Regular Board of Education Meeting

Educational Service Unit 7, Oak Room
2657 44th Ave
Columbus, NE 68601-8537
Monday, December 18, 2023 at 5:30 PM
Posted Locations:

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

Posted Date: 12/11/2023

Attendance Taken at 5:32 PM.

Bob Arp:	Present
Joyce Baumert:	Present
Marni Danhauer:	Present
Donald Ellison:	Absent
Dan Hoesly:	Present
Dawn Lindsley:	Present
Richard Luebbe:	Present
Jennifer Miller:	Present
Doug Pauley:	Present
Richard Stephens:	Present
Gary Wieseler:	Present
Jack Young:	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.
Roll call was taken at 5:31pm.
Board President conducted the meeting.

Staff present:
Larianne Polk, Administrator
Linda Shefcyk, Business Manager
Mindy Reed, Secretary to the Board of Directors
Marci Ostmeyer, Professional Development Director
Tami Clay, Special Education Director
Dan Ellsworth, Network Operations Director

1.1. Notification of Open Meetings Law

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

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1.2. Roll Call

1.3. Absent Board Members

Board member Donald Ellison will be absent.

Administrator Recommendation: Discuss, consider and take action to approve the Board member absences.
Approval of Board Member absences as presented Passed with a motion by Jennifer Miller and a second by Doug Pauley.

Donald Ellison:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Richard Luebbe:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea

Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 11, Nay: 0, Absent: 1

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.

Administrator Recommendation: Discuss, consider and take any necessary action to approve agenda as presented.
Agenda as presented Passed with a motion by Jennifer Miller and a second by Marni Danhauer.

Donald Ellison: Absent
Bob Arp: Yea
Joyce Baumert: Yea
Marni Danhauer: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Richard Luebbe: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 11, Nay: 0, Absent: 1

3. Virtual Conferencing for December 2023, January 2024, and February 2024 Nebraska Revised Statute § 84-1411 authorizes virtual meetings for educational service units if the requirements of subdivision (2)(b) are met. The board will determine if next month's board meeting should allow for a virtual conferencing option.

The Board voted to have a virtual conferencing option for the following board meetings: December 2023, January 2024, and February 2024.

4. Welcome Visitors No visitors present.

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

Citizens wishing to address the Board on a certain agenda item must complete the Request to be Heard Document prior to the start of the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board

will only receive the petitions and not act upon them or their contents. No public comments provided.

6. **Consent Agenda**

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.
If any Board member wishes to discuss an item, it must be removed from the consent agenda at which time the remaining items will be acted upon.
Consent Agenda Includes:

- Minutes from the previous meeting(s)
- Presentation of the bills
- Policy review with no recommended changes
- Other routine agenda items

Administrator Recommendation: Discuss, consider and take any action necessary to approve the consent agenda as presented.
Consent agenda as presented Passed with a motion by Bob Arp and a second by Jack Young.

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

Yea: 11, Nay: 0, Absent: 1

6.1. Minutes

This is a consent item.

6.2. Presentation of Bills #77208 through #77350 totaling $912,025.86

The summary of bills for the current month total:$912,025.86 - Bills #77208 through #77350
Inservice bills total: $0

	Amount	Vendor	Description
77218	$30,929.13	Capital One	Tech/SPED/Grants travel and supplies/Board travel

77229	$20,740.76	Dell Technologies	Technology School Equipment flow through
77277	$5,352.60	State of NE DAS State Accounting	Network service charges

This is a consent item.

6.3. Resignations

- Jeffrey Uchtman, NNNC Technology Analyst. His last day will be December 31, 2023.
- Ronelle Jackson, Licensed Mental Health Practitioner. Her last day will be May 17, 2024.

This is a consent item.

6.4. Excess Lodging and Meals

Excess Lodging and Meals:

- The Board and Administration had excess travel to report:
  - State Education Conference in Omaha, NE (November 15-17, 2023)
    - Doug Pauley - $31.93
    - Bob Arp - $11.84
    - Joyce Baumert - $30.73
  - AESA Annual Conference in Anaheim, California (November 29 - December 1, 2023)
    - Larianne Polk - $298.60
    - Jack Young - $266.31
    - Jennifer Miller - $197.06
- The Professional Development Department had excess travel to report:
  - ACTE Conference in Phoenix, Arizona (November 28-December 2, 2023)
    - Brandy Thompson - $162.97
  - Leaning Forward Conference in National Harbor, Maryland (December 3-6, 2023)
    - Mark Brady - $178.15
    - Ernie Valentine - $185.15

This is a consent item.

6.5. Reading of Article III, Section 8, A Disposal of Property

This is a consent item.

6.6. Reading of Article III, Section 9, A Records Management and Disposition

This is a consent item.

6.7. Reading of Article III, Section 9, B Student Records

This is a consent item.

6.8. Reading of Article III, Section 10, A Communications to the Board

This is a consent item.

6.9. Reading of Article III, Section 10, B Complaints or Concerns of Employees

This is a consent item.

7. Board Spotlight - Early Childhood Special Education

Lisa Duranski, Early Childhood Special Education Teacher will present the Early Childhood Special Education Spotlight to the board.
Early Childhood Special Education Coordinator and Teacher Lisa Duranski presented the Early Childhood Special Education Spotlight. Lisa is in her 31st year of teaching. The Early Childhood department is divided into two domains: Early Development Network, which is for 0–2 years of age, and Early Childhood Special Education, which is for 3–5 years of age. A large portion of the job is finding young kids struggling as soon as possible. The challenge is notifying the family of the child's delays, which can be difficult and emotional. The Early Childhood Special Education caseloads are the largest they have ever been. This year is unique in that many of the referrals are children born during the COVID pandemic. Children did not get the same experience as other children prior to COVID.

There are currently ten staff members who serve 180 children in 18 school districts. The frequency of visits for each child varies based on their needs.

There is an EC Lending Library. The library offers supports or bridges towards the child's next skill, which schools can borrow on a short-term basis. Examples of some of the supports are grippers and scissors for fine motor supports, plates and spoons for feeding support, go talk for communication support and weighted vests for sensory support. If a student needs long-term support, the Early Childhood staff approach the school district to purchase the item. Early Childhood works with schools to help prepare them for incoming and or current students who may need assistance.

Questions asked during the board meeting:

- Where do referrals come from?
    - Referrals can come from many different people. For the preschool age, most referrals come from preschool teachers. For 0–2 years old, most of the referrals come from doctors and daycare providers. There is an entire committee for "Childfind" to get the word out, so there can hopefully be early detection for the child.
- What kind of training do your staff have?
    - There is very extensive training each employee has to go through. There is specific training on conducting home visits, family interviews, and assessments. The home visits, family interviews, and assessments are videotaped and scored. Each Early Childhood Special Education employee has either an Early Childhood and Special Education degree or a Unified Early Childhood degree.

8. Treasurer's Report
   Review the breakdown of the Treasurer's Report.

   Administrator Recommendation: Discuss, consider and take any action necessary to approve the Treasurer's Report as presented.

   Discuss, consider and take any action necessary to approve the Treasurer's Report as presented. Passed with a motion by Doug Pauley and a second by Joyce Baumert.

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

   Yea: 11, Nay: 0, Absent: 1
9. HVAC Bid Opening Date Set Bids for the HVAC process will be immediately and simultaneously opened and read aloud in the presence of the bidders or representatives of the bidders at 2:00pm on January 22, 2024. The bid opening for the North Building HVAC project is set to occur on January 22, 2024 at 2:00pm. The board does not need to be in attendance. The bid opening will consist of opening each bid and recording the information on a spreadsheet which is visible to all in attendance.
10. January 2024 Board Meeting Date
    The ESU 7 Board of Education meeting is typically scheduled for the third Monday of the month, which in January would be January 15, 2024. There is a request to have the board meeting moved to the following Monday, January 22, 2024 to accommodate for the bid opening meeting, which will be the same day.

    Administrator Recommendation: Discuss, consider, and take any necessary action to move the January 2024 board meeting from Monday, January 15, 2024 to Monday, January 22, 2024.

    Discuss, consider, and take any necessary action to move the January 2024 board meeting from Monday, January 15, 2024 to Monday, January 22, 2024 Passed with a motion by Jennifer Miller and a second by Jack Young.

Donald Ellison:	Absent
Dawn Lindsley:	Abstain (Without Conflict)
Bob Arp:	Yea

Joyce Baumert:	Yea
Marni Danhauer:	Yea
Dan Hoesly:	Yea
Richard Luebbe:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea
Richard Stephens:	Yea
Gary Wieseler:	Yea
Jack Young:	Yea

Yea: 10, Nay: 0, Absent: 1, Abstain (Without Conflict): 1
The January 2024 board meeting will be moved to January 22, 2024 at 5:30pm.

11. Authorization of the Administrator to Pay January Bills prior to the January Board Meeting

    The ESU 7 Board of Education will meet on January 22, 2024. This Board action gives authority to the Administrator to pay the January bills prior to the January 22, 2024 board meeting. The ESU 7 Board will approve these expenses in the January 22, 2024 board Meeting.
    Administrator Recommendation: Discuss, consider and authorize the Administrator to pay January bills prior to the January 22, 2024 board meeting.
    Discuss, consider and authorize the Administrator to pay January bills prior to the January 22, 2024 board meeting Passed with a motion by Gary Wieseler and a second by Marni Danhauer.

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

    Yea: 11, Nay: 0, Absent: 1
    The board meeting was approved to be moved to January 22, 2024. Bills need to be paid by January 20, 2024, so this would give the Administrator the authorization to pay the bills and then the board will review the bills at the January 22, 2024, board meeting.

12. Upcoming Board Vacancy - District 7
    Board Member, Dan Hoesly, submitted his resignation on November 20, 2023. NEB.

REV. STAT. § Section 32-562 requires the vacancy to be accepted by the rest of the board. Further, Section 32-574 states, "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."

Administrator Recommendation: Discuss, consider and take any action necessary to approve the resignation as District 11 Board Member submitted by Dan Hoesly. Passed with a motion by Board Member #1 and a second by Board Member #2.

Discuss, consider and take any action necessary to approve the resignation as District 11 Board Member submitted by Dan Hoesly Passed with a motion by Jennifer Miller and a second by Dawn Lindsley.

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

Yea: 11, Nay: 0, Absent: 1

Board member Dan Hoesly submitted his resignation effective January 1, 2024. There is a potential candidate in district 7 who visited with Administrator Polk last week. Ideally, the vacancy will be filled within 45 days of the vacancy approval.

13. Board Vacancy - District 11

Board Member, Donald Ellison, submitted his resignation on November 21, 2023. NEB. REV. STAT. § Section 32-562 requires the vacancy to be accepted by the rest of the board. Further, Section 32-574 states, "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."

Administrator Recommendation: Discuss, consider and take any action necessary to approve the resignation as District 11 Board Member submitted by Donald Ellison. Passed with a motion by Board Member #1 and a second by Board Member #2.

Discuss, consider and take any action necessary to approve the resignation as District 11 Board Member submitted by Donald Ellison Passed with a motion by Dawn Lindsley and a second by Jennifer Miller.

Donald Ellison:	Absent

Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Richard Luebbe:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea
Richard Stephens:	Yea
Gary Wieseler:	Yea
Jack Young:	Yea

Yea: 11, Nay: 0, Absent: 1

Administrator Polk went to visit with board member Donald Ellison after the November 2023 board meeting. The decision to resign from the board was a difficult decision for Donald Ellison to make. Mr. Ellison will miss being on the board. The Buildings and Grounds Committee and ESU 7 leadership are looking into ways to dedicate the Oak/Maple conference room to Donald Ellison.

14. District 11 Board Applications

Applications have been received for the board vacancy in District 11. NEB. REV. STAT. § Section 79-1217(2) states that the appointee will serve "for the balance of the unexpired term" of the board spot that has been vacated. Applications were submitted by:

- Donn Graff, resides in the Osceola Public Schools district region.
- Steven Rinehart, resides in the Osceola Public Schools district region.

Administrator Recommendation: Discuss, consider, and vote to approve the resolution appointing _____ to the Educational Service Unit No. 7 Board position based on a vacancy for a term ending on December 31, 2026.

Discuss, consider, and vote to approve the resolution appointing Don Graff to the Educational Service Unit No. 7 Board position based on a vacancy for a term ending on December 31, 2026 Passed with a motion by Bob Arp and a second by Gary Wieseler.

Donald Ellison:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Richard Luebbe:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea
Richard Stephens:	Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 11, Nay: 0, Absent: 1

Two applications were received for the district 11 board vacancy. Administrator Polk read the Resolution out loud and the board voted on the candidate they would like to fill the vacant position. Director Ostmeyer and Director Clay tabulated the votes from the board. Candidate Steven Rinehart received 2 votes. Candidate Donn Graff received 9 votes.

15. **Administrator's Report General**

- ESUCC Update
- Professional Development and Production/Print Shop Report - Director Ostmeyer
- Special Education Report - Director Clay
- Technology Report - Director Ellsworth
    - Nebraska Cybersecurity Network Update
- Upcoming Events
    - NASB Legislative Issues Conference in Lincoln, NE (January 21-22, 2024)
    - NRCSA Legislative Forum in Lincoln, NE (February 20, 2024)
    - NRCSA Spring Conference in Kearney, NE (March 14-15, 2024)
- Future 2024 Events
    - NASB Area Membership Meeting in Fremont, NE (September 18, 2024)
    - NASB Labor Relations Conference in Lincoln, NE (October 9-10, 2024)
    - State Education Conference in Omaha, NE (November 20-22, 2024)

Administrator Polk reviewed the ESUCC Trivia with the board.

Special Education Report: Director Clay reported the Special Education Department has already started advertising and searching for employees for next year as there are a few positions to fill. The positions open for next year include three Speech Language Pathologists, a Resource Coach, an ASD Coordinator, a Licensed Mental Health Practioner, a School Psychologist, and possibly one to two Paraprofessionals. The new Special Education expanded program was a priority again during the Superintendent and Principal meeting held on December 14, 2023. Nine districts have signed and submitted the Interlocal Agreement for the Special Education Building Project. The school districts and their boards are asking great questions about the expanded program. Staffing is being discussed, and furniture choices will be discussed in the near future. The expanded program will start in the Learning Academy and move over to the South Building when the project is complete. Director Clay will update the ESU 7 board monthly on the Special Education Expanded Program.

Administrator Polk met with the Fire Marshal to review the building specifications. The Fire Marshal had a few notes to consider. The next step is to hire an architect. The program space will be around 1,200 square feet. Administrator Polk will get in touch

with RVW to start the building project process. Also, during the Superintendent and Principal meeting held on December 14, 2023, an alternative education program was mentioned. Administrator Polk will look at possible consortiums for online curriculum for schools.

Professional Development Report: Director Ostmeyer assisted in facilitating the Superintendent and Principal meeting held on December 14, 2023. The Superintendents and Principals were thorough in analyzing their data. They focused on the needs of their district. Scheduling for annual consultation visits is underway.

Director Ostmeyer would like to give a special shout out to the employees of the Print Shop. Director Ostmeyer is very proud of them. Last year during this time, the amount of orders to fulfill were stifling. This year, the Print Shop is on track with all orders.

Technology Report: Director Ellsworth and the rest of the Nebraska Cybersecurity Network (NCNE) met and receiving the grant funds looks promising. The grant is good for three years. The position of NCNE Director has been filled. The NCNE will start recruiting for the engineer position. There has been conversation surrounding a statewide logging system.

Director Ellsworth is advocating collecting purposeful data, data which can be acted upon. Director Ellsworth has talked to school districts about signing up for the help desk system used by ESU 7 if the school has no formal help desk system in place, to accurately count the number of help desk issues a school encounters. There have been a number of schools sign up since Director Ellsworth started the conversation. School staff are also encouraged to go through the help desk system and not just email the tech person. There was a question regarding Artificial Intelligence (AI) and how the Tech Department is preparing staff. Director Ellsworth explains to staff that AI is there to help and aid, not replace what is being done. The Professional Development (PD) department is addressing AI conversation with teachers.

15.1. Goal Update

Goals - Attached for your Review

- Goal 1: 100% Complete
- Goal 2: 75% Complete
- Goal 3: 74% Complete
    - School District Board Meetings Completed:
        - David City - 10/10/2022
        - Osceola - 10/10/2022
        - East Butler - 10/12/2022
        - Boone Central - 11/14/2022
        - High Plains - 1/9/2023
        - Fullerton - 2/13/2023
        - Clarkson - 3/15/2023
        - Central City - 3/15/2023
        - Cross County - 5/8/2023
        - Palmer - 9/11/2023

        - Howells-Dodge - 10/11/2023
        - Columbus Public - 11/13/23
        - Humphrey - 11/13/23
        - Lakeview - 12/11/23
    - Pending for January:
        - Leigh - January 17, 2024 at 6:30pm.
            - Director Tami Clay
            - Board member: Gary Wieseler
- Goal 4: 100% Complete

The Leigh Public School Board Meeting will be January 17, 2024. Administrator Polk and board member Gary Wiesler will attend.

The Lakeview Board Meeting, attended by Director Clay, Board President Doug Pauley, and Board Secretary Jennifer Miller went well. The Lakeview Board of Education asked additional questions about the Special Education Expanded program.

15.2. Services Update

- SIMPL Update
- Quarterly Update
- Update on the Boardsmanship Event
    - June 17, 2024 from 5:00pm-8:30pm
- Update on Regional PD Day in 2025
    - January 3, 2025 from 8:00am-4:00pm

SIMPL Update: Administrator Polk and Director Ostmeyer presented a session at the AESA Annual Conference regarding SIMPL. There were 82 people in attendance at the session. There were multiple questions asked about SIMPL after the session from entities in Kansas, Iowa, Arkansas, Washington, and Minnesota. The Educational Service Unit Coordinating Council (ESUCC) is addressing how to provide SIMPL across state lines.

The Boardsmanship event scheduled for June 17, 2024, will be half an hour longer than the previous event. The upcoming event is scheduled to start at 5:00pm and end at 8:30pm, which would necessitate the board meeting to be moved to an earlier time. The recommendation would be to start the board meeting at 3:00pm and end it at 4:00pm to give time to prepare for the event before additional guests arrive. The board will vote on the time change for June at the May 2024 board meeting. Administrator Polk will reach out to NASB again regarding sponsoring the Boardsmanship event. Administrator Polk will also reach out to Justin Knight from Perry Law Firm to present at the Boardsmanship and possibly sponsor the event.

The Regional PD Day is scheduled for January 3, 2025. Administrator Polk and the Agency Team will be asking for volunteers to present at the event. The goal is to provide professional development for the entire ESU 7 region. All 19 public schools are interested, confirmation of attendance will be gathered in the Spring.

Administrator Polk talked with Superintendent of Columbus Public Schools, Dr. Troy Loeffelholz regarding using the Columbus High School facility for the event. Administrator Polk will work with Dr. Loeffelholz regarding a facilities use agreement. The Agency Team will communicate with the Columbus Chamber of Commerce regarding the project. The hope is for this event to turn into an annual event.

15.3. Facilities Update

The Administrator will provide a facilities update during this item.

- Parking lot - How parking is determined when there are large or multiple events.

Administrator Polk provided the board with an update on some space challenges at ESU 7. One of the challenges is parking space. When there are large events, ESU 7 staff are asked to park in Gerard Park to leave spots for the guests attending the event. As ESU 7 continues to grow, there will continue to be a parking space concern. There are 89 parking spots in the parking lot and there are over 100 employees. Parking is a pressure point because ESU 7 is landlocked. There is a covenant in Columbus regarding sewage and drainage which prohibits ESU 7 from adding any more concrete on the property. If an additional parking lot is decided, it would have to be graveled. Administrator Polk will reach out to the City Council to inquire about the covenant and see if there have been any changes.

15.4. Personnel

- New Hire:
  - Jade Podliska, Paraprofessional Intern. Starts January 3, 2024.
- Resignation:
  - Jayne Hoffmeister, Learning Academy Paraprofessional. Her last day will be December 21, 2023.

15.5. Legislative Update During this item, the Administrator will provide a Legislative Update to members of the Board. January 3, 2024, starts the second session of the 108th Legislature. This second session will conclude on or near April 18, 2024. Bromm and Associates creates and updates a bill tracker which Administrator Polk will link in the legislative update document. Speaker Arch announced his 60-day schedule. Starting January 3, 2024, bills will be introduced for the first ten days of the session. Hearings start on January 22, 2024.

16. **Committee Reports**

16.1. Buildings and Grounds Committee Report The Building and Grounds Committee met on December 13, 2023 with the architect for the HVAC project. Buildings and Grounds Committee Chairperson Bob Arp will provide an update. The Buildings and Ground Committee met with an architect and RVW to talk about different options for the ESU 7 North Building HVAC project. The committee decided to have the equipment placed outside instead of inside and having to cut a hole in the roof of the North Building. Requests for bids will be going out, and the bid opening will be on January 22, 2024 at 2:00pm.

16.2. Negotiations Committee Report

The Negotiations Committee met on December 4, 2023, and December 11, 2023. The Negotiations Committee recommends a 4% total package increase. The increase includes $602 on the base, raising it from $38,166 to $38,768, and increasing the board's portion of health insurance paid from 100% single, which is $10,179.72 to 60% of employee/child, which is $11,299.39.

Committee Recommendation: Discuss, consider, and approve a 4% total package increase. This increase includes $602 on the base, raising it to $38,768, and increasing the board's portion of health insurance paid to 60% of employee/child, which is $11,299.39.

Discuss, consider, and approve a 4% total package increase. This increase includes $602 on the base, raising it to $38,768, and increasing the board's portion of health insurance paid to 60% of employee/child, which is $11,299.39, plus add a personal day to the ESUEA Negotiating Group for the one year agreement of 24-25 Passed with a motion by Jennifer Miller and a second by Richard Luebbe.

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

Yea: 11, Nay: 0, Absent: 1

The Negotiations Committee met on December 4, 2023, and December 11, 2023. After the discussions with the ESUEA, the Negotiations Committee recommended a 4% total package increase. The increase includes $602 on the base, raising it from $38,166 to $38,768, and increasing the board's portion of health insurance paid from 100% single, which is $10,179.72 to 60% of employee/child, which is $11,299.39, plus an additional personal day.

16.3. Administrator Evaluation Committee Report The Administrator Evaluation Committee met on November 15, 2023, to discuss and compile the Administrator Evaluation results. Ten of twelve board members responded to the evaluation. The Administrator Evaluation Committee met with Administrator Polk on December 11, 2023, to discuss the results. Administrator Evaluation Committee Chairperson Marni Danhauer will provide any additional update.

Evaluation Timeline:
- **August:** Evaluation Committee Chair and Administrator review Evaluation Tool and Evalluation Policy/Procedures.
- **September:** Full Board is provided a paper copy of the evaluation questions.
- **October:** Administrator sends digital evaluation and evaluation resources to the Evaluation Committee Chair in the first week of October. The chair then forwards on to full Board for completion by October Board Meeting. Board will send their completed evaluation tool to the Evaluation Committee prior to the October Board Meeting. Administrator completes Evaluation Tool as self-assessment and sends it to Evaluation Committee Chair on or before October 31.
- **November:** Committee Chair will send the completed Administrator self-assessment to the full Board after November 1. Evaluation Committee compiles results of full Board completed evaluations prior to the November Board Meeting.
- **December:** Evaluation Committee meets prior to December Board Meeting to review with Administrator the results of evaluation. Report to full Board in December Board Meeting following Closed Session requirements with Administrator present.
- **January:** Confirm Evaluation Committee members. Administrator provides Evaluation Committee with goals and shares with Board at January Board Meeting. The Administrator Evaluation Committee met with Administrator Polk to go over the evaluation results. The committee discussed aligning the evaluation questions to match the ESU 7 mission, vision, and beliefs. Board Secretary Jennifer Miller requests every board member submit the administration's evaluation next year.

