safeguard items before moving from Closure Level 2

- Is there a procedure for checking for [signs and symptoms](#) of staff and students daily upon arrival, *as feasible*?
- Will the ESU encourage anyone who is sick to stay home?
- Will the ESU have a plan for if staff or students are sick?
- Will the ESU regularly communicate and monitor developments with local authorities, staff, and families regarding cases, exposures, and updates to policies and procedures?
- Will the ESU monitor student and employee absences and have flexible leave policies and practices?
- Will the ESU be ready to consult with the local health authorities if there are cases in the agency or an increase in cases in the local area?

* If No to any above, meet these safeguard items before moving from Closure Level 2

If Answered YES to all the above, transition from Level 2 to Closure Level 1 for ESU 7 is appropriate with continued monitoring

Administrator or Designee will follow recommendations of Health Departments located in the ESU 7 area. These recommendations may supersede the guidance below. Administrator or Administrator Designee will communicate this situation. See Communication in this section.

Level III Programs

Closed to students.

Staff may report following [screening guidance](#)* with Administrator or Designee. Encouraged to wear mask of your own or will be provided 1 cloth mask.

Home visits

Home visits via alternative means including but not limited to Zoom, telephone, teleconference.

When home visit is absolutely necessary with no option for alternative methods

- Contact Administrator for authorization.
- Wear approved Personal Protective Equipment: Fitted N-95 or equivalent face mask, face shield, and clothing covering such as smock.
- Use hand sanitizer prior to entering home and immediately upon leaving home.
- Remove PPE prior to entering your vehicle
- Clean shield with bleach mixture or hand sanitizer
- Rotate approved mask according to prescribed instructions.
- Ask family questions found in [screening guidance](#)*. If answer yes to any, complete visit via alternative methods.

Itinerant staff assignments

Contact school assigned school district.

Ask for and understand their pandemic protocol. Follow protocols of the schools you serve and any special precautions established thereof. If protocols are less conservative than those established by ESU 7, communicate with your supervisor as to how to provide the service. Suggestions from supervisor may include (not an exhaustive list), practice good hygiene, asking for room large enough to practice social distancing, request for school staff to wear masks if in situations where social distancing is not consistently feasible, providing a disposable mask to specific school personnel when necessary, do not car-pool.

Honor any requests they may have should they not want you to visit while this virus is taking place

Staff may report to the ESU following [screening guidance](#)* with Administrator or Designee. Encouraged to wear mask of your own or will be provided 1 cloth mask.

ESU 7 Staff Meetings/Trainings held on ESU 7 campus

All trainings at ESU locations cancelled, rescheduled, or provided via Zoom unless authorized by Administrator.

Other ESU 7 services delivered off ESU 7 campus and outside school district campuses

Contact Administrator or Designee to follow [screening guidance](#).

ESU 7 Offices

Closed

[Essential staff](#) report. Encouraged to wear mask of your own or will be provided 1 cloth mask.

Flexible Staffing

ESU Administrator or Administrator Designee will determine if working remotely is authorized to specific staff members

Account for time every 30 minutes using digital calendar system

Administrator or Administrator Designee will continually assess remote working possibilities as situations arise.

Screening Guidance

Have you had or been in direct contact with the individual with confirmed COVID-19?

Do you have or are you experiencing any of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 or higher
- Muscle pain
- Sore throat
- New loss of taste or smell
- New headache, or consistent headache

Have you traveled outside the state of Nebraska or have been on a cruise in the last 15 days?

~If the staff member, student, or guest answered YES to any of these questions, instruct him/her to contact their health care provider for directions and follow up with the Administrator and Designee.

~If the staff member, student, or guest answered NO to any of these questions, follow protocol and recommendations from Administrator/Designee and/or contracted/assigned school districts

Non-Pharmaceutical Interventions

Stay home if you are not well

Wash hands 20 seconds with soap and water

Cough into elbow or tissue. Throw tissue away after.

Use hand sanitizer with 60% alcohol content between hand washing. Wash hands after using hand sanitizer 6 times

Face mask when assisting staff/student who cannot control sputum

Wear gloves when in contact with contaminated items such as trash, dirty linen, bodily fluid, handling food

Maintain social distance of 6 feet

Cleaning

Use bleach mixture to kill germs on surfaces: $\frac{1}{3}$ cup bleach per gallon of water, or 4t per quart or other approved cleaning solution

Clean devices with approved electronic cleaning agents

Clean soap/hand sanitizer dispensers

Clean door knobs, light switches

Clean visibly dirty surfaces, followed by disinfection

Porous surfaces, remove visible contamination. Launder items per manufacturer's instruction

Clean Wellness Room and Activity Room items

Maintain up to date hand sanitizers in every classroom, conference room, and receptionist area

Wear gloves when handling dirty laundry, taking out trash, cleaning

Launder fabric rags after use

*If staff of ESU 7 has confirmed positive, follow [screening guidance of Open Level 3](#).