16.4. Administrator Intent to Extend As per Administrator Dr. Polk's contract, the Administrator shall, between Dec 1 and Dec 31 of the contract year, give the president of the board the "Administrator's Note of Intent to Extend," which is a written notice that the Administrator intends to extend the contract which allows the Board of Education to renew this contract for a period up to three years and make adjustments on the annual total compensation each year of the contract. Administrator Polk gave Board President Doug Pauley the "Administrator's Note of Intent to Extend."

17. Conference Report

Conference attendees will report on their experience at the AESA Annual Conference in Anaheim, CA.

- Larianne Polk
    - Visit from Minnesota
- Doug Pauley
- Jack Young
- Jennifer Miller
- Bob Arp
- Marni Danhauer

Board Secretary Jennifer Miller and board member Bob Arp attended multiple sessions regarding Artificial Intelligence (AI). Large language models (LLM) in AI are somewhat newer. There is so much language being entered into programs like ChatGPT. Board Vice President Jack Young added ChatGPT provides different

information depending on what is asked of it.

Board President Doug Pauley attended numerous sessions on diversity. Disney's strategic focus is on delivering exceptional experiences. Administrator Polk added the keynote speaker at the conference presented on diversity in a new and impactful way.

ESU 7 received a visit from an agency in Minnesota after the AESA Conference. The visitors were overwhelmed by the amount of data collected at ESU 7.

18. Adjournment Meeting adjourned at 7:42pm.

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

NEBRASKA OPEN MEETINGS ACT

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

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

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

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

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (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, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

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

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

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

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

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

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

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

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

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public. (b) (i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website. (ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by: (A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or (B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting. (iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee. (d) Each public body shall record the methods and dates of such notice in its minutes. (e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met: (i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity; (ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act; (iii) The governing body of a public power district having a chartered territory of more than one county in this state; (iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state; (v) An educational service unit; (vi) The Educational Service Unit Coordinating Council; (vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act; (viii) A community college board of governors; (ix) The Nebraska Brand Committee; (x) A local public health department; (xi) A metropolitan utilities district; (xii) A regional metropolitan transit authority; and (xiii) A natural resources district. (b) The requirements for holding a meeting by means of virtual conferencing are as follows: (i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference; (ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used; (iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and (iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

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

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

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body. (b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings. (c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413. (8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if: (a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body; (b) No action is taken by the public body at the virtual meeting; and (c) The public body complies with subdivisions (2)(b)(i) and (2)(b)(ii) of this section.

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

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

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

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

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

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

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

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

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; 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 or kept as an electronic record and shall be 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 or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months**.**

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.

84-1415. Open Meetings Act; requirements; waiver; validity of action. No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

Revised 4-2022

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Regular Board of Education Meeting

Educational Service Unit 7, Oak Room
2657 44th Ave
Columbus, NE 68601-8537
Monday, November 20, 2023 at 5:30 PM
Posted Locations:

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

Posted Date: 11/13/2023

Attendance Taken at 5:33 PM.

Bob Arp:	Present
Joyce Baumert:	Present
Marni Danhauer:	Present
Donald Ellison:	Absent
Dan Hoesly:	Present
Dawn Lindsley:	Present
Richard Luebbe:	Present
Jennifer Miller:	Present
Doug Pauley:	Present
Richard Stephens:	Present
Gary Wieseler:	Present
Jack Young:	Present

Present: 11, Absent: 1.
5:36pm

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.

Roll call was taken at 5:36pm.
Board President conducted the meeting.

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

1.1. Notification of Open Meetings Law

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

1.2. Roll Call

1.3. Absent Board Members

Board member Donald Ellison will be absent; he notified the Administrator prior to the meeting.

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

Approval of Board Member absences as presented Passed with a motion by Jack Young and a second by Dawn Lindsley.

Donald Ellison:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea

Dan Hoesly: Yea
Dawn Lindsley: Yea
Richard Luebbe: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 11, Nay: 0, Absent: 1

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 Jennifer Miller and a second by Joyce Baumert.

Donald Ellison: Absent
Bob Arp: Yea
Joyce Baumert: Yea
Marni Danhauer: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Richard Luebbe: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 11, Nay: 0, Absent: 1

3. Virtual Conferencing for November 2023, December 2023, January 2024, and February 2024
Nebraska Revised Statute § 84-1411 authorizes virtual meetings for educational service units if the requirements of subdivision (2)(b) are met. The board will determine if next month's board meeting should allow for a virtual conferencing option.

The Board voted to have a virtual conferencing option for the following board meetings: November 2023, December 2023, January 2024, and February 2024.

4. Welcome Visitors
No visitors present.

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

Citizens wishing to address the Board on a certain agenda item must complete the Request to be Heard Document prior to the start of the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents.
No public comments provided.

6. **Consent Agenda**

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

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

Consent Agenda Includes:

- Minutes from the previous meeting(s)
- Presentation of the bills
- Policy review with no recommended changes
- Other routine agenda items

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

Consent agenda as presented with the exception of Presentation of Bills #77026 through #77207 totaling $1,093,951.81, which will be moved to an agenda item outside of consent. Passed with a motion by Bob Arp and a second by Joyce Baumert.

Donald Ellison:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Richard Luebbe:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea
Richard Stephens:	Yea

Gary Wieseler: Yea
Jack Young: Yea
Yea: 11, Nay: 0, Absent: 1

Board member Bob Arp requested to remove the bills from the consent agenda. Item 6.2 was removed and will now be agenda item 7. Presentation of Bills #77026 through #77207 totaling $1,093,951.81.

6.1. Minutes

This is a consent item.

6.2. Reading of Article III, Section 3, F Audits

This is a consent item.

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

This is a consent item.

6.4. Reading of Article III, Section 7, D Trespassers

This is a consent item.

6.5. Reading of Article III, Section 7, E Distribution of Materials

This is a consent item.

6.6. Reading of Article III, Section 7, F Bulletin Boards and Web Pages

This is a consent item.

6.7. Reading of Article III, Section 7, H Computer Acceptable Use Policy

This is a consent item.

6.8. Reading of Article III, Section 7, I Recording of Others

This is a consent item.

6.9. Excess Lodging and Meals
Excess Lodging and Meals:

- The Professional Development Department had two excess travel instances to report:
    - NSTA Conference in Kansas City, MO (October 25-28, 2023)
        - Ernie Valentine - $161.20

- Otis Pierce - $199.45

This is a consent item.

6.10. Resignations
Resignation:

- Abby Pfister, Northeast Region Coordinator, NE ASD Network, is resigning effective November 22, 2023.

This is a consent item.

7. Presentation of Bills #77026 through #77207 totaling $1,093,951.81

The summary of bills for the current month total: $1,093,951.81 - Bills #77026 through #77207

Inservice bills total: $104.00

	Amount	Vendor	Description
77044	$49,964.79	Central NE Rehab Services	Speech Services
77045	$9,385.26	Chartwells Dining Services	Latino Summit
77057	$34,052.52	Dell Technologies	Technology School Equipment flow through
77058	$25,797.98	Eakes Office Solutions	Copier Maintenance agreements
77066	$9,578.02	ESU 2	NNNC 1st Quarter
77069	$18,100.00	ESUCC	Master Service Agreement
77091	$5,000.00	Leigh Community Schools	Perkins Contracted Service
77100	$10,819.17	Matheson-Linweld	Perkins Equipment/Supplies
77126	$5,352.60	State of NE DAS State Accounting	Network service charges
77144	$5,621.47	Stuthman Enterprices LLC	Contracted speech services
77204	$5,486.25	Torsh Inc.	35 User licenses. Torsh is a coaching and professional learning platform.

This is a consent item.

Discuss, consider and take any action necessary to approve the presentation of bills as presented. Passed with a motion by Bob Arp and a second by Gary Wieseler.
Donald Ellison: Absent

Richard Luebbe:	Nay
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea
Richard Stephens:	Yea
Gary Wieseler:	Yea
Jack Young:	Yea

Yea: 10, Nay: 1, Absent: 1

Board member Bob Arp requested to know what check number 77110 for Omaha's Henry Doorly Zoo & Aquarium was for. The check was for the CCLC Project Director Day. Board member Dawn Lindsley requested to know what check number 77091 for Leigh Community Schools. The check was for the Perkins Key Note Speaker for the career fair.

8. Mental Health Spotlight

Ronelle Jackson, ESU 7 Licensed Independent Mental Health Practitioner, will be presenting the Mental Health Spotlight to the Board.

Ronelle Jackson, Licensed Independent Mental Health Practitioner (LIMHP) reviewed the attached Board Spotlight 2023 presentation. The Mental Health staff are able to customize services for the students using a social emotional learning curriculum. The questions asked during the presentation include:

- Do students get referred by a school counselor or just talk to the Licensed Mental Health Practitioner (LMHP)?
    - There is a referral process initiated by the school counselor. The referral is on a Google form the school administrators and school counselors have access to.
- What is a DSM?
    - Diagnostic and Statistical Manual of Mental Illnesses. The DSM is utilized in conjunction with Symptomatology to create the wellness plan for the student.
- There is a focus on the students, but is there any help for the adults in the school?
    - From the ESU perspective, we only provide services for the students. The mental health of the adults in the school system is also a concern which is being talked about.
- If a teacher has a concern, do they go to the counselor or administrator for a referral?
    - Yes, the referral goes through the school counselor.
- What is the waitlist for?

    - The waitlist is for students who need the services provided by the Mental Health Department, but there is not enough contract time to include them in the caseload at the moment. Director Tami Clay uses this information for staffing purposes as well. Even though there is a waitlist, it is important for the school counselors to continue to refer students because there may be a time when students are pulled off of the waitlist for services.
- How many students are on the waitlist?
    - Currently, 24 students are on the waitlist.
- Does the Mental Health Department staff do any emergency work for the school outside of their caseload?
    - There are quite a few suicide risk screenings completed during school hours.
- What happens when a student has service for school therapy and also has therapy outside of school hours?
    - In these cases, the school therapist as well as the other therapist need to be in constant communication.
- Is there any continued education needed?
    - There are different levels of licensure, which require different levels and hours of continuing education. For Ronelle's position, she has to have 32 hours of continuing education every two years; of which six hours have to be Safety Planning Intervention (SPI).

9. Change in FTE - Kaise Recek, Orientation Mobility Teacher

Kaise Recek, Orientation Mobility Teacher, has been issued an updated contract to increase her FTE.

Recommendation: Discuss, consider and take any action necessary to approve the contract for Kaise Recek as presented.

Discuss, consider and take any action necessary to approve the contract for Kaise Recek as presented Passed with a motion by Jack Young and a second by Joyce Baumert.

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

Yea: 11, Nay: 0, Absent: 1

Board member Dawn Lindsley asked for context behind the request for an increase in FTE. Kaise Recek is the Orientation and Mobility Teacher. Many ESUs do not have an employee with orientation and mobility training. Kaise provides services outside of the ESU 7 area to assist other ESUs. Kaise goes to ESU 9, ESU 10, and ESU 11 to provide services for students in need. There are multiple schools that need the Orientation and Mobility service, which necessitates the need to add time to Kaise Recek's contract. Currently, she travels two days a week to schools further away. She travels to Grand Island, Wood River, Kearney, Lexington, and Gothenburg on one of the travel days. Kaise typically goes to approximately four schools a day when she travels. The previous contract for Kaise was for three days a week and the request for an increase will now make it four days a week. Kaise typically provides service to each student once a month and possibly two times a month for someone with higher needs. ESU 7 does have an Orientation and Mobility contract with ESU 10. However, most of the contracts for the Orientation and Mobility service are directly with the schools Kaise Recek serves.

10. Treasurer's Report

Review the breakdown of the Treasurer's Report

Discuss, consider and take any action necessary to approve the Treasurer's Report as presented. Passed with a motion by Gary Wieseler and a second by Marni Danhauer.

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

Yea: 11, Nay: 0, Absent: 1

11. **Administrator's Report General**

- ESUCC Update
  - Legislation discussion
- Professional Development and Production/Print Shop Report - Director Ostmeyer
- Special Education Report - Director Clay
- Technology Report - Director Ellsworth
  - Nebraska Cybersecurity Network Update
- Upcoming Events
  - AESA Annual Conference: November 29-December 1 in Anaheim, CA
    - Registered:

    - Larianne Polk
    - Doug Pauley
    - Jack Young
    - Jennifer Miller
    - Bob Arp
    - Marni Danhauer
- Administrator Leave Report

ESUCC Update: Administrator Polk let the board know the legislative session has not started yet. The opening session will be on January 6, 2024. ESU Coordinating Council utilizes Bromm & Associates for governmental relations. Jason Bromm creates a report with all of the legislative bills and provides updates. Chief Administrator Polk will provide the board with general information and include a link to the report Bromm & Associates provides. District 41 has a new senator, Senator Meyer.

Professional Development and Print Shop Report: Director Ostmeyer is not in attendance. Administrator Polk read the attached Board Report-November 2023_PD and Print Shop document.

Technology Report: The Nebraska Cybersecurity Network met earlier today. There is a survey being sent out to gather baseline data from schools. There are many schools which use ALICAP insurance. ESU 7 also utilizes ALICAP. The schools who are currently not covered by ALICAP are failing for reasons which could be resolved. The LAN Managers and other technology staff have been made aware of what ALICAP is requesting. There are some requests Director Ellsworth has asked ALICAP for clarification on. Director Ellsworth is working with the LAN Managers to make data-driven decisions. There were some LAN Managers utilizing different help ticket systems which did not allow Director Ellsworth to have the data on all help tickets being submitted and resolved by the LAN Managers. Those schools are moving over to the same system ESU 7 utilizes, so there can be transparent data on the number of tickets as well as the turnaround time to complete the ticket. Director Ellsworth assisted in creating an evaluation assessment matrix for the LAN Managers contracted out to the schools. The evaluation assessment matrix has been submitted to the NETA Conference. Board member Dawn Lindsley asked a question regarding the status of the secondary lines in the schools. Director Ellsworth stated the secondary line for ESU 7 is complete, the secondary line for Fullerton is complete, and the secondary line for Palmer is in progress but will not be complete until summer due to the need to run the cable under the parking lot. Currently, no other school has signed up for a secondary line. Board member Bob Arp asked if Director Ellsworth was aware of how many hacking attempts there had been in the ESU 7 area. Director Ellsworth let the board know ESU 7 utilizes Huntress, which is a managed security platform. If Huntress detects a hacking attempt, a flag is raised and the staff at Huntress typically handle it. If the hacking attempt is larger and may not be fully eradicated, the server is isolated and handled so no other server is impacted. Clarkson Public Schools also utilizes Huntress. There have been two hacking attempts in the last 30 days in ESU 7, which were not successful.

Special Education Report: Director Clay provided the update for the Special Education Department. Special Education staff have been providing professional development to school staff. There have been schools which have asked the Special Education staff to provide Job Coach training, which has been well received. There have even been requests to make the Job Coach training a series, which says a lot about the caliber of special education staff ESU 7 has. Director Clay is working on a way to help new Superintendents understand Special Education Finance. Director Clay went out to visit each new Superintendent. During the visit, Director Clay and the Superintendent went through the school's final financials, which are connected to the Individuals with Disabilities Education Act (IDEA) and the Maintenance of Effort (MOE). Special Education staff are doing a nice job in the schools. The ESU 7 Special Education staff work hard and have the student's best interest in mind.

11.1. Goal Update
Goals - Attached for your Review

- Goal 1: 100% Complete
- Goal 2: Starting over for the 23-24 academic year.
- Goal 3:
    - School District Board Meetings Completed:
        - David City - 10/10/2022
        - Osceola - 10/10/2022
        - East Butler - 10/12/2022
        - Boone Central - 11/14/2022
        - High Plains - 1/9/2023
        - Fullerton - 2/13/2023
        - Clarkson - 3/15/2023
        - Central City - 3/15/2023
        - Cross County - 5/8/2023
        - Palmer - 9/11/2023
        - Howells-Dodge - 10/11/2023
        - Columbus Public - 11/13/23
        - Humphrey - 11/13/23
    - Pending for December:
        - Lakeview - 12/11/23 @ 7:00pm
            - Director Tami Clay
            - One board member: Gary Wieseler, Jennifer Miller, Richard Luebbe, Dan Hoesly, Doug Pauley?
- Goal 4: 100% Complete

Administrator Polk reviewed the Superintendent Visit data documents which are reviewed during the Superintendent's visits.

Administrator Polk, Board Vice President Jack Young, and Board Member Bob Arp attended the Columbus Public Schools board meeting on November 13, 2023.

Director Clay and Board Secretary Jennifer Miller attended the Humphrey Public board meeting on November 13, 2023.

The Lakeview Community Schools board meeting is scheduled for December 11, 2023. Director Clay as well as Board President Doug Pauley and Board Secretary Jennifer Miller will attend.

11.2. Services Update
SIMPL Update

The Chief Administrator will review data documents which are discussed at the Superintendent visits.

11.3. Facilities Update
The Administrator will provide a facilities update during this item.

- Safety Visit

ALICAP completed a safety visit at ESU 7. Director Ellsworth took Ken, from ALICAP, around the buildings for the visit. Administrator Polk reviewed the recommendations in the attached ALICAP Inspection Report.

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

New Hires:

- Ashley Lerch, Paraprofessional in the Learning Academy. Started October 18, 2023.
- Larry Wendt, District Technology Coordinator. Started November 14, 2023.

12. **Committee Reports**

12.1. Buildings and Grounds Committee Report
The Chair of the Buildings and Ground Committee will provide a report of the meeting.

- Special Education Expansion Program

Recommendation: Discuss, consider and take any action necessary to approve the Special Education Expansion Program as indicated in the Resolution.
Discuss, consider and take any action necessary to approve the Special Education Expansion Program as indicated in the Resolution Passed with a motion by Bob Arp and a second by Gary Wieseler.

Donald Ellison:	Absent
Dan Hoesly:	Nay
Bob Arp:	Yea

Joyce Baumert: Yea
Marni Danhauer: Yea
Dawn Lindsley: Yea
Richard Luebbe: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 1, Absent: 1

Buildings and Grounds Chair Bob Arp provided an update for the Building and Grounds Committee. Chairperson Arp referenced the attached Special Education Expansion Program document. ESU 7 is pursuing the possibility of expanding Special Education services, which will be housed in the South Building. The area would be approximately 1,200 square feet and include two classrooms, one wheelchair accessible bathroom, one sensory room, and two recovery rooms. The expansion is called the Special Education Expansion Program. The intent is to provide a program for up to ten students with autism or other complex disabilities causing communication and behavioral challenges. Chairperson Arp asked the board to turn to pages 27 and 28 to view the proposed floor plan for the south building and what the program layout may look like. Chairperson Arp asked the board to review the attached Special Education Expansion Resolution. Administrator Polk read the Special Education Expansion Resolution aloud to the board.

Special Education Director Clay went through the attached Special Education Expansion Program and explained the document is still in draft. Every school district would want to partner with ESU 7 in some form, the Superintendents either like the idea of the program and/or would utilize the program. The age range of the expansion program would be from kindergarten age to 21 years old. The program would consist of two classrooms, one teacher, and a one on one paraeducator per student with an additional floater paraeducator. The program would focus on essential life skills and behavioral skills. The instruction would come from the teacher and the continual practice would come from the paraeducators. The program would be a transitional program where the goal would be to transition the student to a less restrictive program and/or ultimately their home school district once the student consistently utilizes the skills learned in the Special Education Expansion Program. Director Clay has made an inquiry to the Nebraska Department of Education (NDE) regarding the potential Special Education reimbursable expenses for the school district. The building fees would not be reimbursable through Special Education. Director Clay reviewed the expenses in the attached document, with Option 2 being the preferred option.

Since the start of Director Clay's employment with ESU 7, Superintendents have

been asking for a program of this nature and it is brought up at multiple meetings. When the Superintendents first asked about the program, there was no space to house a program of this nature. Those circumstances have recently changed with Columbus Public moving out of the South Building, so now there is room for a new program. During the service planning for the 2024-2025 academic year, the Special Education Expansion Program was a top priority. Most schools do not have the capacity to work with some students with autism and behavioral issues due to staffing and/or the school environment. The Special Education Expansion program would provide the teacher and paraeducators with training and support. The training provided is detailed in the attached document. With the proper technique, training, and teaching, the program would help the students know how to handle their behaviors and how to interact with people in the community. A majority of the students who would be a part of the Special Education Expansion Program would be non-verbal. The program would help the students enhance their communication.

President Doug Pauley stated the board briefly spoke about the Special Education Expansion Program last month. Secretary Jennifer Miller replied the discussion was also in the September board meeting minutes. President Pauley has a concern about how fast the program proposal has come to fruition. When the new space in the South Building became available, President Pauley thought there would be a strategic planning process for the building. The Board and ESU 7 conducted a lot of research when planning for the Learning Academy and wondered if that level of planning was necessary for the Special Education Program as well.

Board Secretary Miller clarified the resolution attached starts the process of gathering bids, it does not commit ESU 7 or the district schools to the program.

The Buildings and Grounds Committee reviewed the program draft during the committee meeting and asked numerous questions. The committee felt like the Special Education Expansion Program would be beneficial for ESU 7 and it would help students in need of the program.

Board member Bob Arp read the ESU 7 mission aloud to the board, which reads "The mission of ESU 7 is to provide leadership and support by delivering customized and innovative services." Board member Arp emphasized the part regarding customized and innovative services. Bob expressed his concern about waiting to approve the resolution because it would only become more difficult to find staff. Bob Arp explained the resolution is to just get the process going.

Board member Gary Wiesler stated ESU 7 recently received access to the other portion of the South Building, so the option for the program has only recently become reality.

What Administrator Polk knows for sure: the schools are in dire need of the program, there is money in the cash reserve to front the program while the districts are able to pay back their portion. If the program is not approved this month or in

December, it will have to wait until the 2025-2026 academic year. The playground project had been approved by the board previously, but it was put on hold due to steel prices. Administrator Polk and Director Clay cannot bring any solid financial figures to the board until an architect looks at the building. Administrator Polk is trying to find ways to maximize the money in cash reserve. The Learning Academy has space to start the program with five students until the remodel is complete.

Board member Dawn Lindsley shared concerns regarding the building fee.

Questions asked during the discussion:

- Board President Doug Pauley:
    - How was the $40/day fee established?
        - ESU 3 has a similar program and a $40/day fee was established there, so it would be consistent among the districts.
    - How essential would a playground be?
        - A playground with a surrounding fence would be beneficial.
- Board member Dawn Lindsley
    - If a school wants to have a student in the program and we do not have a paraprofessional, could the district send the student with the district paraprofessional?
        - ESU 7 would work with the school district who is interested in sharing their paraprofessional. The paraprofessional would be expected to follow the polices of ESU 7 while working in the expanded program.
    - Since there is no nurse, are we nervous for our staff to administer medication?
        - No. Paraprofessionals are trained to administer medication.
    - Are we planning for 20 students in the long term?
        - No. This remodel will hold a capacity of 10 students.
    - Are there other programs like this in Nebraska?
        - Yes. ESU 3 Brooke Valley in LaVista, Nebraska. Costs are comparable.
    - What will the travel time be for the students?
        - The same as that for students attending the Cen7ter and the Learning Academy.
    - How will lunch be provided?
        - ESU 7 will contract with Columbus Public's lunch program as is done for the Learning Academy.
    - Is tuition a fixed cost or is it negotiated?
        - Tuition is calculated annually based on the budget and number of students attending.
- Board member Marni Danhauer
    - How did you come to the $150/sq foot remodel cost?

        - Administrator Polk contacted ESU 3, Twin River, and Humphrey. These three organizations had recent construction projects and/or bond proposals. Square foot costs ranged from $92 to $210 per square foot.
    - If the resolution passes, what are the next steps?
        - The school district boards would need to approve the contract and resolution in their board meeting. After school districts have committed to the project, the Fire Marshal will be invited to review the site plan. Then an architect would be contacted to generate additional options. These options and approximate costs will be brought to the board.

12.2. Negotiations Committee Report

The Chair of the Negotiations Committee will provide a report of the meeting.
Negotiations Chair Jennifer Miller provided an update for the Negotiations Committee. The Negotiations Committee met prior to the board meeting. Typically, ESU 7 gets the salary array from Perry Law Firm. This year, ESU 7 along with other ESUs are utilizing Sparq Negotiations. The court of industrial relations suggests having a salary between 98%-102% in the array. Based on the calculations within Sparq Negotiations, ESU 7 is sitting at 107%. Administrator Polk and Business Manager Linda Shefcyk will be reviewing all of the data and settings in Sparq Negotiations to confirm this is accurate. The health insurance utilized by ESU 7, Blue Cross Blue Shield, only increased by 1.99%. Business Manager Linda Shefcyk has a statewide meeting next week to check and compare data with other ESUs in Nebraska.

12.3. Administrator Evaluation Committee Report

The Chair of the Administrator Evaluation Committee will provide a report.

Evaluation Timeline:
- **August:** Evaluation Committee Chair and Administrator review Evaluation Tool and Evalluation Policy/Procedures.
- **September:** Full Board is provided a paper copy of the evaluation questions.
- **October:** Administrator sends digital evaluation and evaluation resources to the Evaluation Committee Chair in the first week of October. The chair then forwards on to full Board for completion by October Board Meeting. Board will send their completed evaluation tool to the Evaluation Committee prior to the October Board Meeting. Administrator completes Evaluation Tool as self-assessment and sends it to Evaluation Committee Chair on or before October 31.
- **November:** Committee Chair will send the completed Administrator self-assessment to the full Board after November 1. Evaluation Committee compiles results of full Board completed evaluations prior to the November Board Meeting.
- **December:** Evaluation Committee meets prior to December Board Meeting to review with Administrator the results of evaluation. Report to full Board in December Board Meeting following Closed Session requirements with Administrator present.

- **January:** Confirm Evaluation Committee members. Administrator provides Evaluation Committee with goals and shares with Board at January Board Meeting. Administrator Evaluation Committee Chair Marni Danhauer provided the update for the Administrator Evaluation Committee. Chairperson Danhauer expressed her gratitude to the board members who completed the evaluation. Administrator Polk and chairperson Danhauer will meet to go over the evaluation results prior to the December board meeting. Board member Dick Stephens asked the Evaluation Committee to consider having the Administrator self-evaluation provided to the board prior to their completion of the evaluation. Evaluation Chair Marni Danhauer asked if any board members have additional comments, they can email them to her.

13. Conference Report
    Conference Attendees will report on their learnings.

    - State Education Conference - November 15-17, Omaha, NE
        - Administrator Polk
        - Board President Doug Pauley
        - Board Members: Bob Arp, Dawn Lindsley, Gary Wieseler, Joyce Baumert, Marni Danhauer

    Board President Doug Pauley, and members Joyce Baumert, Marni Danhauer, Gary Weisler, Dawn Lindsley, and Bob Arp agreed the State Education Conference was excellent. Highlights of the conference included the keynote speaker, sessions on mental health, social media, board committees, legislative updates, and community culture. One specific session of note was conducted by Lakeview staff called Mission Mental Health. Board member Bob Arp attended that session and was moved by the content and positive nature of the topic.

14. Adjournment
    Meeting adjourned at 8:29pm.

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

Batch Year: 24 Bank: 10 Date Range:

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
10	00077208	C	12/20/2023	10013	ACE HARDWARE	45.98
10	00077209	C	12/20/2023	190428	ALMQUIST, MALTZAHN, GALLOWAY & LUTH PC	143.00
10	00077210	C	12/20/2023	10391	AMAZON CAPITAL SERVICES *	4,317.85
10	00077211	C	12/20/2023	130180	AMY MAZANKOWSKI	601.71
10	00077212	C	12/20/2023	10681	APPLE COMPUTER, INC.	3,954.00
10	00077213	C	12/20/2023	388	APPLIED CONNECTIVE TECHNOLOGIES	2,017.21
10	00077214	C	12/20/2023	14974	Allo Communications	175.00
10	00077215	C	12/20/2023	20428	BOONE CENTRAL SCHOOLS	540.00
10	00077216	C	12/20/2023	15164	BROOK PARSONS	500.00
10	00077217	C	12/20/2023	6700	BROOKE KAVAN	102.17
10	00077218	C	12/20/2023	30039	CAPITAL ONE-POLK	30,929.13
10	00077219	C	12/20/2023	1996	CASEY'S MAIL SERVICE LLC	1,096.48
10	00077220	C	12/20/2023	11380	CHRISTINE BARBER	100.00
10	00077221	C	12/20/2023	30550	CITY OF COLUMBUS WATER & SANIT	516.67
10	00077222	C	12/20/2023	30610	CLARKSON PUBLIC SCHOOLS	320.00
10	00077223	C	12/20/2023	9849	CLASSLINK	500.00
10	00077224	C	12/20/2023	31029	COLUMBUS PUBLIC SCHOOLS LUNCH FUND	2,768.05
10	00077225	C	12/20/2023	31425	COURTYARD BY MARRIOTT	241.50
10	00077226	C	12/20/2023	31462	CROSS COUNTY SCHOOL	360.00
10	00077227	C	12/20/2023	4812	CUBBY'S, INC.	689.10
10	00077228	C	12/20/2023	40235	DAVID CITY PUBLIC SCHOOL	160.00
10	00077229	C	12/20/2023	14770	DELL TECHNOLOGIES, INC.	20,740.76
10	00077230	C	12/20/2023	40725	EAKES OFFICE SOLUTIONS	310.58
10	00077231	C	12/20/2023	50825	ED SERVICE UNIT 7-PAYROLL	760,321.27
10	00077232	C	12/20/2023	14613	ELYSE BELINA	1,400.39
10	00077233	C	12/20/2023	50630	ERNST AUTO CENTER	491.19
10	00077234	C	12/20/2023	50640	ESU 1	377.53
10	00077235	C	12/20/2023	50645	ESU 2	990.00
10	00077236	C	12/20/2023	50650	ESU 3	880.00
10	00077237	C	12/20/2023	50652	ESUCC	1,510.00
10	00077238	C	12/20/2023	5533	FAS-BREAK WINDSHIELD REPAIR	65.00
10	00077239	C	12/20/2023	6149	FILEWAVE (USA), INC.	714.00
10	00077240	C	12/20/2023	60056	FNBO	295.95
10	00077241	C	12/20/2023	13560	FLAGLER TECHNOLOGIES, LLC	756.00
10	00077242	C	12/20/2023	13684	FLEETCOR TECHNOLOGIES INC	50.01
10	00077243	C	12/20/2023	7013	GREAT PLAINS COMMUNICATIONS	318.90
10	00077244	C	12/20/2023	11460	HAYLEY MURPHY	921.69
10	00077245	C	12/20/2023	80543	HOMETOWN LEASING	499.04
10	00077246	C	12/20/2023	80670	HOWELLS-DODGE CONSOLIDATED SCHOOL DIST	320.00
10	00077247	C	12/20/2023	80860	HUMPHREY PUBLIC SCHOOL	180.00
10	00077248	C	12/20/2023	80880	HY-VEE	2,195.07
10	00077249	C	12/20/2023	80882	HYVEE-FREMONT	250.00
10	00077250	C	12/20/2023	13552	JEAN ANNE KAMRATH	1,375.00
10	00077251	C	12/20/2023	9180	JERI GLENN	100.00
10	00077252	C	12/20/2023	6017	JILL MCNALLY	1,515.39
10	00077253	C	12/20/2023	6319	JOURNEYED.COM, INC.	2,459.86
10	00077254	C	12/20/2023	260092	JUDY A ZADINA	656.31
10	00077255	C	12/20/2023	120129	LAKEVIEW COMMUNITY SCHOOLS	540.00
10	00077256	C	12/20/2023	120314	LINCOLN JOURNAL STAR	16.92
10	00077257	C	12/20/2023	40545	LISA DURANSKI	732.95
10	00077258	C	12/20/2023	120550	LOUP POWER DISTRICT	2,158.87
10	00077259	C	12/20/2023	130070	MAILBOX, THE	204.25
10	00077260	C	12/20/2023	130378	MENARDS	240.95
10	00077261	C	12/20/2023	10499	MICHELLE RUPIPER	300.00
10	00077262	C	12/20/2023	130547	MNJ TECHNOLOGIES	1,798.40
10	00077263	C	12/20/2023	140570	NEBRASKA TECHNOLOGY & TELECOM.	142.47
10	00077264	C	12/20/2023	12122	One Source The Background Check Company	32.00
10	00077265	C	12/20/2023	150314	ORKIN EXTERMINATING CO INC	260.00
10	00077266	C	12/20/2023	160095	PERRY,GUTHERY, HAASE& GESSFORD P.C.,L.L.	160.00
10	00077267	C	12/20/2023	12084	RELIANT IT SOLUTIONS	2,430.00
10	00077268	C	12/20/2023	11703	ROBERT ARP	35.00
10	00077269	C	12/20/2023	20250	RUTT'S HEATING & AIR	4,097.18

Batch Year: 24 Bank: 10 Date Range:

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10	00077272	C	12/20/2023	10421	SEI SECURITY	306.00
10	00077273	C	12/20/2023	11061	SHANNA GRIFFITH	100.00
10	00077274	C	12/20/2023	8524	SHAYNA CEPEL	609.15
10	00077275	C	12/20/2023	15156	SHEILA BOLMEIER	444.79
10	00077276	C	12/20/2023	3816	STAPLES BUSINESS ADVANTAGE	239.70
10	00077277	C	12/20/2023	190850	STATE OF NEBRASKA DAS STATE ACCTG.	5,352.60
10	00077278	C	12/20/2023	191085	SUPER SAVER	1,182.82
10	00077279	C	12/20/2023	200493	TWIN RIVER PUBLIC SCHOOL	155.00
10	00077280	C	12/20/2023	200606	U & I SANITATION	112.25
10	00077281	C	12/20/2023	10320	VERIZON WIRELESS	1,100.52
10	00077282	C	12/20/2023	230049	CAPITAL ONE-WALMART (SPED)	26.70
10	00077283	C	12/20/2023	230048	WALMART CAPITAL ONE - BUS	317.00
10	00077284	C	12/20/2023	13420	WOODRIVER ENERGY LLC	906.68
10	00077285	A	12/20/2023	10510	ABBY PFISTER	736.44
10	00077286	A	12/20/2023	13897	ADILENE PEREZ	781.42
10	00077287	A	12/20/2023	14494	ALEXUS HITZ	412.65
10	00077288	A	12/20/2023	190945	STUTHMAN ENTERPRISES LLC	4,319.40
10	00077289	A	12/20/2023	120155	AMY J SLAMA	607.34
10	00077290	A	12/20/2023	10030	ANA KAREN GARCIA MEDINA	663.52
10	00077291	A	12/20/2023	1082	ANGEL D MAYBERRY	1,457.16
10	00077292	A	12/20/2023	13501	BARBARA BROCKHAUS	100.00
10	00077293	A	12/20/2023	990	BRANDY ROSE	424.44
10	00077294	A	12/20/2023	14605	BRANDY THOMPSON	510.54
10	00077295	A	12/20/2023	13315	BROOKE HEMMER	63.00
10	00077296	A	12/20/2023	14621	CALVIN FREY	1,058.60
10	00077297	A	12/20/2023	13528	CARA NEESEN	195.80
10	00077298	A	12/20/2023	5967	CASSANDRA RUTH	698.23
10	00077299	A	12/20/2023	9512	CASSIE KRINGS	907.18
10	00077300	A	12/20/2023	13510	CHRISTINA HANCOCK	559.37
10	00077301	A	12/20/2023	230304	CINDY WIESER	100.00
10	00077302	A	12/20/2023	14648	CRYSTAL VAN WINKLE	769.98
10	00077303	A	12/20/2023	70017	CYNTHIA ALARCON	322.09
10	00077304	A	12/20/2023	180474	DARLENE RODRIGUEZ	801.72
10	00077305	A	12/20/2023	14001	DEVON GRONENTHAL	289.51
10	00077306	A	12/20/2023	14060	DYLAN SOUTHARD	320.95
10	00077307	A	12/20/2023	60033	ELISSA HEIBEL	26.20
10	00077308	A	12/20/2023	9822	ELIZABETH LAWRENCE	100.00
10	00077309	A	12/20/2023	14575	ERNIE VALENTINE	100.22
10	00077310	A	12/20/2023	7560	ESI HOSTED SERVICES	173.43
10	00077311	A	12/20/2023	7099	HALEY KUNZE	427.41
10	00077312	A	12/20/2023	4294	JACK YOUNG	35.00
10	00077313	A	12/20/2023	8559	JACLYN TERNUS	109.39
10	00077314	A	12/20/2023	14745	JAEDYN MORRIS	989.54
10	00077315	A	12/20/2023	15040	JEFF UCHTMAN	384.49
10	00077316	A	12/20/2023	11223	JILL WIELGUS	515.27
10	00077317	A	12/20/2023	8540	JOLYNN KAHLANDT	759.36
10	00077318	A	12/20/2023	11932	JOSH ARIAS	550.20
10	00077319	A	12/20/2023	4600	JOYCE A. BAUMERT	55.73
10	00077320	A	12/20/2023	6459	KAISE RECEK	151.96
10	00077321	A	12/20/2023	14478	KASSANDRA CORNWELL	1,074.86
10	00077322	A	12/20/2023	100521	KRIS JOHNSON	67.47
10	00077323	A	12/20/2023	160636	LARIANNE POLK	685.50
10	00077324	A	12/20/2023	13480	LETISHIA KLEINSCHMIT	951.06
10	00077325	A	12/20/2023	190385	LINDA SHEFCYK	100.00
10	00077326	A	12/20/2023	190434	LORI SIMANEK	598.13
10	00077327	A	12/20/2023	13986	LYNNE WEBSTER	1,167.21
10	00077328	A	12/20/2023	2267	MARCIA OSTMEYER	648.45
10	00077329	A	12/20/2023	11797	MARIA RODRIGUEZ	639.94
10	00077330	A	12/20/2023	14699	MARIAH HUNKE	1,130.53
10	00077331	A	12/20/2023	7501	MARNI DANHAUER	70.00

Check Register Summary

Batch Year: 24 Bank: 10 Date Range:

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
10	00077332	A	12/20/2023	11479	MEGAN WELCH	959.92
10	00077333	A	12/20/2023	4650	MELINDA VELECELA	365.49
10	00077334	A	12/20/2023	14656	MERIDITH RIHA	35.37
10	00077335	A	12/20/2023	12246	MERRIDIE KAUP	632.22
10	00077336	A	12/20/2023	8788	NATHALIE VARGAS	742.77
10	00077337	A	12/20/2023	13498	RACHEL BECK	434.92
10	00077338	A	12/20/2023	190888	RICHARD STEPHENS	21.03
10	00077339	A	12/20/2023	10375	RONELLE JACKSON	40.28
10	00077340	A	12/20/2023	30268	SANDY CERNY	580.77
10	00077341	A	12/20/2023	130708	SHARON M BROWN	1,046.69
10	00077342	A	12/20/2023	10740	SHELLI EICKMEIER	777.93
10	00077343	A	12/20/2023	12165	STEPHANIE FOREMAN	377.55
10	00077344	A	12/20/2023	13447	SUSAN OLMER	100.00
10	00077345	A	12/20/2023	11436	TAMRA CLAY	354.14
10	00077346	A	12/20/2023	13536	TERI OPFER	905.21
10	00077347	A	12/20/2023	140691	THE HOME DEPOT PRO	710.79
10	00077348	A	12/20/2023	70018	VANESSA GASCON-GUARCAS	129.17
10	00077349	A	12/20/2023	230361	WENDY WOLFE	563.30
10	00077350	A	12/20/2023	10545	YARIBEY RODRIGUEZ	1,007.83
					Total Bank: 10	**$912,025.86**

Total Computer Checks:	**$874,629.79**
Total Manual Checks:	**$0.00**
Total ACH Checks:	**$37,396.07**
Total Other Checks:	**$0.00**
Total Electronic Checks:	**$0.00**
Total Computer Voids:	**$0.00**
Total Manual Voids:	**$0.00**
Total ACH Voids:	**$0.00**
Total Other Voids:	**$0.00**
Total Electronic Voids:	**$0.00**
Grand Total:	**$912,025.86**
Number of Checks:	**143**

Batch Year	Batch	Amount
24	000106	27,449.65
24	000107	37,759.79
24	000108	86,495.15
24	000124	760,321.27

Batch Year: 24 Bank: 10 Date Range:

FPREG01A (build 24.1.11.1)

Selection Criteria

Batch Year	24
Begin Date	
End Date	
Include Voids Voided After End Date	Yes
Bank	10
Begin Check	00077208
End Check	00077350
Begin Batch 1	All
End Batch 1	
Begin Batch 2	
End Batch 2	
Begin Batch 3	
End Batch 3	
Begin Batch 4	
End Batch 4	
Begin Batch 5	
End Batch 5	
Role ID	ALIO

Section 8 - Disposal of Property

Article III, Section 8, A Disposal of Property

The Administrator or designee is authorized and directed to dispose of books, furniture, equipment, real estate and other property which is no longer of use to the ESU. Items which are of little or no value will be discarded or recycled, as appropriate. Items which are discarded remain the property of the ESU until no longer within its control. As such, employees are not to pull discarded items from the trash for personal use without express permission of the Administrator or designee, and proper payment where determined appropriate.

Items to be disposed of which have more than minimal value shall be sold by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder. The Board shall approve the sale of any items or related grouping of items which have a value in excess of $5,000.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via email, an ESU bulletin board (electronic or static) or web page posting, or other means suitable to the value and nature of the property.
2. Real estate and automobiles will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items shall in general be sold to the highest offer or highest bidder. However, where the item or related grouping of items which has a value less than $5,000, preference may be given to, and a lower offer accepted from, buyers within the following order of priority: an ESU member school, another ESU, another political subdivision within the ESU, a charitable organization active within the ESU boundaries, and another political subdivision.
4. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Administrator or designee and reported to the Board annually.
5. Property that has little or no value shall be discarded or recycled as appropriate. No employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Date of Adoption:	November 19, 2018
Date (s) of Revision:	January 21, 2019 January 20, 2020
Date(s) of Review:	February 15, 2021 December 18, 2023

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Section 9 - Records Management and Disposition

Article III, Section 9, A Records Management and Disposition

Records Management and Disposition

a. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
b. Records Officer. The Administrator is hereby designated as the records officer of the ESU for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
c. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of ESU 7 business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. ESU 7's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
    i. *End-User Management*. End-user means anyone who creates or receives electronic messages on the ESU's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
    ii. *Categories for Retention*. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
        1. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to ESU business; unsolicited sectarian, religious, partisan, political or commercial messages, or political

advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

2. *Less than permanent retention records*. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
3. *Permanent/archival retention records*. These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the business manager or ESU Administrator in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

iii. Electronic Storage Limitations. ESU 7 utilizes Google Vault to indefinitely store our user's Google Drive and Google Email content digitally.

iv. *Proper Use of Electronic Messages*.

1. *Non-Discrimination*. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.
2. *Permissible Use.* Electronic messaging is to be used only for purposes that are consistent with the mission of ESU 7. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for

or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a purpose consistent with the mission of ESU 7 or facilitates ESU 7 business.

3. *Conduct*. Employees shall not read electronic messages received by another employee when there is no work-related purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
4. *Other Regulations*. Electronic messaging is subject to all requirements of ESU 7's computer use policies and may be monitored and accessed at any time without prior notice. ESU 7 has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, administrative guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

Electronic Records. All books, papers, documents, reports, and records kept by the ESU may be retained as electronic records. Minutes of the meetings of the Board may be kept as an electronic record.

Litigation Holds. When litigation against ESU 7 or its employees is filed or threatened, ESU 7 will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as ESU 7 is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted

by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference:	§§ 84-712 to 84-712.09; §§ 84-1201 to 84-1227 Laws 2010, LB 742 State Records Administrator Guidelines: Schedule 10: Records of Local School Districts (Feb. 1989) Schedule 24: Local Agencies General Records (March 2005) Electronic Imaging Guidelines (March 2003)
Date of Adoption:	December 17, 2018
Date of Revision:	August 16, 2021
Date(s) of Review:	December 18, 2023

Article III, Section 9, B Student Records

Legal Compliance. Records related to students served by the ESU shall be maintained in compliance with state and federal law.

Relationship with Schools Served. Each school district shall be notified as to the nature and types of student data items which are being collected and maintained in ESU files for their students who are being served by the ESU. Written permission to release confidential (non-directory) information from records related to students served by the ESU will be obtained from the appropriate school district before release to persons other than ESU officials or the parent or eligible student, except where the release is required by law.

Confidentiality. Student files and other education records shall not be released or divulged except in compliance with state and federal law.

ESU and school officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An ESU employee who violates this restriction shall be subject to disciplinary action up to and including termination.

An ESU or school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by an ESU employee or an employee of the school district in which the student is enrolled. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Separate Disciplinary Files. Student files or records shall be maintained so as to separate disciplinary matters from academic or other service matters. All disciplinary material in a student's file shall be removed and, upon the ending of ESU services to the student, released to the school district in which the student is enrolled for destruction in accordance with law.

Request for Records Amendment. Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the School District Administrator or designee to amend the records. If a decision is made not to amend the education records in accordance with the request, the School District Administrator or designee shall so inform the parents of the student. The parent shall be advised of the right to a hearing. If a hearing is requested, the School District Administrator or designee shall conduct a hearing (or delegate the role to another official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Disposition of Records. Personally identifiable student data generated by or received by the ESU for those student**s** referred from contracting school districts will be considered to be the property of the school district in which the student is or was enrolled. Five years after special education data is no longer needed to provide educational services, the ESU shall return to the appropriate school district all records that have been received or generated by the ESU for disposal in accordance with law.

Legal Reference:	§§ 42-364(4) & 42-381 §§ 79-2,104 & 79-2,105 § 79-539 §§ 84-712 to 84-712.09; §§ 84-1201 to 84-1227 20 U.S.C. 1232g (FERPA) NDE Rule 51, section 9.01 State Records Administrator Guidelines: Schedule 10: Records of Local School Districts (Feb. 1989) Schedule 24: Local Agencies General Records (March 2005) Electronic Imaging Guidelines (March 2003)
Date of Adoption:	November 19, 2018
Date of Revision:	January 21, 2018
Date(s) of Review:	December 11, 2023

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Section 10 - Comments and Complaints

Article III, Section 10, A Communications to the Board

The ESU Board recognizes the necessity for open communication with member school districts, students, parents, employees and patrons but is also aware that a procedure for processing concerns and complaints is imperative to efficient operations of the ESU. It is the intent of the Board that concerns and complaints be resolved at the lowest possible level.