Self-Quarantine

If well, follow the same guidelines as Flexible Staffing in this section.

Will return to work after following up with the health department of their home, ESU 7, and the school district assigned.

If ill with COVID-19, request medical leave. This request may be done at any point during the self-quarantine, and must be done within a week of returning to work.

Self-Isolation

Request Medical Leave. This request may be done at any point during the self-isolation, and must be done within a week after cleared.

Will return to work status after following up with the health department of their home, ESU 7, and the school district assigned.

Communication

Closure Level 1 Communication:

- ESU 7 Administrator will communicate to staff and board using our emergency communication system
- ESU 7 Administrator will communicate to school districts using email and phone

Ongoing Communication not related to immediate closure:

- ESU 7 Administrator will communicate to staff and board using email
- ESU 7 Administrator will communicate to school districts using email and phone

Higher Risk Staff and Students

- Does the staff member report having any of the underlying conditions that may lead to a request to perform your essential functions. If yes,
 - Does staff feel they need to call their health care provider to ask if there is a need to have recommendations for accommodations to meet essential job functions. Ask for documentation of recommendations for accommodations
- Wear mask of your own or will be provided 1 cloth mask
- [Follow non-pharmaceutical interventions](#)

Essential Staff

Encouraged to wear mask of your own or will be provided 1 cloth mask.

Essential Staff for Closure Level 1 are to remain under the DHM gathering guidelines (as of June 1, it is <10 people) per building. North and South Buildings open 8:00-4:00. Learning Academy Building will not be 'open', but essential staff may report.

Administrator on Site:

- 1 Director/Administrator on site Monday-Friday following ESU 7 General Calendar 8-4

Custodian:

- On campus following regular schedule

Production:

- Open, no deliveries. Drop off orders in the back entry. When picking up, come to back entry. If orders are large, then instructions to go to back door and ring bell.

Outgoing/Incoming Mail (USPS)

- Back to normal deliveries

Deliveries (UPS/FedEx)

- Back to normal deliveries

Braille

- Back to normal deliveries

Upon leaving the building:

- Use bleach mixture and paper towels located at entrances to retrace steps at the end of the day and wipe surfaces touched.

Non-essential Staff

Staff who want to stop by, come to the office quick, make a copy, grab something from their office, or do anything in the buildings not listed under the essential staff section.

- Must have pre-authorization from supervisor or administrator.

Closure Level 2 - Any Confirmed COVID-19 WITHIN ESU 7 Area-Confirmed COVID-19

Regional Closure MAY or MAY NOT be declared by the Governor or Health Department

Assess Risk

Careful monitoring and consultation with area law enforcement, health officials, and local education officials.

- Does Closure Level 2 follow state and local orders?
- Has the ESU taken steps to protect staff and students at higher risk for severe illness*? Is the ESU able to screen staff upon arrival for symptoms and history of exposure?

*If no to any of above, buildings need to remain closed with no one authorized to enter

- Does ESU have plans to promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, ***as feasible?***
- Will the ESU intensify clearing, disinfection, and ventilation where necessary?
- Will ESU encourage social distancing through increased spacing, small groups and limited mixing between groups, ***if feasible?***
- Train staff on any protocol related to the COVID-19?

* If No to any above, meet these safeguard items before establishing Closure Level 2

- Is there a procedure for checking for signs and symptoms of staff and students daily upon arrival, ***as feasible?***
- Will the ESU encourage anyone who is sick to stay home?
- Will the ESU have a plan for if staff or students are sick?
- Will the ESU regularly communicate and monitor developments with local authorities, staff, and families regarding cases, exposures, and updates to policies and procedures?
- Will the ESU monitor student and employee absences and have flexible leave policies and practices?
- Will the ESU be ready to consult with the local health authorities if there are cases in the agency or an increase in cases in the local area?

* If No to any above, meet these safeguard items before establishing Closure Level 2

If Answered YES to all the above, Closure Level 2 for ESU 7 is appropriate with continued monitoring

Administrator or Designee will follow recommendations of Health Departments located in the ESU 7 area. These recommendations may supersede the guidance below. Administrator or Administrator Designee will communicate this situation. See Communication in this section.