Complaints Made to Individual Board Members. Members of the Board have no authority or power to act on behalf of the Board or the ESU except when acting as a member of the entire Board at a duly called board meeting or when acting with express, specific authority granted by the Board or by law. The Board and the ESU shall not be bound in any way by the action or statement on the part of any individual Board member or committee, except when such statement or action is taken or made in conformance with express, specific authority granted by the Board or by law.

Should any member of the Board be approached with a concern or complaint, the member should:

1. Listen attentively to the concerns but not take any inflexible position.
2. Instruct the individual about the ESU's process for resolving concerns and complaints and direct the individual to the appropriate complaint or grievance procedure or to the Administrator for information concerning such procedures. If the concern or complaint involves an employee, the individual should be informed to discuss the matter with the employee first.
3. Inform the Administrator of the concern.

Complaints Made to the Board. Concerns or complaints may be made to the Board at a duly called Board meeting at such time as the agenda provides for public participation or comment.

In the event the complaint involves a personnel matter relating to an employee of the ESU, the individual raising the complaint shall be directed to first exhaust the appropriate complaint or grievance procedure. The Board shall not respond or take action on such a complaint until such complaint or grievance procedure has been exhausted, unless it is determined by the Board, under the circumstances, that an immediate response or action is required.

Individuals raising concerns or complaints involving non-personnel matters which may be the subject of a complaint or grievance procedure may also be directed to first use such complaint or grievance procedure.

Legal Reference:	

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Date of Adoption:	November 19, 2018
Date(s) of Review:	December 18, 2023

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Article III, Section 10, B Complaints or Concerns of Employees

Employees are to inform the ESU of any complaints or concerns about the operations of the ESU using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the ESU and a duty of all ESU employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote the ESU's mission. Employees must ensure that all applicable laws and regulations are followed by the ESU and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the ESU.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The ESU will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator, Director or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Legal Reference:	
Date of Adoption:	November 19, 2018
Date(s) of Review:	December 18, 2023

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Early Childhood Department

Early Development Network

0-2 years

Early Childhood Special Education 3-5 years

Educational Service Unit 7
Lead Customize Support Innovate

Evaluations or "Childfind"

Large part of job finding kids with disabilities in the community as early as we can.

Often first to tell families of delays so it's hard and emotional.

Educational Service Unit 7
Lead Customize Support Innovate

BIGGEST NUMBERS we've had.

Kids were born or in critical developmental stages during covid.

Since August 114 referrals were made

73 have been tested

59 qualified; 14 did not

13 moved or declined

28 still in process.

Educational Service Unit 7
Lead Customize Support Innovate

Those that qualify (59) get added to current caseloads for continual sped services which is the SECOND big chunk of what we do.

Currently go see 180 kids

in 18 school district

in 65 homes

And over 52 preschool sessions

Significant amounts of traveling

avg 1000 miles per month per person

Educational Service Unit 7
Lead Customize Support Innovate

EC Lending Library

Short term borrowing for school as we trial new supports or bridge toward next skill

Writing supports- grippers, weights

Feeding support- plates and spoons

Communication support- go talk

Sensory support- weighted vest, chewy

Educational Service Unit 7
Lead Customize Support Innovate

November '23 Treasurer Report

Beginning Balance NOVEMBER 1, 2023				**$69,761.81**		
RECEIPTS						
Property taxes			$22,886.73			
SPED			$517,900.89			
General/Flow Through			$163,026.65			
Grants			$119,321.44			
TOTAL RECEIPTS			$823,135.71	$823,135.71		
				$892,897.52		
Transfer to Money Market				$280,000.00	+	
Total Funds Available				$1,172,897.52		
DISBURSEMENTS:						
General Fund			$266,027.94			
SPED			$486,334.34			
Grants			$340,842.40			
Total DISBURSEMENTS Check #76865 thru #77025			$1,093,204.68	$1,093,204.68	-	
Ending balance, NOVEMBER 30, 2023				**$79,692.84**		

Checking balance					$79,692.84	
Money Market Deposit Account at First National Bank					$3,590,000.00	
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	
Certificate of Deposit - First National Bank-Columbus					$1,000,000.00	
TOTAL CASH ON HAND (includes cash reserve)						**$5,269,692.84**
CASH RESERVE	**$1,487,587.48**					
Funds that are due to ESU 7						
Grants				($1,777,917.30)		
Production/Art Media Accounts Receivable			($20,550.85)			
Network Support Accounts Receivable			($4,535.63)			
Misc. Flow thru Accounts Receivable			($80,739.58)			
Outstanding Receivables				($105,826.06)		
Total due to ESU 7				($1,883,743.36)		

	2022-23	**2023-24**	**2022-23**	**2023-24**
	Dollars Spent Per Month	**Dollars Spent Per Month**	**Percentage spent each month**	**Percentage spent each month**
September	$266,632.91	$299,871.57	9.70%	10.90%
October	$186,072.92	$176,049.06	6.77%	6.40%
November	$143,630.26	$127,254.21	5.22%	4.63%
December	$192,654.08		7.01%	0.00%
January	$197,852.07		7.19%	0.00%
February	$221,903.94		8.07%	0.00%
March	$187,887.87		6.83%	0.00%
April	$208,157.75		7.57%	0.00%
May	$199,048.99		7.24%	0.00%
June	$200,189.85		7.28%	0.00%
July	$158,470.03		5.76%	0.00%
August	$262,542.38		9.55%	0.00%
Approved Total General Budget for Levy $			$2,750,201.46	$2,750,201.46
Total Spent to date			$2,425,043.05	$603,174.84
Dollars approved from cash reserve				$0.00

Total Budget	$16,223,814.63
30% of budget	$4,867,144.39
Earmarked set aside	$6,241,201.00
Total budget spent to date	$3,182,337.97

NOTES

November 20, 2023

To: Dr. Larianne Polk, ESU7 Administrator

From: Dan Hoesly, ESU7 Board Member

Subject: Resignation

Due to health issues, I have decided to resign from the ESU7 Board effective January 1, 2024.

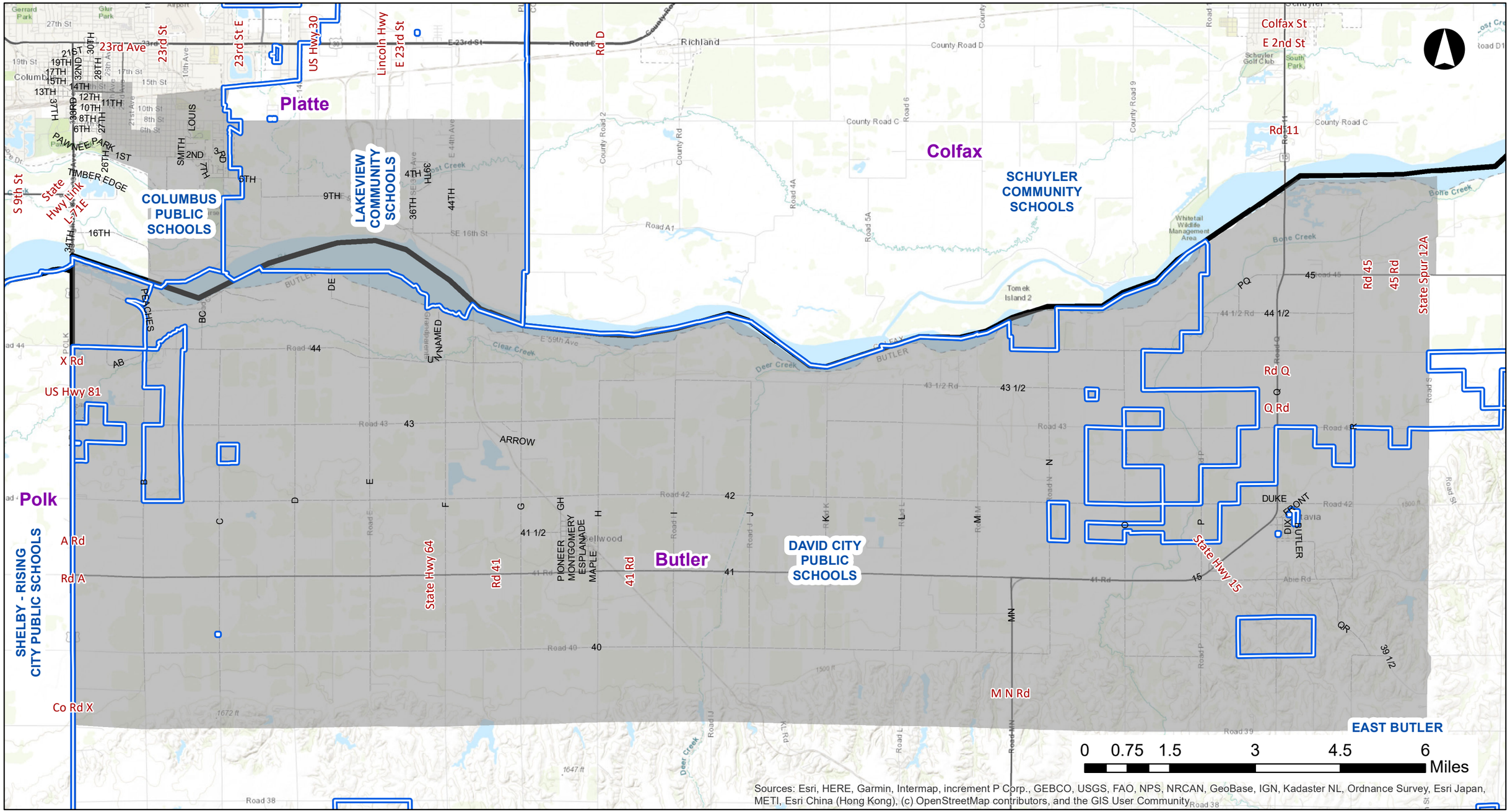
I have really enjoyed my years on the Board, and especially working with you. Thank you for your support throughout my tenure.

Dan L. Hoesly

EDUCATION SERVICE UNIT #7 - SUB DISTRICT #7 MAP

LEGEND School Districts Sub District #7

UNIVERSITY OF NEBRASKA AT OMAHA
CENTER FOR PUBLIC AFFAIRS RESEARCH



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Educational Service Unit Seven

District One

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District Two

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District Three

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District Five

Educational Service Units exterior boundaries are set by the legislature. When stated a precinct partially (i.e., part) covers any pieces or size it is referring only to those facets the legislature approves. Following is a list of areas where each subdistrict is recognized: Platte County - Columbus Twp A Precinct is divided into three sections – Part One (i.e., a smaller portion next to Columbus), Part Two (i.e., larger portion that surrounds the Eastern side of Columbus down to 8th Street) and Part 3 (the area south of 8th Street) along [Break 1] Lost Creek Pkwy/38th Street/14th Ave [Break 2] 8th Street – Part One (i.e., the area to the

Southwest, and South of the denoted arc) is District Five, Columbus Ward 4A, Columbus Ward 4B, Columbus Ward 4C, Columbus Ward 4D, and Columbus Ward 3A is divided into two sections – North and South along 32nd Street – The North portion is District Five.

District Six

Educational Service Units exterior boundaries are set by the legislature. When stated a precinct partially (i.e., part) covers any pieces or size it is referring only to those facets the legislature approves. Following is a list of areas where each subdistrict is recognized: Platte County - Columbus Ward 3C is divided into two sections – North and South along 38th Street – The South portion is District Six, Columbus Ward 3A is divided into two sections – North and South along 32nd Street – The South portion is District Six, Columbus Ward 3B, and Columbus Ward 3D.

District Seven

Educational Service Units exterior boundaries are set by the legislature. When stated a precinct partially (i.e., part) covers any pieces or size it is referring only to those facets the legislature approves. Following is a list of areas where each subdistrict is recognized: Platte County - Columbus Ward 1A, Columbus Ward 1C, Columbus Ward 2A, and Columbus Twp A Precinct is divided into three sections – Part One (i.e., a smaller portion next to Columbus), Part Two (i.e., larger portion that surrounds the Eastern side of Columbus down to 8th Street) and Part 3 (the area south of 8th Street) along [Break 1] Lost Creek Pkwy/38th Street/14th Ave [Break 2] 8th Street – Part Three (i.e., the area south of 8th Street) is District Seven. Butler County - Alexis Precinct, Savannah Precinct, and Franklin-Bone Creek Precinct is divided into two sections – North and South along 39th Road – The North portion is District Seven.

District Eight

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District Nine

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District Ten

Educational Service Units exterior boundaries are set by the legislature. When stated a precinct partially

(i.e., part) covers any pieces or size it is referring only to those facets the legislature approves. Following is a list of areas where each subdistrict is recognized: Howard County – Part of Spring Creek Precinct, Part of St. Libory Precinct, and Part of St. Paul Ward 2. Hamilton County – Part of #7 Precinct, and Part of #8 Precinct. Merrick County – Part of Chapman Precinct, Part of Prairie Creek Precinct, Part of Vieregg Precinct, and the Balance of Merrick County.

District Eleven

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District Twelve

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November 21, 2023

Dear Board President Pauley,

I am submitting this letter as formal notification of my resignation from the ESU 7 Board effective immediately.

Sincerely,

Donald Ellison

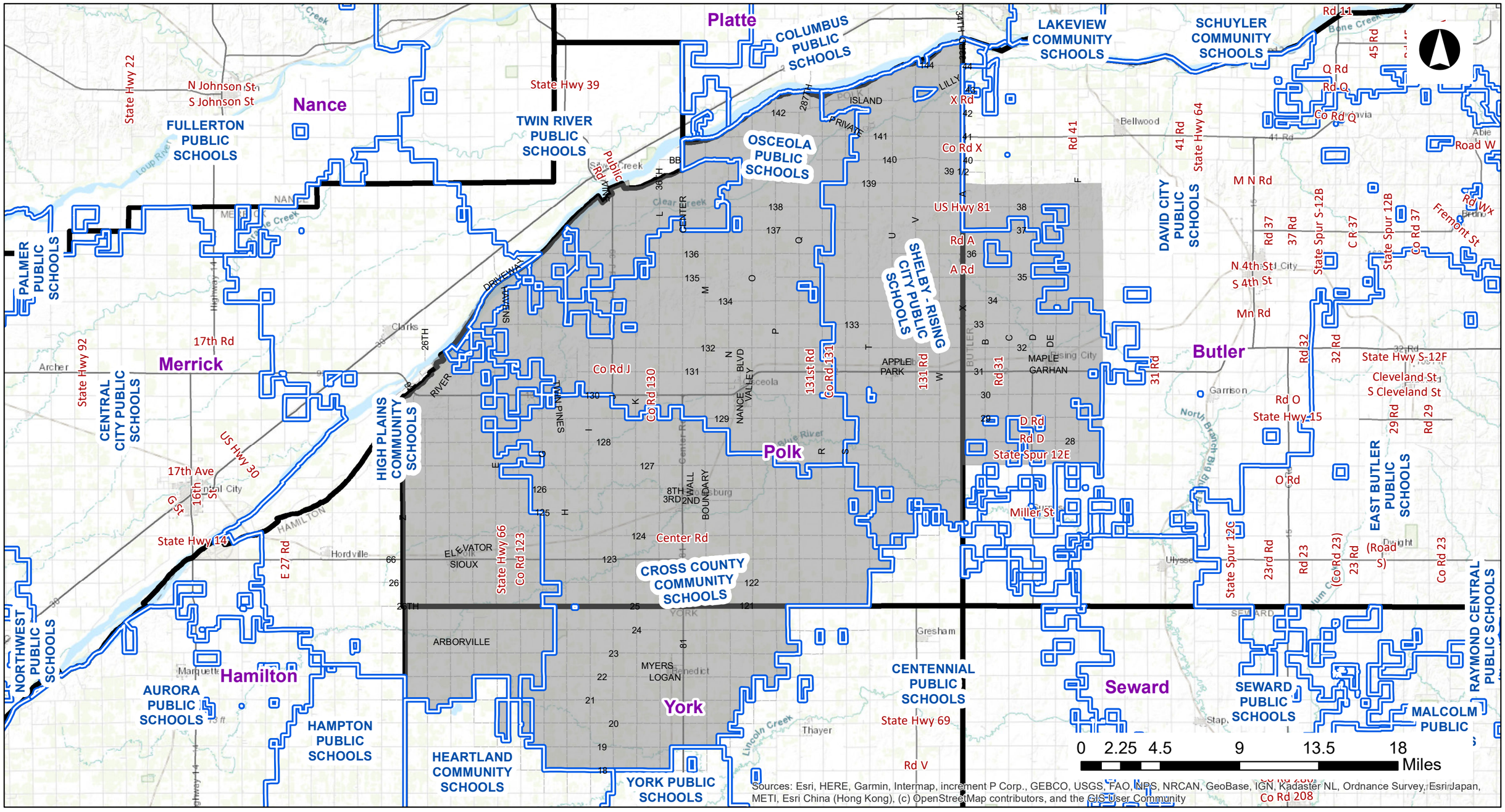
Don's comments:
I have enjoyed the association with all of you. – the Board & the ESU 7 Staff.
I will greatly miss this association.
It has been a great experience from the time Dr. Cowgill was appointed.
I have enjoyed the association with so many Board members. Now at 90 years old it is time for me to pass on the torch.
I shall miss each one of you and wish continued success for ESU 7.

Donald L Ellison

EDUCATION SERVICE UNIT #7 - SUB DISTRICT #11 MAP

LEGEND School Districts Sub District #11

UNIVERSITY OF NEBRASKA AT OMAHA
CENTER FOR PUBLIC AFFAIRS RESEARCH



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Educational Service Unit Seven

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RESOLUTION

WHEREAS, Don Ellison was elected as a member of the Board for a term beginning January 1, 2022 and ending on December 31, 2026; and

WHEREAS, on November 21, 2023, Don Ellison resigned as a board member effective immediately, and the board accepted that resignation December 18, 2023, thereby creating a vacancy; and

WHEREAS, NEB. REV. STAT. § 79-1217(2) provides for the remaining members of the board to fill the vacancy by appointment of an individual residing within the election district of the ESU for which the vacancy exists and meeting the qualifications for the office; and

WHEREAS, on December 11, 2023, the Board provided advance publicized notice of the meeting to be held on December 18, 2023, and the agenda for that meeting included the appointment of a new member to fill the vacancy; and

WHEREAS, _____ is a qualified registered voter of the election district of the ESU and has expressed an interest in ESU affairs; and

NOW, THEREFORE BE IT RESOLVED as follows:

1. That after due consideration of the qualifications of the candidate(s) and any public comments received, the Board appoints _____ to the Educational Service Unit No. 7 Board for the remainder of a term ending on December 31, 2026.

2. The board secretary, in collaboration with the Administrator, shall cause a copy of this resolution to be filed with the Secretary of State or county or township clerk.

ADOPTED this 18 day of December, 2023.

Educational Service Unit No. 7

_____	_____
Board Member	Board Member
_____	_____
Board Member	Board Member
_____	_____
Board Member	Board Member
_____	_____
Board Member	Board Member
_____	_____
Board Member	Board Member
_____	_____
Board Member	Board Member

Innovative People
Exceptional Service

ESUCC Trivia

Question: How many members make up the ESUCC?

Question: When did ESUAA change to ESUCC and why?

Question: Are ESUCC committee meetings subject to Open Meetings Act?

Question: How is ESUCC funded?

Question: Name two statewide projects ESUCC coordinates.

Question: True / False, ESUCC governs the work ESUs do.

LEGISLATIVE ISSUES CONFERENCE

January 21-22, 2024
Cornhusker Marriott - Lincoln

Book your Hotel at the group rate by clicking here

NEW FACES

In 2023 there was a New Governor ... 16 New State Senators ... New Speaker ... New Committee Chairs ... Two New Faces on the State Board of Education ... New Commissioner of Education ... New AG ... New Faces in DC ... New Faces On Your Board.

Presented annually, hear from the movers and shakers inside the Legislature about the key issues affecting Nebraska's public schools. The Governor's Office, Speaker, key Committee Chairs, a number of other Senators and education stakeholders are invited to share their respective views throughout the morning. See what key bills are in play and get a first hand look at anything that will have an impact on public education in Nebraska during this year's legislative session.

SUNDAY, JANUARY 21, 2024

- 6:00 PM Reception, Dinner & Program - Brian Maher, Commissioner of Education
- Six months in, hear the new Commissioner's plans and initiatives for NDE in his first year, and how school boards can work closer with the Department for future collaborations and continuity. There will be time for Q&A as well.
    - Hospitality event to follow

MONDAY, JANUARY 22, 2024

Education leaders have been invited to share their respective views throughout the morning. Get a firsthand look at all the bills introduced that will have an impact on public education in Nebraska during this year's legislative session.

- 8:00 AM - Registration
- 8:30 AM - Welcome and Introductions - Sandy Noffsinger, NASB President
    - Governor Pillen
    - Senators Ibach and Hughes - 2024 Temperature Check
    - Senator Sanders - Engagement
    - Senator Bostar - Revenue Committee
    - Senator Conrad - Education Committee
    - Senator Brewer - School Safety
    - Bill Overview - Get a first hand look at everything that will have an impact on public education in Nebraska during this year's legislative session and beyond.
- 12:00 PM - Lunch with the Senators
- 1:30 PM - Adjournment

To Register:

- Go to the My Membership tab and log in using your email and password
- $20 cancellation fee by the registration deadline. No refunds after the deadline.
- Registration fees for each event are as follows:
    - Sunday dinner and program $60
    - Conference Registration $110
    - *On-Site Registration $150
    - Registration Deadline - January 16, 2024

Awards of Achievement points can be earned by attending these events

- 10 points = Sunday dinner and program
- 15 points = Legislative Issues Conference

Suggested Audience:

- School Board Members, Superintendents, ESU Administrators

LEGISLATIVE FORUM

2024 NRCSA LEGISLATIVE FORUM

The 2024 NRCSA Legislative Forum will be held on Tuesday, February 20, 2024 at the Cornhusker Hotel in Lincoln.

If you have any questions, comments, or concerns regarding the Forum please contact Jeff Bundy at (402) 202-6028 or via e-mail at jbundy@nrcsa.net

REGISTRATION FORMS

Registration fees are $100 for the first person, $50 for each additional person for member schools, $130 per person for non-member schools. $5 of every registration supports NRCSA scholarships and awards funds. To register simply complete one of the forms below and return it to NRCSA. Your business office will receive an invoice for payment of any conference fees. Registrations may be altered or cancelled prior to **NRCSA making a meal count commitment**. Schools will be responsible for registration fees after that occurs.

2024 NRCSA Legislative Forum Registration Form (Online version)

2024 NRCSA Legislative Forum Registration Form (MS Word version)

Schools will be responsible for all registrations cancelled after February 16, 2024

SCHEDULE

Schedule is tentative and subject to change

8:20 AM - Welcome & Announcements

8:30 AM - Education Committee

9:00 AM - Appropriations Committee

9:30 AM - Rural senator or other group

10:00 AM - Rural Senator or other group

10:30 AM - Revenue Committee

11:00 AM - Rural Senator or other group

11:30 AM - Rural Senator or other group

12:00 PM - Lunch with Senators

1:10 PM - Speaker of the Legislature

1:30 PM - Closing & Adjourn

CONFERENCE SCHEDULE

The schedule is tentative and subject to change

Wednesday, March 13, 2024

10:00 AM Pre-Conference: *4 Essential Roles of Leadership presented by FranklinCovey* —Silver 4, 5, 6, 10, 11, 12

2:00 PM—4:00 PM Executive Committee Meeting—Bronze 5

4:00 PM—5:00 PM WNA Meeting (Barry Schaeffer)—Bronze 5

6:30 PM—9:00 PM Exhibitor Check-In & Setup—Gold 4,5,6,10,11,12

7:00 PM —9:00 PM Attendee Registration—Registration 1

7:00 PM Hospitality Rooms

Thursday, March 14, 2024

7:15 AM Attendee Registration—Registration 1

Coffee and Rolls—Gold 4,5,6,10,11,12

8:30 AM General Session—Silver 4,5,6,10,11,12

Presiding: *Mark Lenihan, NRCSA President, Supt, Wayne Community Schools*

8:30 AM – 9:00 AM ***Musical Welcome:***

9:05 AM – 9:25 AM ***Scholarships and Awards:***

NRCSA Scholarship & Gary Fisher Fine Arts Announcements

9:30 AM – 9:45 AM Introduction and remarks by NREA Executive Director Allen Pratt

9:50 AM – 10:20 AM ***Keynote Address****:*

10:20 AM—11:00 AM Exhibitor Time

11:00 AM—11:50 AM Thursday Morning Select-a-Sessions

12:00 PM Lunch General Session— Silver 4,5,6,10,11,12

Presiding: *Dr. Dawn Lewis, NRCSA Past President, Supt, Arlington Public Schools*

12:35 PM – 12:55 PM ***Keynote Address:***

1:00 PM – 1:40 PM ***Scholarships and Awards:***

Outstanding Elementary Teacher

Outstanding Secondary Teacher

Gary Fisher Outstanding Music Teacher

Outstanding ESU Staff Member

1:45 PM—2:20 PM Exhibitor Time

2:20 PM—3:10 PM Thursday Afternoon Select-a-Sessions

3:10 PM—3:35 PM Exhibitor Time

3:35 PM—4:25 PM Thursday Afternoon Select-a-Sessions

6:00 PM Chuckwagon Buffet— Silver 4,5,6,10,11,12

7:00 PM Hospitality Rooms

Friday, March 15, 2024

7:15 AM Attendee Registration—Registration 1

Coffee and Rolls—Registration 1

8:00 AM—8:50 AM Friday Select-a-Session I

9:00 AM—9:50 AM Friday Select-a-Session II

10:00 AM—10:45 AM Brunch Buffet—Silver 4,5,6,10,11,12

10:30: - 11:00 AM **Musical Welcome:**

10:50 AM Closing Session— Silver 4,5,6,10,11,12

Presiding: *Dr. Heather Nebesniak, NRCSA President-Elect, Supt, Ord Public Schools*

11:00 AM – 11:45 AM ***Scholarships and Awards:***

Outstanding Classified Staff Member

Outstanding Board Member

Outstanding Principal

Outstanding Superintendent

11:50- AM – 12:45 PM ***Keynote Address:***

12:50 PM Thank Yous, Prizes, & Drawings

ESU 7 Goals 2023-2024

Board of Directors

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

Administrator

- Goal: By 2024, use a process to allocate human, fiscal and physical resources in order to maintain (optimize) and develop (innovate) quality services
    - Actions:
        - Operationalize a data rich system to determine services to sunset, modify, and add.
        - Leadership to attend and establish the AESA Business Strategy Framework to learn of alternative funding options
        - Implement system to measure impact of services delivered
        - Work with the board to create long term plan for physical resource allocation
        - Strengthen long term plan for human capital allocation.

Directors

- Goal 1: By 2026, ESU 7 will use an established process to measure implementation and impact of targeted services.
- Goal 2: By 2024, use a process to allocate human, fiscal and physical resources in order to maintain (optimize) and develop (innovate) quality services.

Agency Team

- Goal: By January 2025, ESU 7 will host a professional development regional conference for stakeholder schools and internal ESU 7 staff.

Departments

- Administration:
  - Goal 1: By July 2024, ESU 7 Administrative processes will be highly functional.
  - Goal 2: By July 2024, the Administration Department will explore accounting software programs.

- Cen7ter: Each semester at Cen7ter will prioritize job sites that we can navigate to and from in a timely manner.

- Early Childhood: By May 2025, All ESU 7 PAC members will confidently implement changes needed to IEP/IFSP/MDT processes based on Part B CAPs and new information from NDE and school lawyers.

- Grants:
  - Goal 1: By May 2023, the Grants Department will collect needs assessment data that will be compared to find areas of similarities. Similarities will lead to collaborative opportunities.
  - Goal 2: By May 2024, the Grants Department members will enhance the skills needed to train adult learners.

- Learning Academy: Given data through evidenced-based assessments, we will individualize academic and behavioral interventions as evidenced by implementation of intervention groups by October 23, 2023.

- Mental Health: By May 2024, the Mental Health Department will improve our data collection system to analyze trends and drive service delivery.

- Migrant: Create a framework identifying steps to plan for student services, enrichment programs, and educating communities about MEP.

- Network Operations: During the 23-24 school year, the Technology Department will enhance technology support by establishing subcategories, streamlining feedback processes for projects and tickets, and strengthening training and documentation resources.

- Production:
  - Goal 1: By May 2023, develop and implement a process to manage workflow with limited staff.
  - Goal 2: By May 2024, the Production Department will create a training process for our customers, which will be deployed by Spring, to enable them to fill out order forms properly.

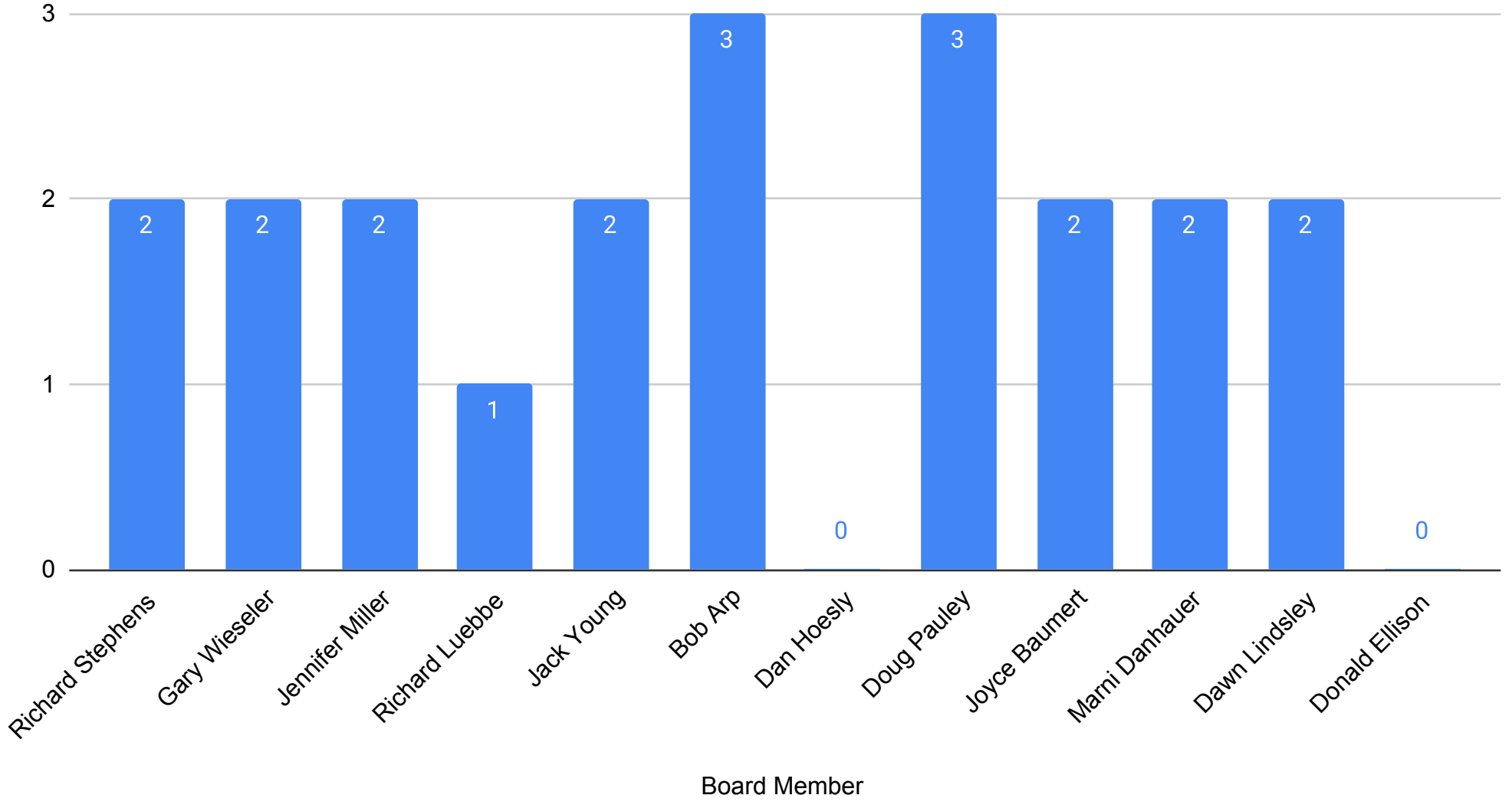
- Professional Development:
  - Goal 1: By May 2023, we will design and implement methods for supporting districts amidst the current educational landscape.
  - Goal 2: By May of 2024, the PD Department will effectively leverage internal expertise to enhance the efficiency of internal and external communication.

- Psychology: By May 2024, the School Psychology Department will assist ESU 7 districts in improving pre-referral processes and data collection.

- Speech: By May 2024, the SLP Department will create a service delivery framework to aid in determining an appropriate service delivery plan (e.g., appropriate IEP minutes, service delivery model, etc.) based on current research, severity, and verification.

- Vision: By May 2024, the Vision Department will create a landing page that will introduce vision staff, services provided, resources and links to support students with visual impairments.

Goal 2 - Professional Events 2023-2024



ESA Service Dashboard

SIMPL

November 30, 2023
8:30

Educational Service Unit 7
Lead Customize Support Innovate

Dr. Larianne Polk

Chief Administrator

lpolk@esu7.org

@lariannepolk

@ESU7_NE

Marci Ostmeyer

Director of Professional Development

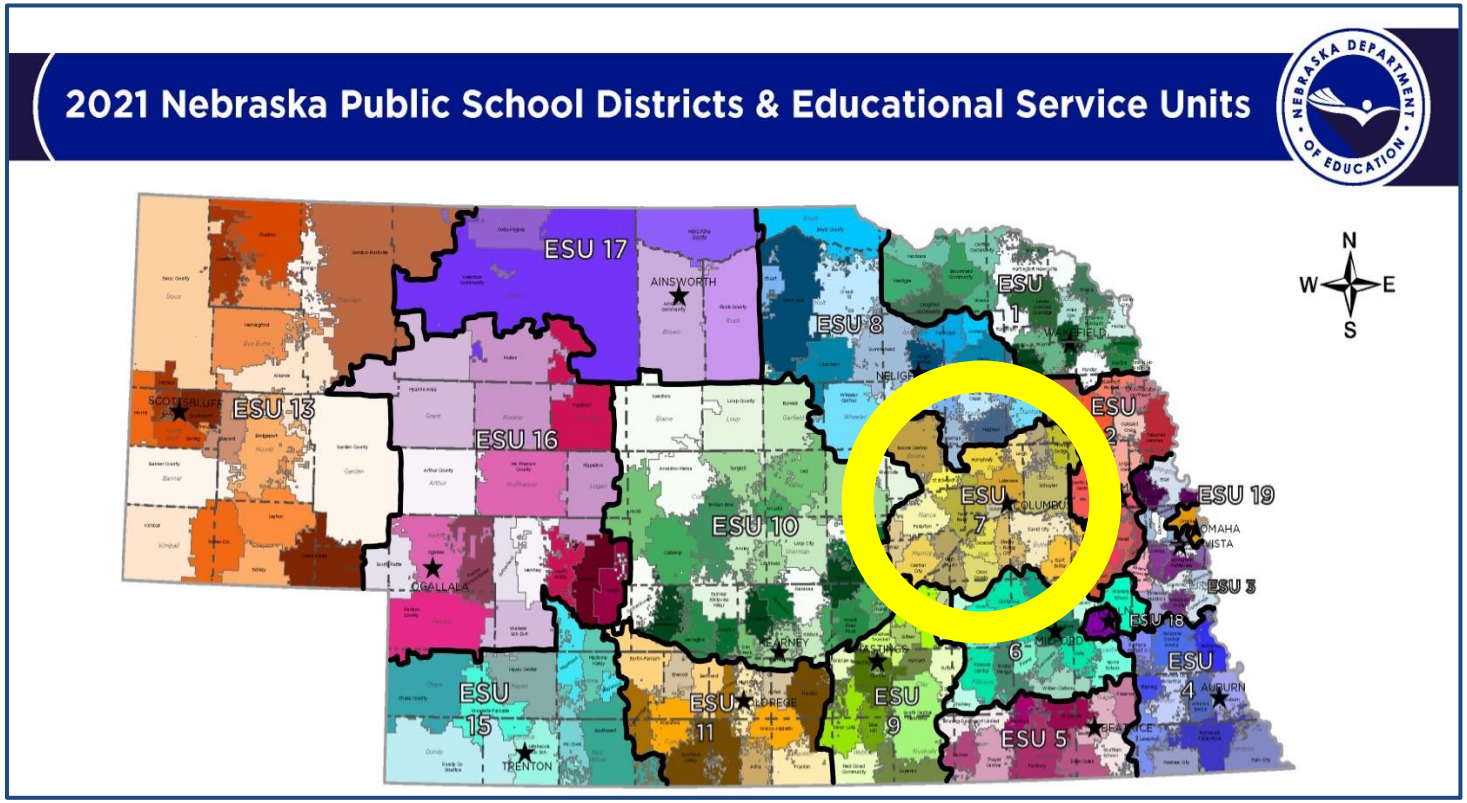
mostmeyer@esu7.org

@mostmeyer

@ESU7_NE

Educational Service Unit 7

Lead Customize Support Innovate

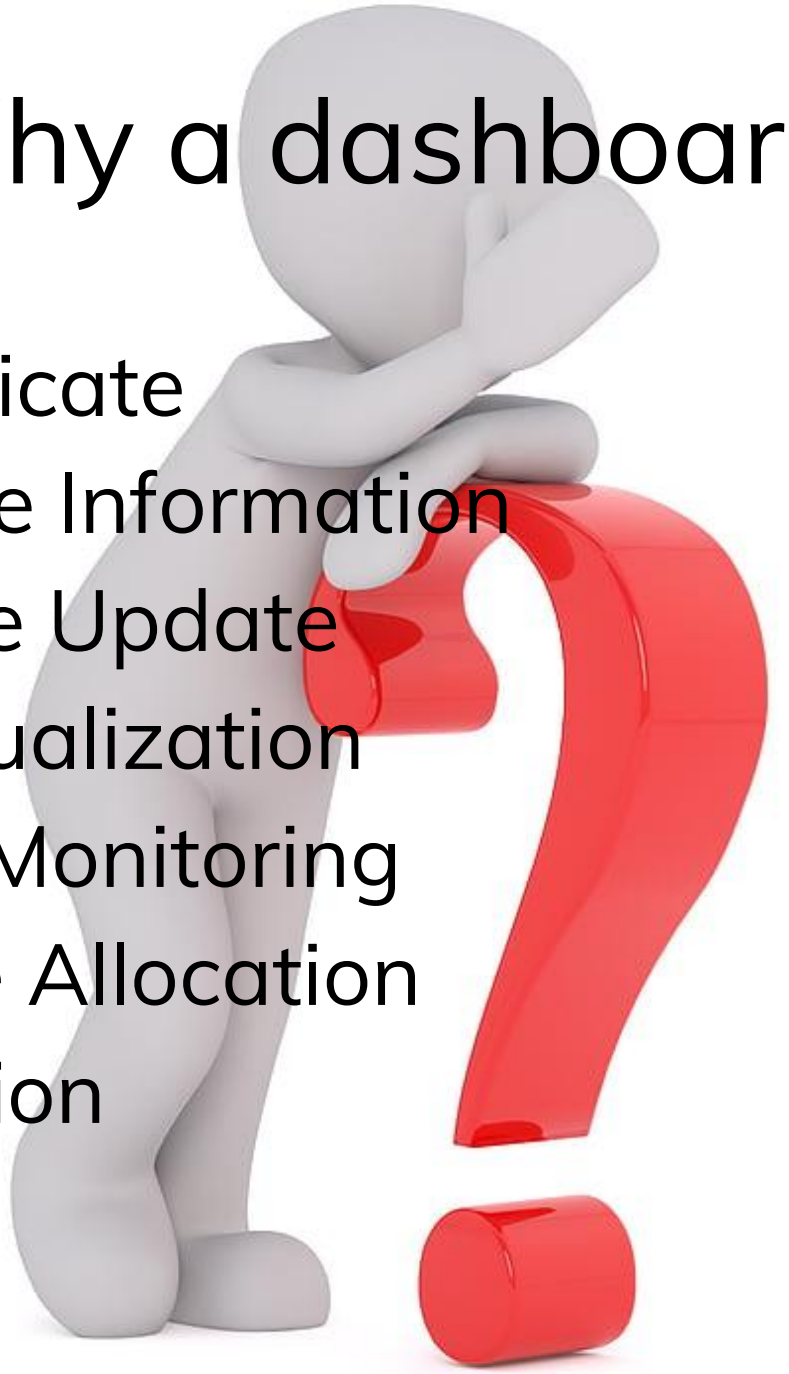


Session Takeaways

- **See a real time data dashboard**
- **Learn where to begin your journey toward data driven service planning**
- **Understand the process of customizing services while emphasizing efficiency**

Educational Service Unit 7
Lead Customize Support Innovate

Why a dashboard?

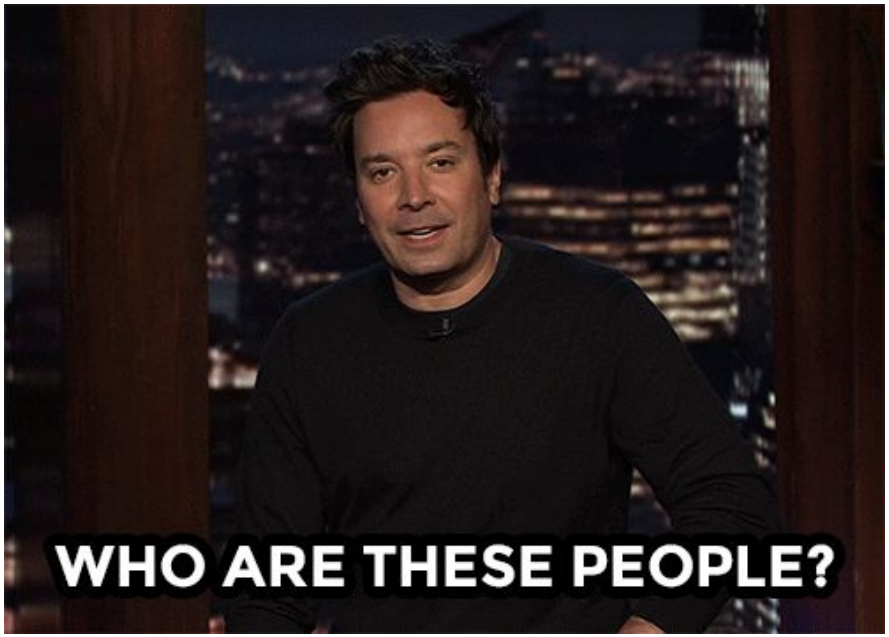


- Communicate
- Centralize Information
- Real-time Update
- Data Visualization
- Efficient Monitoring
- Resource Allocation
- Automation

Educational Service Unit 7
Lead Customize Support Innovate

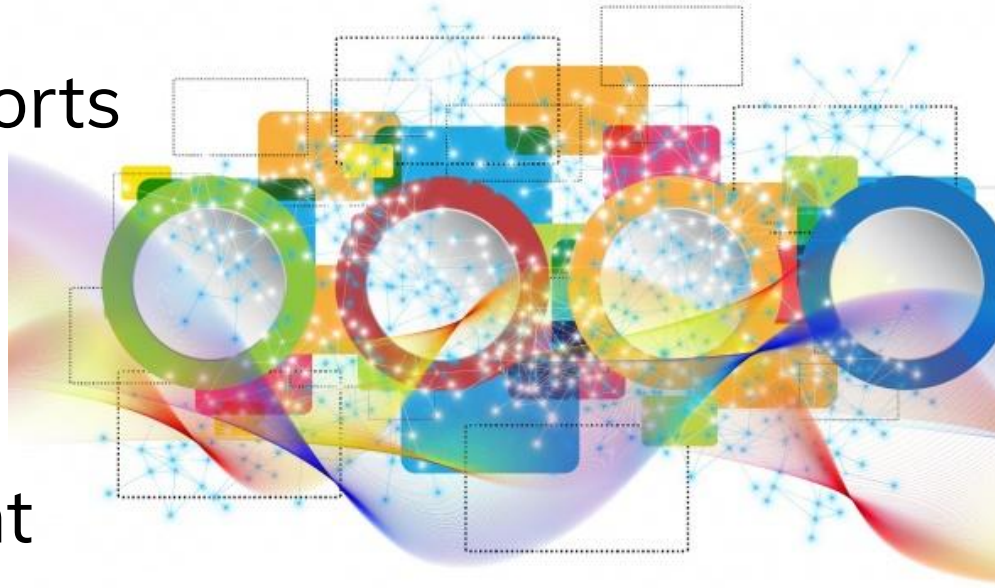
Who are the consumers?

- School Districts
  - Superintendents
  - Boards
- ESA
  - Agency Level
  - Department Level
- State
  - NE Department of Education
  - Legislature



Educational Service Unit 7
Lead Customize Support Innovate

Visualization?