Level III Programs

Closed to students.

Staff is prohibited from entering ESU 7 building(s) without pre-authorization from ESU 7 Administrator or Designee. [Screening guidance](#) must be followed. Staff are encouraged to wear mask of your own or will be provided 1 cloth mask.

No staff report to school districts.

Continue Alternative Education Plans

Home visits

Home visits via alternative means including but not limited to Zoom, telephone, teleconference.

When home visit is absolutely necessary with no option for alternative methods

- Contact Administrator for authorization.
- Wear approved Personal Protective Equipment: Fitted N-95 or equivalent face mask, face shield, and clothing covering such as smock.
- Use hand sanitizer prior to entering home and immediately upon leaving home.
- Remove PPE prior to entering your vehicle
- Clean shield with bleach mixture or hand sanitizer
- Rotate approved mask according to prescribed instructions.
- Ask family questions found in [screening guidance](#)*. If answer yes to any, complete visit via alternative methods.

Itinerant staff assignments

No staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee following [screening guidance](#)*. Encouraged to wear mask of your own or will be provided 1 cloth mask.

No staff report to school districts without pre-authorization from ESU7 Administrator or Designee following [screening guidance](#)*. Encouraged to wear mask of your own or will be provided 1 cloth mask.

Continue Alternative Education Plans

ESU 7 Staff Meetings/Trainings held on ESU 7 campus

No staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee following [screening guidance](#)*. Encouraged to wear mask of your own or will be provided 1 cloth mask.

All trainings at ESU location cancelled, rescheduled, or provided via Zoom.

Other ESU 7 services delivered off ESU 7 campus and outside school district campuses

No staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee following screening guidance*. Encouraged to wear mask of your own or will be provided 1 cloth mask.

All trainings facilitated by ESU 7 personnel will be cancelled, rescheduled, or provided via Zoom

ESU 7 Offices

Closed

No staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee following screening guidance*. Encouraged to wear mask of your own or will be provided 1 cloth mask.

Administrator or Administrator Designee will identify one Administrator/Designee to be on campus daily and will manage the schedule

Production: Closed after giving school districts 5-7 days notice of closure

Custodian: Day 1-2 of Closure Level 2, deep clean. See Cleaning section. Administrator or Designee will determine staffing needs for cleaning. Custodian will follow the essential staff schedule.

All other staff will follow Flexible Scheduling in this section.

Flexible Staffing

No staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee following screening guidance*. Encouraged to wear mask of your own or will be provided 1 cloth mask.

ESU Administrator or Administrator Designee will determine if working remotely is authorized to specific staff members.

See Extended Closure Plan for duties.

No volunteering will be authorized during work hours.

Account for time every 30 minutes using digital calendar system.

Administrator or Administrator Designee will continually assess remote working possibilities as situations arise.

Screening Guidance

Have you had or been in direct contact with the individual with confirmed COVID-19?

Do you have or are you experiencing any of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 or higher
- Muscle pain
- Sore throat
- New loss of taste or smell

Have you traveled outside the state of Nebraska or have been on a cruise in the last 15 days?

~If the staff member, student, or guest answered YES to any of these questions, instruct him/her to contact their health care provider for directions and follow up with the Administrator and Designee.

~If the staff member, student, or guest answered NO to any of these questions, follow protocol and recommendations from Administrator/Designee and/or contracted/assigned school districts

Non-Pharmaceutical Interventions

Stay home if you are not well

Wash hands 20 seconds with soap and water

Cough into elbow or tissue. Throw tissue away after.

Use hand sanitizer with 60% alcohol content between hand washing. Wash hands after using hand sanitizer 6 times

Wear gloves when in contact with contaminated items such as trash, dirty linen, bodily fluid, handling food

Maintain social distance of 6 feet

Cleaning

Deep clean first 2 days of Closure Level 2.

Use bleach mixture to kill germs on surfaces: 1/3 cup bleach per gallon of water, or 4t per quart or other approved cleaning solution

Clean devices with approved electronic cleaning agents

Clean soap/hand sanitizer dispensers

Clean door knobs, light switches

Clean visibly dirty surfaces, followed by disinfection

Porous surfaces, remove visible contamination. Launder items per manufacturer's instruction

Clean Wellness Room and Activity Room items

Maintain up to date hand sanitizers in every classroom, conference room, and receptionist area

Wear gloves when handling dirty laundry, taking out trash, cleaning

Launder fabric rags after use

*If staff of ESU 7 has confirmed positive, follow [screening guidance of Open Level 3](#).