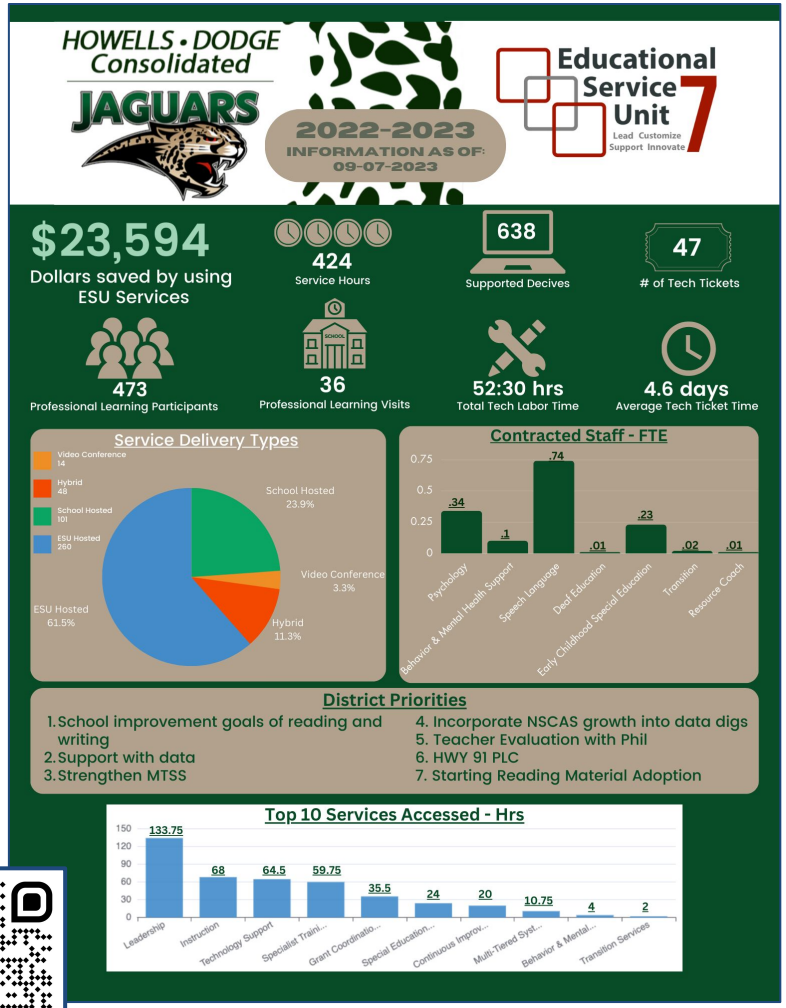


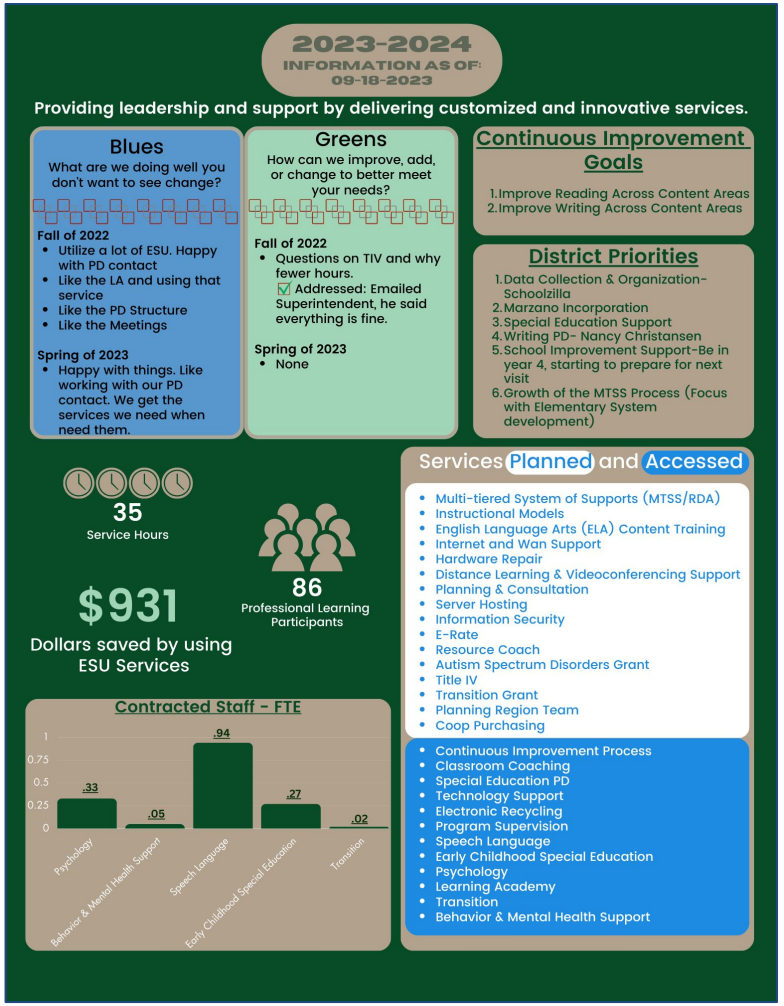
- Static or External Reports
  - Superintendents
  - Boards
  - Agency
  - Agency Department
  - Statewide Accountability
  - Legislature

- Real-time

Educational Service Unit 7
Lead Customize Support Innovate

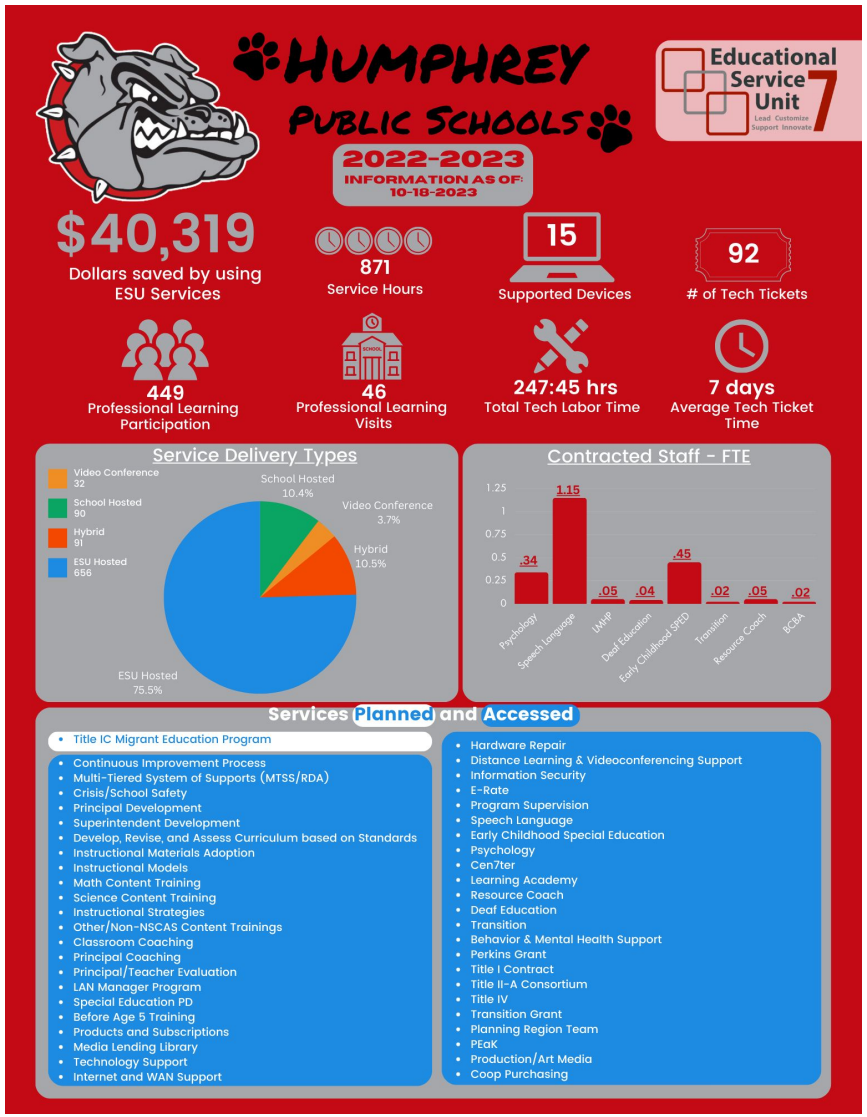
Superintendent





Educational Service Unit 7
Lead Customize Support Innovate

Board


HUMPHREY
PUBLIC SCHOOLS
Educational Service Unit 7
Lead Customize Support Innovate
2022-2023
INFORMATION AS OF:
10-18-2023
$40,319
Dollars saved by using ESU Services
871
Service Hours
15
Supported Devices
92
# of Tech Tickets
449
Professional Learning Participation
46
Professional Learning Visits
247:45 hrs
Total Tech Labor Time
7 days
Average Tech Ticket Time
Service Delivery Types
Video Conference 32
School Hosted 90
Hybrid 91
ESU Hosted 656
School Hosted 10.4%
Video Conference 3.7%
Hybrid 10.5%
ESU Hosted 75.5%
Contracted Staff - FTE
1.25
1
0.75
0.5
0.25
0
.34
1.15
.05
.04
.45
.02
.05
.02
Psychology
Speech Language
LMHP
Deaf Education
Early Childhood SPED
Transition
Resource Coach
BCBA
Services Planned and Accessed
Title IC Migrant Education Program
Continuous Improvement Process
Multi-Tiered System of Supports (MTSS/RDA)
Crisis/School Safety
Principal Development
Superintendent Development
Develop, Revise, and Assess Curriculum based on Standards
Instructional Materials Adoption
Instructional Models
Math Content Training
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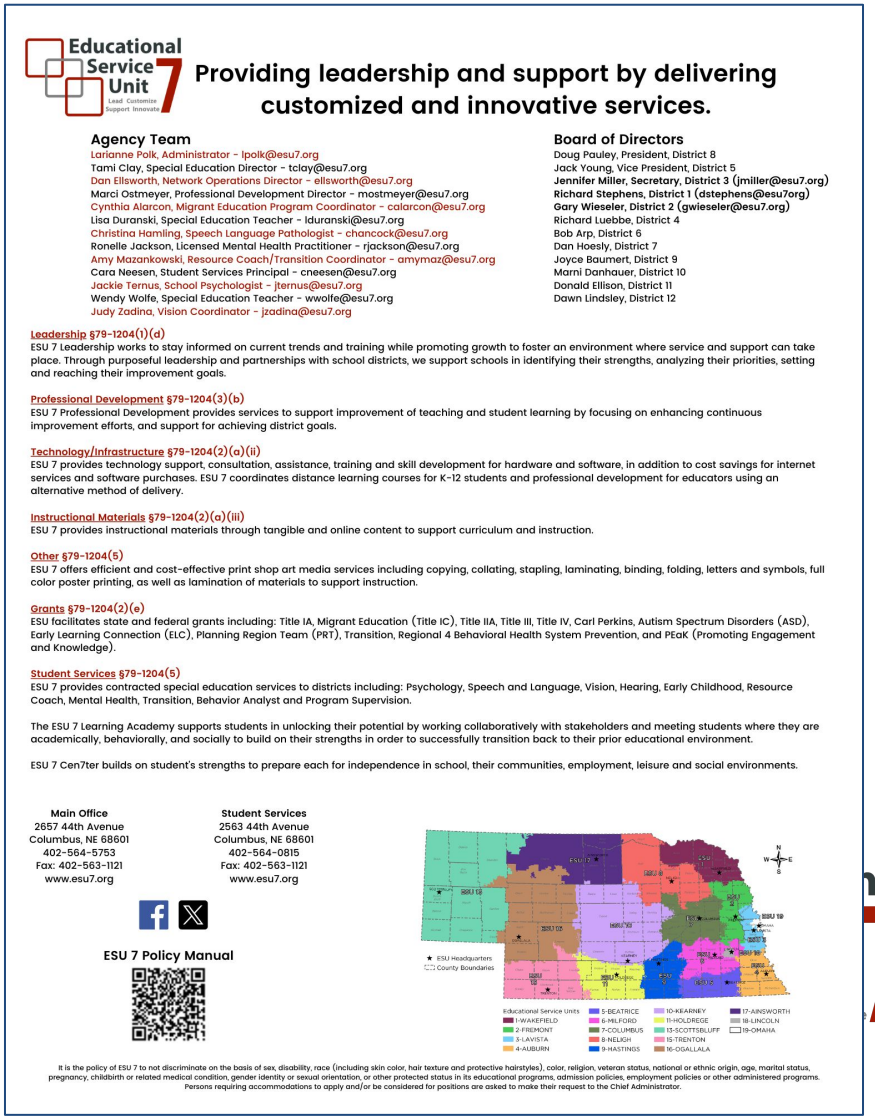
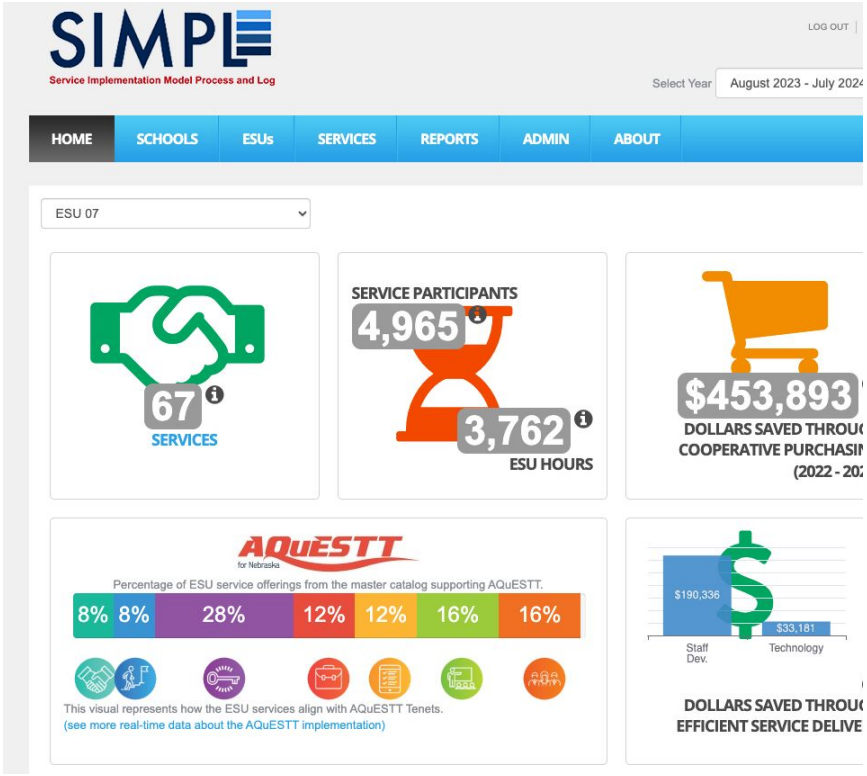
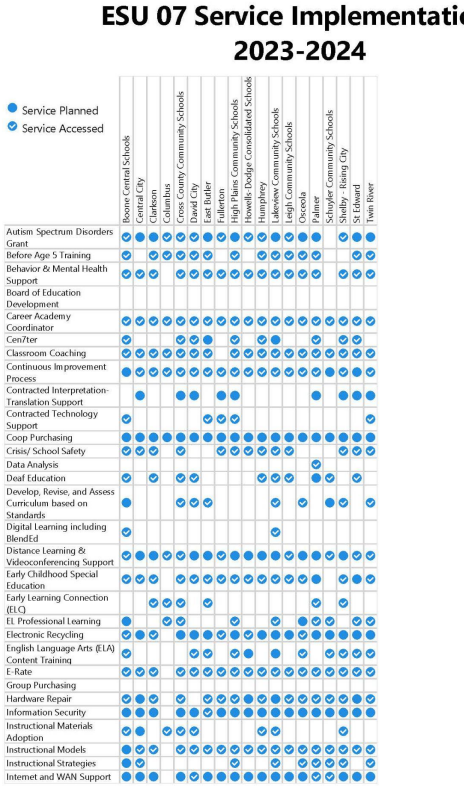
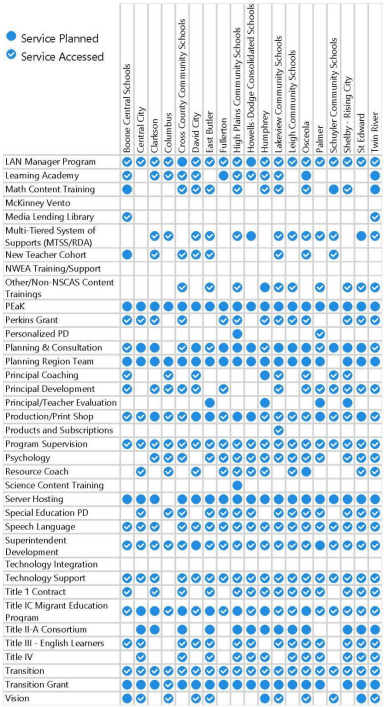
Instructional Strategies
Other/Non-NSCAS Content Trainings
Classroom Coaching
Principal Coaching
Principal/Teacher Evaluation
LAN Manager Program
Special Education PD
Before Age 5 Training
Products and Subscriptions
Media Lending Library
Technology Support
Internet and WAN Support
Hardware Repair
Distance Learning & Videoconferencing Support
Information Security
E-Rate
Program Supervision
Speech Language
Early Childhood Special Education
Psychology
Cen7ter
Learning Academy
Resource Coach
Deaf Education
Transition
Behavior & Mental Health Support
Perkins Grant
Title I Contract
Title II-A Consortium
Title IV
Transition Grant
Planning Region Team
PEaK
Production/Art Media
Coop Purchasing


Educational Service Unit 7
Lead Customize Support Innovate
Providing leadership and support by delivering customized and innovative services.
Agency Team
Larianne Polk, Administrator - lpolk@esu7.org
Tami Clay, Special Education Director - tclay@esu7.org
Dan Ellsworth, Network Operations Director - ellsworth@esu7.org
Marci Ostmeyer, Professional Development Director - mostmeyer@esu7.org
Cynthia Alarcon, Migrant Education Program Coordinator - calarcon@esu7.org
Lisa Duranski, Special Education Teacher - lduranski@esu7.org
Christina Hamling, Speech Language Pathologist - chancock@esu7.org
Ronelle Jackson, Licensed Mental Health Practitioner - rjackson@esu7.org
Amy Mazankowski, Resource Coach/Transition Coordinator - amymaz@esu7.org
Cara Neesen, Student Services Principal - cneesen@esu7.org
Jackie Ternus, School Psychologist - jternus@esu7.org
Wendy Wolfe, Special Education Teacher - wwolfe@esu7.org
Judy Zadina, Vision Coordinator - jzadina@esu7.org
Board of Directors
Doug Pauley, President, District 8
Jack Young, Vice President, District 5
Jennifer Miller, Secretary, District 3 (jmiller@esu7.org)
Richard Stephens, District 1 (dstephens@esu7org)
Gary Wieseler, District 2 (gwieseler@esu7.org)
Richard Luebbe, District 4
Bob Arp, District 6
Dan Hoesly, District 7
Joyce Baumert, District 9
Marni Danhauer, District 10
Donald Ellison, District 11
Dawn Lindsley, District 12
Leadership §79-1204(1)(d)
ESU 7 Leadership works to stay informed on current trends and training while promoting growth to foster an environment where service and support can take place. Through purposeful leadership and partnerships with school districts, we support schools in identifying their strengths, analyzing their priorities, setting and reaching their improvement goals.
Professional Development §79-1204(3)(b)
ESU 7 Professional Development provides services to support improvement of teaching and student learning by focusing on enhancing continuous improvement efforts, and support for achieving district goals.
Technology/Infrastructure §79-1204(2)(a)(ii)
ESU 7 provides technology support, consultation, assistance, training and skill development for hardware and software, in addition to cost savings for internet services and software purchases. ESU 7 coordinates distance learning courses for K-12 students and professional development for educators using an alternative method of delivery.
Instructional Materials §79-1204(2)(a)(iii)
ESU 7 provides instructional materials through tangible and online content to support curriculum and instruction.
Other §79-1204(5)
ESU 7 offers efficient and cost-effective print shop art media services including copying, collating, stapling, laminating, binding, folding, letters and symbols, full color poster printing, as well as lamination of materials to support instruction.
Grants §79-1204(2)(e)
ESU facilitates state and federal grants including: Title IA, Migrant Education (Title IC), Title IIA, Title III, Title IV, Carl Perkins, Autism Spectrum Disorders (ASD), Early Learning Connection (ELC), Planning Region Team (PRT), Transition, Regional 4 Behavioral Health System Prevention, and PEaK (Promoting Engagement and Knowledge).
Student Services §79-1204(5)
ESU 7 provides contracted special education services to districts including: Psychology, Speech and Language, Vision, Hearing, Early Childhood, Resource Coach, Mental Health, Transition, Behavior Analyst and Program Supervision.
The ESU 7 Learning Academy supports students in unlocking their potential by working collaboratively with stakeholders and meeting students where they are academically, behaviorally, and socially to build on their strengths in order to successfully transition back to their prior educational environment.
ESU 7 Cen7ter builds on student's strengths to prepare each for independence in school, their communities, employment, leisure and social environments.
Main Office
2657 44th Avenue
Columbus, NE 68601
402-564-5753
Fax: 402-563-1121
www.esu7.org
Student Services
2563 44th Avenue
Columbus, NE 68601
402-564-0815
Fax: 402-563-1121
www.esu7.org
ESU 7 Policy Manual
ESU Headquarters
County Boundaries
Educational Service Units
1-WAKEFIELD
2-FREMONT
3-LAVISTA
4-AUBURN
5-BEATRICE
6-MILFORD
7-COLUMBUS
8-NELIGH
9-HASTINGS
10-KEARNEY
11-HOLDREGE
13-SCOTTSBLUFF
15-TRENTON
16-OGALLALA
17-AINSWORTH
18-LINCOLN
19-OMAHA
It is the policy of ESU 7 to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Administrator.

Agency

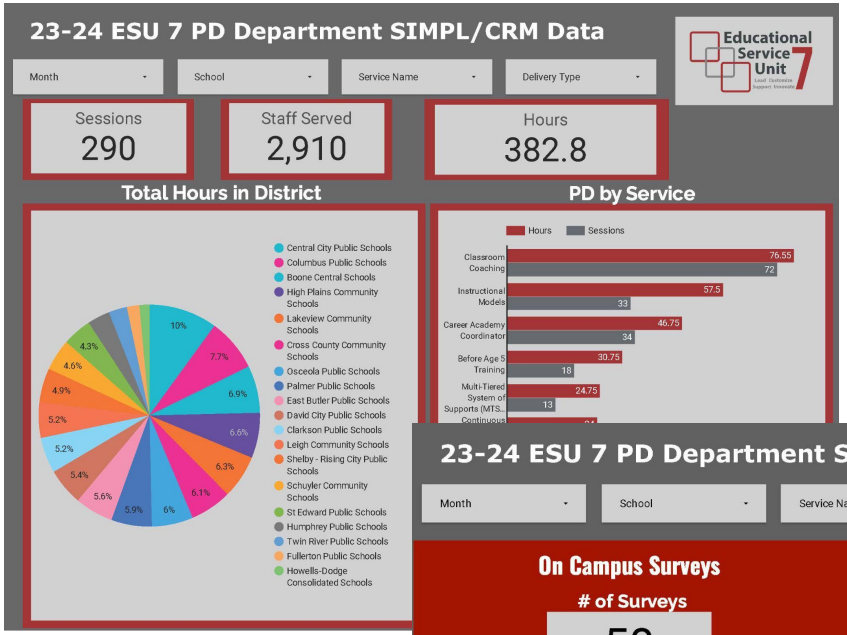


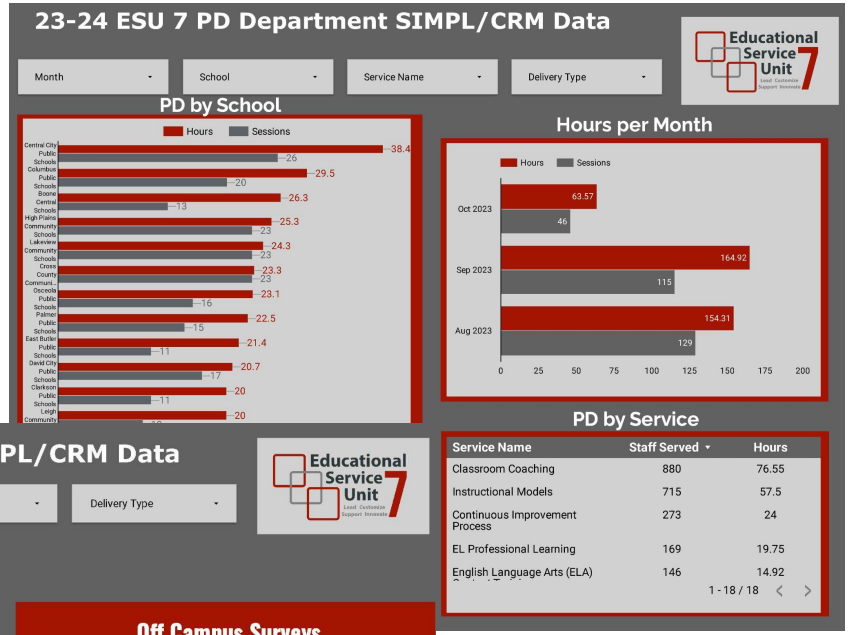


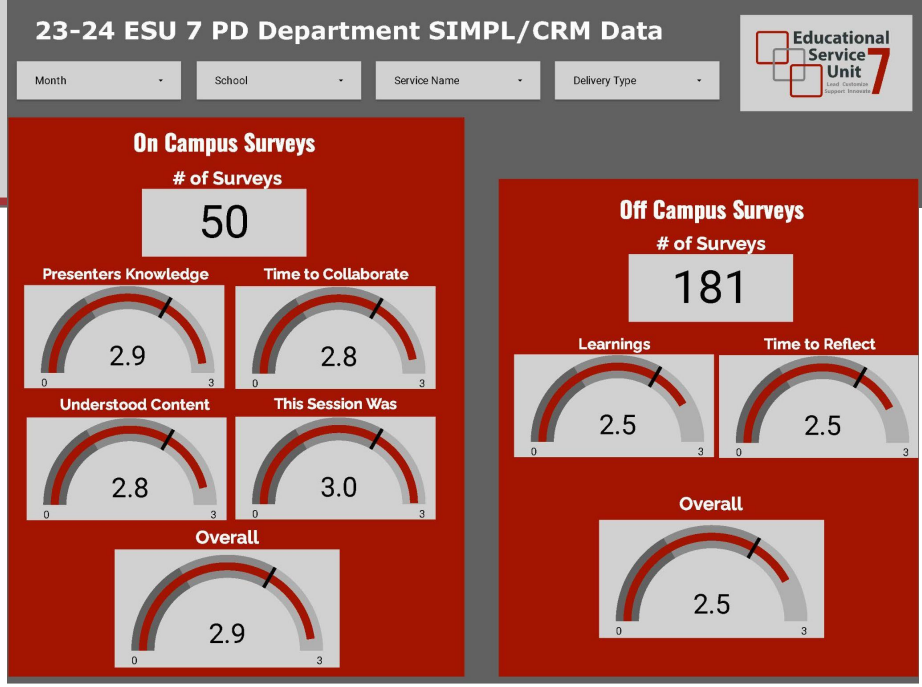


Educational Service Unit 7
Lead Customize Support Innovate

Department







Educational Service Unit 7
Lead Customize Support Innovate

Statewide Accountability

AQuESTT for Nebraska

Below is detailed information related to ESU time devoted to AQuESTT Tenets and school personnel receiving that time.