Self-Quarantine

If well, follow the same guidelines as Flexible Staffing in this section.

If essential staff, will return to work after following up with the health department of their home, ESU 7, and the school district assigned.

If ill with COVID-19, request medical leave. This request may be done at any point during the self-isolation, and must be done within a week after cleared by the health department.

After being cleared and removed from self-quarantine, no staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee.

Self-Isolation

Request Medical Leave. This request may be done at any point during the self-isolation, and must be done within a week after cleared.

Will return to work status after following up with the health department of their home, ESU 7, and the school district assigned.

After being cleared and removed from self-isolation, no staff reports to the ESU 7 Campus without pre-authorization from ESU 7 Administrator or Designee.

Communication

Closure Level 2 Communication:

- ESU 7 Administrator will communicate to staff and board using our emergency communication system
- ESU 7 Administrator will communicate to school districts using email and phone

Ongoing Communication not related to immediate closure:

- ESU 7 Administrator will communicate to staff and board using email
- ESU 7 Administrator will communicate to school districts using email and phone

Higher Risk Staff and Students

- Does the staff member report having any of the underlying conditions that may lead to a request to perform your essential functions. If yes,
 - Does staff feel they need to call their health care provider to ask if there is a need to have recommendations for accommodations to meet essential job functions. Ask for documentation of recommendations for accommodations
- Wear mask of your own or will be provided 1 cloth mask
- [Follow non-pharmaceutical interventions](#)

Essential Staff

Encouraged to wear mask of your own or will be provided 1 cloth mask.

Only Essential Staff for Closure Level 2 are the Director/Administrator, Custodian, and Liz.

Administrator on Site:

- 1 Director/Administrator on site Monday-Friday following ESU 7 General Calendar.
- Needs to be on site 1:00-3:00, longer if necessary to correspond with picking up UPS/FedEx and other deliveries.
- Building walk through across campus-water plants in north building-water can on Debbie's desk. Offices that have plants-Debbie, Carolyn, Cynthia, Larianne, Linda, Brooke Koliha, Brooke Kavan, Mark Brady, Cindy, Cody. South Building-Angie and Darus Offices.
- Deliver Director/Administrator mail from back entry

Custodian:

- Larry will email Administrator or Designee the week prior as to the days he will work. His work will focus mostly on outside responsibilities as well as grounds walk through.
- Days 1 and 2 of Closure Level 2, 6 hourly staff will be assigned to deep clean, 2 per building. Follow the cleaning procedures as well as 'spring cleaning.' Leanne let the Administrator know the 2 for LA and 2 for South Building by April 8. Cynthia and Marci, let me know for 2 in North Building by April 8. Larry will be on campus to assist with locating the cleaners, and to answer questions. He will be working outside.

Production:

- April 6-9 will be open as scheduled. No production during Closure Level 2.

Incoming Mail (USPS)

- All mail will come to the North Building back entry ONLY
- Liz will pick up the mail daily from the entry in the back. Should not need to enter the building
 - Open
 - Scan and email to relevant persons
 - Email a description of anything not scanned to the person.
 - File for each person with originals scanned
 - If for a director/administrator, bring to the shelves in the back entry. Director/Admin on staff will deliver to the necessary office

Deliveries (UPS/FedEx)

- All deliveries will come to North Building back entry ONLY
- Directors/administrators will bring in from the back entry, open them, place contents in the relevant office, and discard the box. Wash hands.
- If no deliveries while Director/Administrator is on site, Liz will bring them in the following morning. Retrace steps with the cleaner.

Braille

- Teacher to drop off in North Building back entry in Braille Box
- Kris/Vision personnel will pick up there.

Outgoing mail (USPS)

- All pick ups from the North Building ONLY
- Sticky notes and a pen are located in the Mail Prep box. Write the name of the department on the sticky note and place it on the mail going out. Should not need to enter the building.
- Mail will be picked up on Mondays and Thursdays ONLY

Upon leaving the building:

- Use bleach mixture and paper towels located at entrances to retrace steps at the end of the day and wipe surfaces touched.

Non-essential Staff

Staff who want to stop by, come to the office quick, make a copy, grab something from their office, or do anything in the buildings not listed under the essential staff section.

- Prohibited without pre-authorization from Administrator. 402-720-4977 or lpolk@esu7.org

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, 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 Thousand Dollars (\$100,000), 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.

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| 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 |