POSITIVE PARTNERSHIPS, RELATIONSHIPS, AND SUCCESS

Service Recipients	4,735
Service Hours	1,904

TRANSITIONS

Service Recipients	5,256
Service Hours	4,278

EDUCATIONAL OPPORTUNITIES AND ACCESS

Service Recipients	10,054
Service Hours	4,812

POSTSECONDARY, CAREER, AND CIVIC READINESS

Service Recipients	15,422
Service Hours	5,435

STUDENT ACHIEVEMENT AND GROWTH

Service Recipients	8,134
Service Hours	5,229

EDUCATOR EFFECTIVENESS

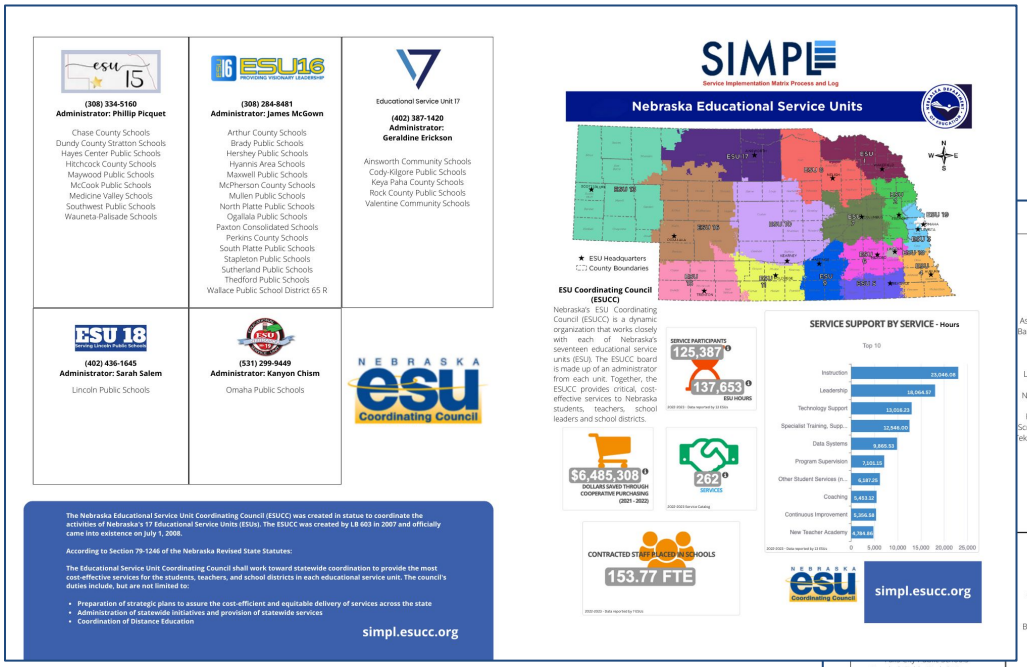
Service Recipients	8,774
Service Hours	8,453

LEADERSHIP

Service Recipients	13,412
Service Hours	6,150

Educational Service Unit 7
Lead Customize Support Innovate

Legislature



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Real-Time

- Statewide
- Agency

Educational Service Unit 7
Lead Customize Support Innovate

What features or elements stood out to you?

Which visualizations and charts are helpful in conveying information?

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Real-Time

simpl.esucc.org

- Statewide
  - Services
    - Master Inventory
    - Specific ESU Service Inventories
    - Cooperative Services
    - Dollars “saved”
    - Statewide Accountability
- Agency

Educational Service Unit 7
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How does this dashboard compare to other tools or systems you've used for similar purposes?

SIMPL
Service Implementation Model Process and Log

Educational Service Unit 7
Lead Customize Support Innovate

Real-Time

- Statewide
- Agency
  - Similar to Statewide data
  - ESU Data
  - Matrix
  - Service

SIMPLE
Service Implementation Model Process and Log

Educational Service Unit 7
Lead Customize Support Innovate

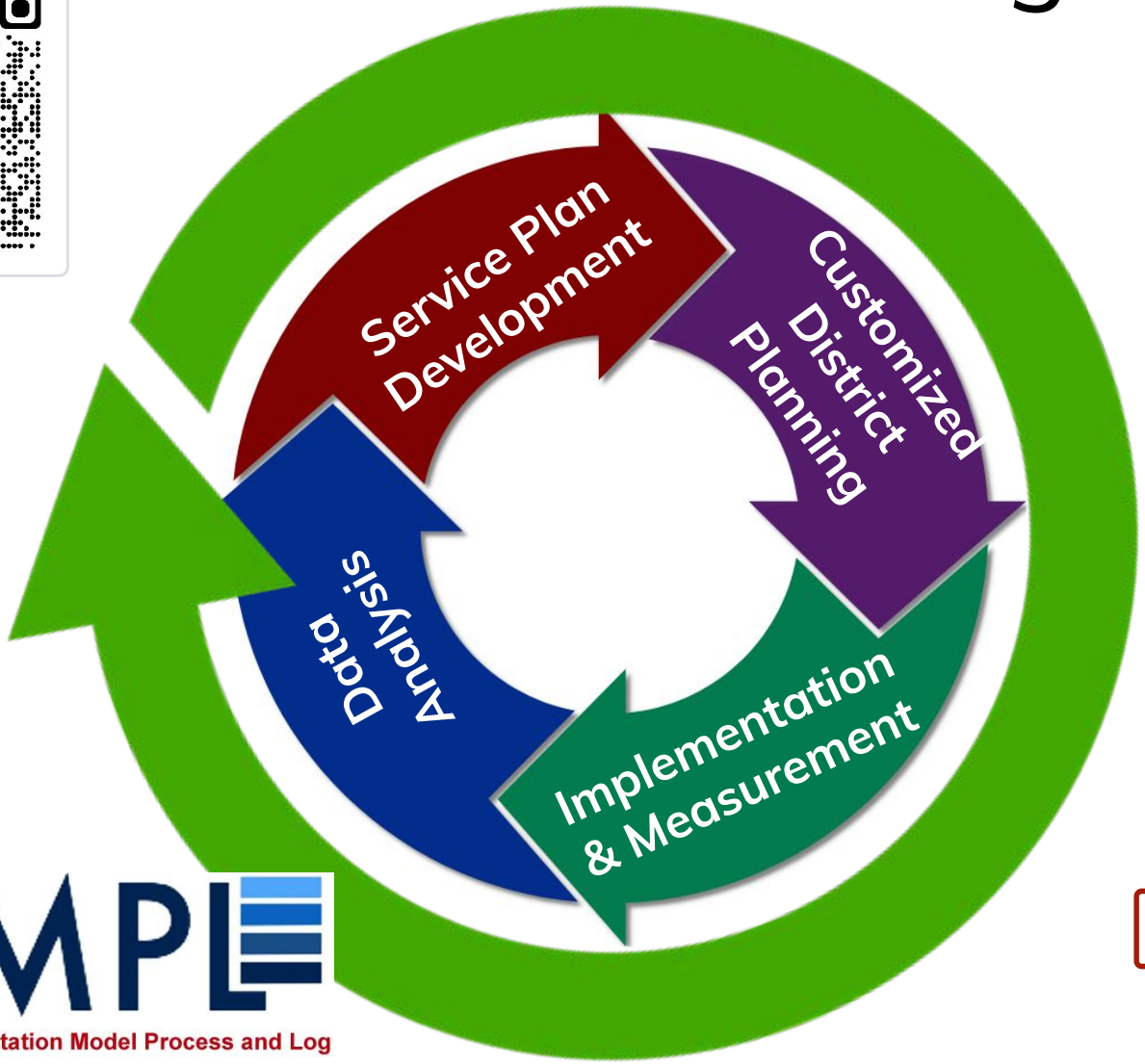
In what ways could this dashboard benefit your work or decision-making process?

How might you envision yourself using this dashboard regularly?

SIMPL
Service Implementation Model Process and Log

Educational Service Unit 7
Lead Customize Support Innovate

Service Planning



SIMPL
Service Implementation Model Process and Log

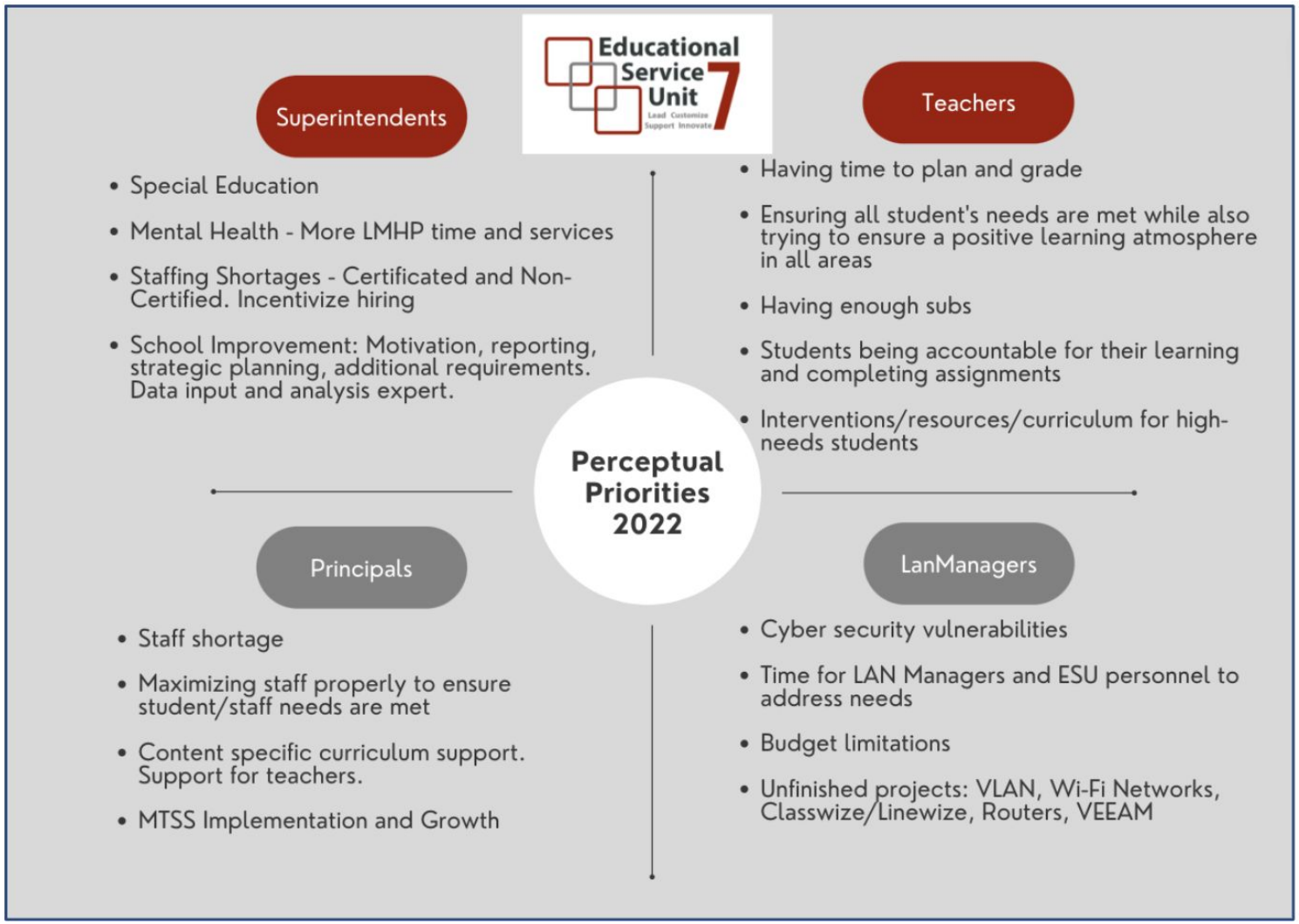
Educational Service Unit 7
Lead Customize Support Innovate

Service Planning

- Priorities
  - Leadership
  - Teachers
  - Technology Staff
- Service Plan
  - Agency Level
- Customization
  - Per District Level

SIMPL
Service Implementation Model Process and Log

Educational Service Unit 7
Lead Customize Support Innovate



SIMPL
Service Implementation Model Process and Log

Educational Service Unit 7
Lead Customize Support Innovate

East Butler Public Priorities

Continuous Improvement Goal(s) *Type it below*
By the Spring NWEA test, 60% of students will be meeting growth targets in Reading. **By the Spring NWEA test, 70% of students will be meeting growth targets in Math.**

List Your Priorities for 2023-2024 Academic Year Below *Consider all areas: Tech, Instructional Materials, SPED, Production, Leadership, PD*
1. Mental Health Services
2. Curriculum writing for Math
3. Instructional Coaching
4. LanMan Partnership (Technology Support)
5. Continued Implementation and support of the Danielson Instructional Framework • Evaluation Model.
6. MTSS
7. Response Team Supports

Other Information To Share With ESU 7 Relevant to Service Planning *Consider: leadership changes, legislative feedback, Board development, strategic plan*
I intend to have NRCSA assist us in a strategic planning process. This is all hinging upon NRCSA having their process available. (Jack shared with me that he is working on this) I would also like our school board to go through goal setting, and am interested in possibly using the services of Mike Lucas for this process.

O

Service Planning

- Priorities
  - Leadership
  - Teachers
  - Technology Staff
- Service Plan
  - Agency Level
- Customization
  - Per District Level

SIMPL
Service Implementation Model Process and Log

Educational Service Unit 7
Lead Customize Support Innovate

Service Planning

- Priorities
  - Leadership
  - Teachers
  - Technology Staff
- Service Plan
  - Agency Level
- Customization
  - Per District Level Data
  - Align to Static Report

SIMPL
Service Implementation Model Process and Log

Educational Service Unit 7
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East Butler Public Priorities

Continuous Improvement Goal(s) *Type it below*
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Services ▾ 48 planned / 33 accessed

1101.00 Continuous Improvement Process
1103.00 Crisis/ School Safety
1104.01 Principal Development
1104.02 Superintendent Development
1105.01 Develop, Revise, and Assess Curriculum based on Standards
1105.02 Instructional Materials Adoption
1106.01 Instructional Models
1106.02 English Language Arts (ELA) Content Training
1106.03 Math Content Training
1106.11 Instructional Strategies
1108.02 Digital Learning including BlendEd
1109.01 Classroom Coaching
1109.03 Principal Coaching
1110.00 New Teacher Cohort
1112.05 LAN Manager Program
1112.09 Before Age 5 Training
1112.13 EL Professional Learning
1112.20 Career Academy Coordinator
1202.00 Media Lending Library
1301.00 Technology Support
1301.01 Internet and WAN Support
1301.05 Hardware Repair
1301.06 Distance Learning & Videoconferencing Support
1301.07 Contracted Technology Support
1301.08 Planning & Consultation
1301.09 Electronic Recycling
1302.05 Server Hosting
1304.00 Information Security
1306.00 E-Rate
1401.00 Program Supervision
1402.00 Speech Language
1403.00 Vision
1404.00 Early Childhood Special Education
1406.02 Cen7ter
1406.03 Learning Academy
1408.00 Deaf Education
1411.00 Transition
1414.00 Behavior & Mental Health Support
1501.01 Autism Spectrum Disorders Grant
1501.02 Perkins Grant
1501.03 Title 1 Contract
1501.04 Title IC Migrant Education Program
1501.06 Title III - English Learners
1501.09 Transition Grant
1501.11 Planning Region Team
1501.12 PEaK
1601.00 Production/Print Shop
1605.00 Coop Purchasing

* Shading indicates service has been used.

Other services available to Boone Central Schools through ESU 07

1101.01 Data Analysis
1102.00 Multi-Tiered System of Supports (MTSS/RDA)
1104.03 Board of Education Development
1106.04 Science Content Training
1106.12 Other/Non-NSCAS Content Trainings
1107.01 NWEA Training/Support
1108.00 Technology Integration
1109.05 Personalized PD
1111.00 Principal/Teacher Evaluation
1112.08 Special Education PD
1201.00 Products and Subscriptions
1405.00 Psychology
1407.00 Resource Coach
1415.01 Contracted Interpretation-Translation Support
1501.05 Title II-A Consortium
1501.07 Title IV
1501.13 Early Learning Connection (ELC)
1501.16 McKinney Vento
1604.00 Group Purchasing

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Lead Customize Support Innovate

Think about the way your Agency determines services.

What elements of this process could enhance yours?

SIMPL
Service Implementation Model Process and Log

Educational Service Unit 7
Lead Customize Support Innovate
P

SIMPL

Service Implementation Model Process and Log

Dr. Larianne Polk

lpolk@esu7.org

Marci Ostmeyer

mostmeyer@esu7.org

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Session Takeaways

- **See a real time data dashboard**
- **Learn where to begin your journey toward data driven service planning**
- **Understand the process of customizing services while emphasizing efficiency**

Educational Service Unit 7

Lead Customize Support Innovate

Educational Service Unit 7

Lead Customize Support Innovate

October 2023 - December 2023

QUARTERLY UPDATE

COMPONENT 1: RELATIONS WITH THE BOARD

- Administrator Board Report: September, October, and November
- Policies Reviewed:
  - Article I, Section 2, C Chief Administrator Evaluation
  - Article I, Section 5, E Negotiations
  - Article III, Section 3, F Audits
  - Article III, Section 4, F Internal Controls
  - Article III, Section 5, F Services
  - Article III, Section 5, G Lease - Purchase
  - Article III, Section 5, H Rebates to Employees or Board Members
  - Article III, Section 5, I Credit Card Purchasing Program
  - Article III, Section 5, J Payment of Bills Prior to Board Authorization
  - Article III, Section 5, K Procurement Plan - School Food Authorities
  - Article III, Section 6, A Use of Public Resources by Board Members and Employees
  - Article III, Section 6, B Interest in Contracts
  - Article III, Section 6, C Other Conflicts of Interest
  - Article III, Section 6, D Reporting Procedures
  - Article III, Section 7, A Community Use of ESU Facilities
  - Article III, Section 7, B Tobacco
  - Article III, Section 7, C Weapons
  - Article III, Section 7, D Trespassers
  - Article III, Section 7, E Distribution of Materials
  - Article III, Section 7, F Bulletin Boards and Web Pages
  - Article III, Section 7, H Computer Acceptable Use Policy
  - Article III, Section 7, I Recording of Others
- ESUCC Updates to Board: September, October, and November
- Committee Meetings:
  - Budget - September and October
  - Buildings and Grounds - November and December
  - Evaluation Committee - November and December
  - Negotiations - October, November, and December
- Email Communication: Legislative updates, Board packets, NASB Board, and DYKs
- Monthly Meeting with Board President: September, October via Zoom, November via Email
- Monthly Meeting with Board Vice President: September and October via Zoom
- Board Members Who Utilize Health Insurance: Dan Hoesly and Jack Young Utilize Dental
- Visit Donald Ellison: November
- Understanding Negotiations Work Session: October

COMPONENT 2: COMMUNITY RELATIONSHIPS

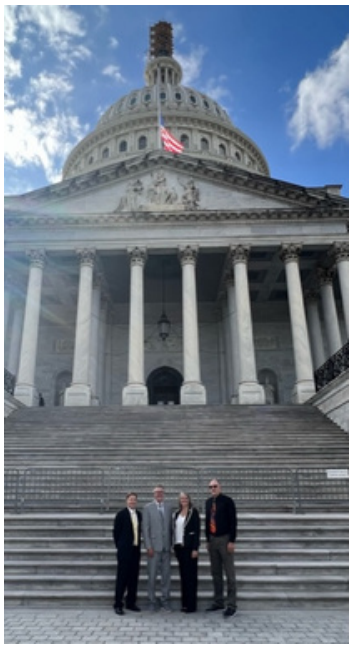
- Attend and Participate in ESUCC/NDE Collaborative Planning Meetings: Ongoing
- Partnership Opportunities Since January 1:
  - ESU Coordinating Council Leadership Meetings - 1x/month
  - Directors Meetings - 2x/month
  - Agency Team Meetings - 1x/month
  - Nebraska Cybersecurity Network Meetings - 1x/month
- Quarterly Lunch Meetings with Dr. Kathy Fuchser, Central Community College Vice President/Campus President: September and December
- NASA Region III President: 2023-2024
- Hosted a Tour of ESU 7 for SWSC: December
- Commissioner's Superintendent Advisory Committee Meeting: November
- Visit with Senator Murman: October
- Meeting with Administrator Phillip Picquet, ESU 15: November
- Paraeducator Certificate Discussion with Central Community College: December
- The Good Life EDU Podcast: December
- Bi-Monthly Zoom Meetings with Administrators from ESU 5 and ESU 13: November and December
- Drive for Five Committee: December
- Working on an Expanded Special Education Program

Board Goal 3: By July 2024, the ESU 7 Board will attend the corresponding school district board meetings at least once every two years to report the tailored services provided by ESU 7 and the outcomes measured. Goal Percentage: 68.4%

Board Goal 4: By July 2024, the ESU 7 Board will create, roll out, and operationalize communication materials detailing tailored services and outcomes. Goal Percentage: 100%

Migrant Goal: Create a framework identifying steps to plan for student services, enrichment programs, and educating communities about MEP. Goal Percentage:

Psychology Goal: By May 2024, the School Psychology Department will assist ESU 7 districts in improving pre-referral processes and data collection. Goal Percentage:



COMPONENT 3:
STAFF AND PERSONNEL RELATIONSHIPS

- Agency Team Meetings: October, November, and December
- Committee Meetings: All-Staff Planning
- All-Staff Meeting: October
- Director Meetings: October, November, and December
- Ongoing Staff Evaluation and Goal Setting
- Did You Knows (DYKs): October
- Benefits Q&A for Staff: November and December

Agency Team Goal: By January 2025, ESU 7 will host a professional development regional conference for stakeholder schools and internal ESU 7 staff. Goal Percentage: 10%

Administration Goal 1: By July 2024, ESU 7 Administrative processes will be highly functional. Goal Percentage: 78%

Cen7ter Goal: Each semester at Cen7ter will prioritize job sites that we can navigate to and from in a timely manner. Goal Percentage: 75%

Network Operations Goal: During the 23-24 school year, the Technology Department will enhance technology support by establishing subcategories, streamlining feedback processes for projects and tickets, and strengthening training and documentation resources. Goal Percentage:

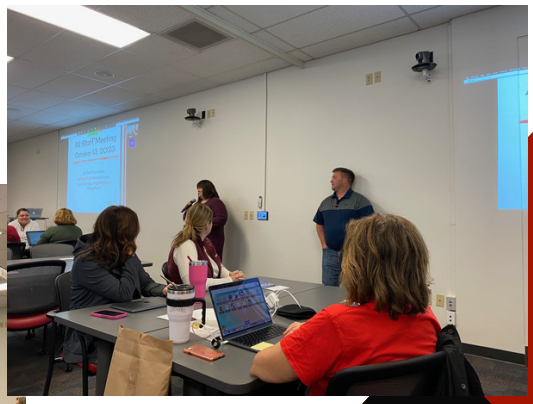
Production/Print Shop Goal 1: By May 2023, develop and implement a process to manage workflow with limited staff. Goal Percentage: 69%

Production/Print Shop Goal 2: By May 2024, the Production Department will create a training process for our customers, which will be deployed by Spring, to enable them to fill out order forms properly. Goal Percentage:

Professional Development Goal 1: By May of 2024, the PD Department will effectively leverage internal expertise to enhance the efficiency of internal and external communication. Goal Percentage: 0%

Speech Goal: By May 2024, the SLP Department will create a service delivery framework to aid in determining an appropriate service delivery plan (e.g., appropriate IEP minutes, service delivery model, etc.) based on current research, severity, and verification. Goal Percentage: 25%

Vision Goal: By May 2024, the Vision Department will create a landing page that will introduce vision staff, services provided, resources and links to support students with visual impairments. Goal Percentage:



COMPONENT 4: EDUCATIONAL LEADERSHIP

- Fall Superintendent Visits finished in October
- Meetings with Lakeview and Columbus Public School Leadership: Monthly
- Agency Team Meetings: October, November, and December
- Director Meetings: October, November, and December
- NNNC meetings: Monthly
- Member of NRCSA (Nebraska Rural Council of School Administrators) Legislative Committee
- Member of Commissioner's Advisory Group
- Member of Nebraska Schoolmasters Club
- Member of DLRT (Diverse and Learner Ready Teachers) Initiative
- Stakeholder for Nebraska Teacher and Principal Performance Standards
- Attend and facilitate SIMPL Workgroup Committee Meetings (Monthly)
- Co-Chair of the NDE/ESU Data Committee
- Partnership Opportunities since January 1:
  - ESU Coordinating Council Leadership Meetings 1x/month
  - Director meetings 2x/month
  - Agency Team 1x/month
- Co-Chair of ESUCC Education Resources Committee and a member of the Legal Committee
- NASA Distinguished Service Award
- NASA Region III President (2023-2024)
- Principal Evaluation Workshops: October and December
- Regional Advisory Committee (RAC): October
- Superintendent Meetings: October, November, and December
- Commissioner's Superintendent Advisory Committee Meeting: November
- Nebraska Cybersecurity Network Meeting: September and November
- Region III Meeting: October
- Presented at the State Education Conference: November
- Presented at the AESA Annual Conference: November
- Planning 2025 PD Event - "Empowering Educators"

Board Goal 2: By July 2024, the ESU 7 Board will attend at least two professional/personal learning events annually. Goal Percentage: 82%

Director Goal 1: By 2026, ESU 7 will use an established process to measure implementation and impact of targeted services. Goal Percentage: 12.5%

Early Childhood Goal: By May 2025, All ESU 7 PAC members will confidently implement changes needed to IEP/IFSP/MDT processes based on Part B CAPs and new information from NDE and school lawyers. Goal Percentage: 25%

Learning Academy Goal: Given data through evidenced-based assessments, we will individualize academic and behavioral interventions as evidenced by implementation of intervention groups by October 23, 2023. Goal Percentage: 75%

Mental Health Goal: By May 2024, the Mental Health Department will improve our data collection system to analyze trends and drive service delivery. Goal Percentage:

COMPONENT 5: BUSINESS AND FINANCE

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

Board Goal 1: By July 2024, the ESU 7 Board will create, roll out, and operationalize a formalized process for board recruitment, onboarding, mentoring, and boardsmanship. Goal Percentage: 100%

Administrator Goal : By 2024, use a process to allocate human, fiscal and physical resources in order to maintain (optimize) and develop (innovate) quality services. Goal Percentage:

Administration Goal 2: By July 2024, the Administration Department will explore accounting software programs. Goal Percentage: 0%

COMPONENT 6: PROFESSIONAL/PERSONAL QUALITIES

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

COMPONENT 7: PROFESSIONAL GROWTH

- ESUCC Committees and ESUCC/Board Meetings: October and November
- NNNC Discussions: October, November, and December
- NASB Area Membership Meeting: September
- AESA Educators' Call to Action Conference: October
- AESA Central Region Symposium: October
- State Education Conference: November
- AESA Annual Conference: November-December
- Commissioner's Superintendent Advisory Committee
- Regional Advisory Committee (RAC)
- Books Read: 100+ Leaders

Agency Team Goal: By January 2025, ESU 7 will host a professional development regional conference for stakeholder schools and internal ESU 7 staff. Goal Percentage: 10%

Grants Goal 2: By May 2024, the Grants Department members will enhance the skills needed to train adult learners. Goal Percentage:

SIGNIFICANT AGENCY INITIATIVES

Significant improvements, additions, initiatives in the current Agency Improvement Cycle (since 2014)

- Clarified the Organizational Structure
- Solidified a people first, family matters culture
- Operationalized growth centered evaluation system, agency wide.
- Completed a strategic plan
- Revised the vision, mission, and belief statements
- Began utilizing online hiring software to bring our systems up to date
- Developed and deployed ESU database
- Strengthened SIMPL across every department in the ESU 7

VISION, MISSION, BELIEFS

Vision:
To be a leader in innovative service delivery, ESU 7 prioritizes three areas: people, services, and efficiency.

- People: To be a family centered place to work where people are inspired to continue to grow.
- Services: Provide innovative services for school districts to meet current and anticipate future needs.
- Efficiency: Maximize our services by scaling them up to optimize outcomes.

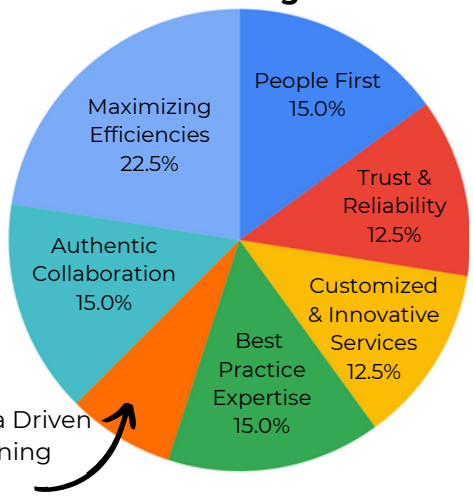
Mission:

- The mission of ESU 7 is to provide leadership and support by delivering customized and innovative services.

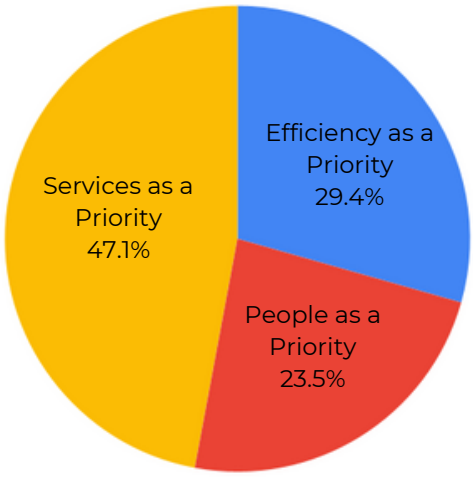
Beliefs:
We believe in...

- People first
- Leading with trust and reliability
- Customized and innovative services
- Best practice expertise
- Intentional data driven service planning
- Authentic collaboration
- Maximizing efficiences

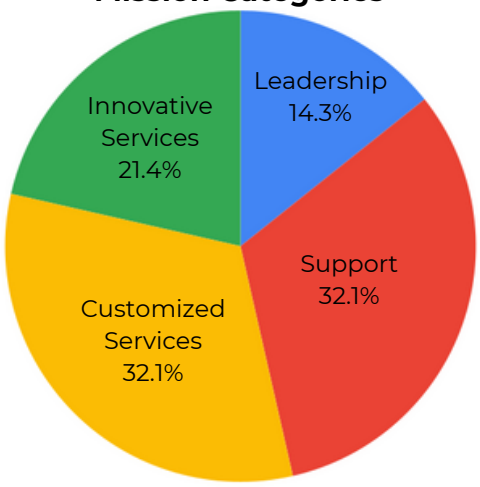
Beliefs Categories



Vision Categories



Mission Categories



GOALS AND PROGRESS

Board of Directors

- **Goal 1**: By July 2024, the ESU 7 board will create, roll out, and operationalize a formalized process for board recruitment, onboarding, mentoring, and boardsmanship.
  - **Progress**: Board Orientation document finalized and reviewed at the November board meeting. Every board member will receive a printed copy of the document at the December board meeting. Goal Percentage: 100%

- **Goal 2**: By July 2024, the ESU 7 board will attend at least two professional/personal learning events annually.
  - **Progress**: For the 23-24 academic year there are 9 board members who have attended 2 professional events, 1 board member who has attended 1 professional event, and 1 who has not attended any events as of 12.8.2023. Goal Percentage: 82%

- **Goal 3**: By July 2024, the ESU 7 board will attend the corresponding school district board meetings at least once every two years to report the tailored services provided by ESU 7 and the outcomes measured.
  - **Progress**: The Board and Administrator/Directors have attended 13 out of 19 public school board meetings. One additional school board meeting is scheduled for December. Goal Percentage: 68.4%

- **Goal 4**: By July 2024, the ESU 7 board will create, roll out, and operationalize communication materials detailing tailored services and outcomes.
  - **Progress**: Data Doc is being reviewed at all of the district board meetings. The Data Doc is being updated and revised to show pertinent information for the districts being visited. Goal Percentage: 100%

Administrator

- **Goal**: By 2024, use a process to allocate human, fiscal and physical resources in order to maintain (optimize) and develop (innovate) quality services.
  - Actions:
    - Operationalize a data rich system to determine services to sunset, modify, and add.
    - Leadership to attend and establish the AESA Business Strategy Framework to learn of alternate funding options.
    - Implement system to measure impact of services delivered.
    - Work with the board to create long term plan for physical resource allocation.
    - Strengthen long term plan for human capital allocation.
  - **Progress**:
    - We use a data driven process for service planning. This year we continued to evolve the process to allow for decisions made regarding funding for new services. This was rolled out December 14, 2023.
    - The Summer 2024 Business Strategy Framework has not yet been scheduled.
    - Impact and implementation have been defined by the directors. There is a statewide workgroup working parallel to ESU 7 on this endeavor. We are working closely so our efforts are not counter to that of the other ESUs.
    - Will create a building and long term plan. Looking for facilitators of that work
    - This will run in tandem to the work above and the service planning polishing we are currently addressing.

SCORING

0=Unsatisfactory 1=Basic 2=Proficient 3=Distinguished

STAKEHOLDER SATISFACTION

2.45

AGENCY TEAM LEADERSHIP INVENTORY

COMING IN SPRING

SERVICES AVAILABLE

SERVICES ACCESSED

108th Legislature
2nd Session
Update to the ESU 7 Board
12.18.2023

Legislative Session Convene January 3, 2024
Bills introduced until 10th day, January 17, 2024
Hearings begin January 22, 2024
Adjourn sine die, June 18, 2024

<table>
<tr><td colspan="2">Speaker of the Legislature: Senator John Arch, Papillion/LaVista (R), 2-year term</td></tr>
<tr><td>Education Committee Members:
Murman (Chair), Hastings (R)
Albrecht, Wayne/S.Sioux (D)
Briese, Albion (R)
Conrad, Lincoln (D)
Linehan, Omaha (R)
Sanders, Bellevue (D)
Walz, Fremont (D)
Wayne, Omaha (R)</td><td>Appropriations Committee:
Clements (Chair)
Armendariz
Dorn
Dover
Erdman
Lippincott
McDonnell
Vargas
Wishart</td></tr>
<tr><td>Revenue Committee:
Linehan (Chair)
Albrecht
<s>Briese</s>
Bostar
Dungan
Kauth
Murman
von Gillern</td><td>Retirement Committee:
McDonnell (Chair)
Clements
Conrad
Hardin
Ibach
Vargas</td></tr>
</table>

****Not sure yet where Senator Meyer will be assigned**

~Each senator may select one priority bill, each committee may select two priority bills, and the speaker may select up to 25 priority bills. This session following the unprecedented filibustering, only priorities will get scheduled for debate.

Rules Committee, Sen. Erdman

- In order to have a full and fair debate on legislation, 8 hours of debate before a cloture motion for General File, 4 hours on Select File, and 2 hours on Final Reading. However, if no filibuster occurred in either the first or second rounds, the threshold for a full and fair debate could be 4 hours on Final Reading. (A cloture motion, if successful, would cease debate on a bill and require an immediate vote on the pending matter. The cloture motion currently requires an affirmative vote of 33 members.)

Link to Bill Tracker

Summary/Highlights:

2024 Legislative Session*

January

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3 DAY 1	4 DAY 2	5 DAY 3	6
7	8 DAY 4	9 DAY 5	10 DAY 6	11 DAY 7	12 DAY 8	13
14	15 HOLIDAY	16 DAY 9	17 DAY 10	18 DAY 11	19 DAY 12	20
21	22 DAY 13	23 DAY 14	24 DAY 15	25 DAY 16	26 DAY 17	27
28	29 RECESS	30 DAY 18	31 DAY 19			

February

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1 DAY 20	2 DAY 21	3
4	5 DAY 22	6 DAY 23	7 DAY 24	8 DAY 25	9 RECESS	10
11	12 DAY 26	13 DAY 27	14 DAY 28	15 DAY 29	16 RECESS	17
18	19 HOLIDAY	20 DAY 30	21 DAY 31	22 DAY 32	23 DAY 33	24
25	26 RECESS	27 DAY 34	28 DAY 35	29 DAY 36		

March

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1 RECESS	2
3	4 DAY 37	5 DAY 38	6 DAY 39	7 DAY 40	8 RECESS	9
10	11 RECESS	12 DAY 41	13 DAY 42	14 DAY 43	15 DAY 44	16
17	18 DAY 45	19 DAY 46	20 DAY 47	21 DAY 48	22 RECESS	23
24 31	25 DAY 49	26 DAY 50	27 DAY 51	28 DAY 52	29 RECESS	30

April

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1 RECESS	2 DAY 53	3 DAY 54	4 DAY 55	5 DAY 56	6
7	8 RECESS	9 DAY 57	10 DAY 58	11 DAY 59	12 RECESS	13
14	15 RECESS	16 RECESS	17 RECESS	18 DAY 60	19	20
21	22	23	24	25	26	27
28	29	30				

Federal & State Holidays

January 15 – Martin Luther King Jr. Day
February 19 – Presidents' Day

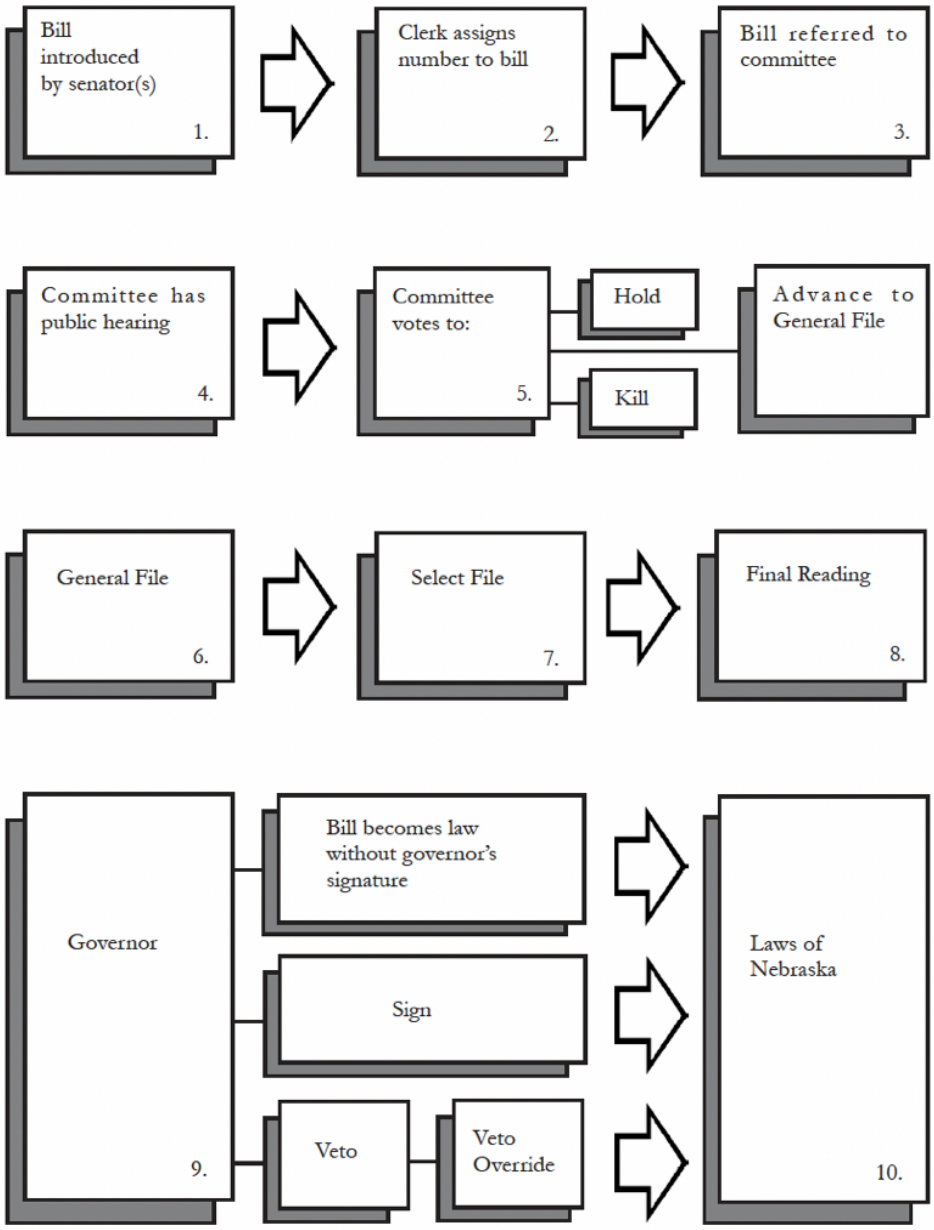
Legislative Recess Days

January 29
February 9, 16, 26
March 1, 8, 11, 22, 29
April 1, 8, 12, 15, 16, 17

*The Speaker reserves the right to revise the session calendar.

NEBRASKA STATE GOVERNMENT

How a Bill Becomes a Law



(Unicameral Clerk of the Legislature, 2017, p. 281)

Administrator Evaluation

PURPOSE

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

PREFACE

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

RESOURCES FOR THE BOARD'S REVIEW

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

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

- August — Evaluation Committee and Administrator review Evaluation Tool and Evaluation Policy/Procedures.
- September — Full Board is provided a paper copy of the evaluation. *Quarterly Report*
- October — Administrator sends digital evaluation and evaluation resources to the Evaluation Committee Chair in the first week of October. The chair then forwards on to full Board for completion by October Board Meeting. Administrator completes Evaluation Tool as self-assessment and sends to Evaluation Committee on or before October 31.
- November — Committee Chair will send the completed Administrator self-assessment to full Board after November 1. Evaluation Committee compiles results of full Board completed evaluations prior to the November Board Meeting.

- December — Evaluation Committee meets prior to December Board Meeting to review with Administrator the results of evaluation. Report to full Board in December Board Meeting following Closed Session requirements with Administrator present.
  Quarterly Report
- January — Confirm Evaluation Committee members. Administrator provides Evaluation Committee with goals and shares with Board at January Board Meeting.
- March — *Quarterly Report*
- June — *Quarterly Report*

LEVELS DEFINED:

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

QUESTIONS ON THE ELECTRONIC EVALUATION:

I. RELATIONS WITH THE BOARD				
Component 1. Communicates with the Board regarding current/new trends in education, programs, procedures, policies, budget, labor relations, staff, and statewide issues.				
*Unsatisfactory	Basic	Proficient	*Distinguished	Not Observed
O	O	O	O	O
II. COMMUNITY RELATIONSHIPS				
Component 2. Maintains two-way interactions with member districts, business partners, stakeholders, media, and legislators.				
*Unsatisfactory	Basic	Proficient	*Distinguished	Not Observed
O	O	O	O	O
III. STAFF AND PERSONNEL RELATIONSHIPS				
Component 3. Provides direction to Leadership Team, resulting in high quality work.				
* Unsatisfactory	Basic	Proficient	* Distinguished	Not Observed
O	O	O	O	O
IV. EDUCATIONAL LEADERSHIP				
Component 4. Provides the vision and leadership supporting schools in their efforts to meet the educational needs of all students.				
*Unsatisfactory	Basic	Proficient	*Distinguished	Not Observed
O	O	O	O	O
V. BUSINESS AND FINANCE				
Component 5. Maintains budgetary controls; monitors activities, initiates timely and effective correcting actions, stays within budget, makes budgetary recommendations and develops facilities management plans and procedures.				
* Unsatisfactory	Basic	Proficient	* Distinguished	Not Observed
O	O	O	O	O
VI. PROFESSIONAL/PERSONAL QUALITIES				
Component 6. Models accepted moral and ethical standards in all professional and personal dealings including multi-cultural and ethnic understanding and sensitivity.				
* Unsatisfactory	Basic	Proficient	* Distinguished	Not Observed
O	O	O	O	O
VII. PROFESSIONAL GROWTH				
Component 7. Takes part in on-going professional development activities both organized and individual.				
* Unsatisfactory	Basic	Proficient	* Distinguished	Not Observed
O	O	O	O	O
SUMMARY/ADDITIONAL COMMENTS:				

[+]Herring, M. R. (Ed.). (2015). Leading the board to success: Guidance for the board president (2nd ed.). Lincoln, NE: Nebraska Association of School Boards.

Educational Service Unit 7
Lead Customize Support Innovate

2657 44th Avenue • Columbus, NE 68601
402.564.5753 • FAX 402.563.1121
www.esu7.org
Larianne Polk, Administrator

Doug Pauley
2657 44th Avenue
Columbus, NE 68601

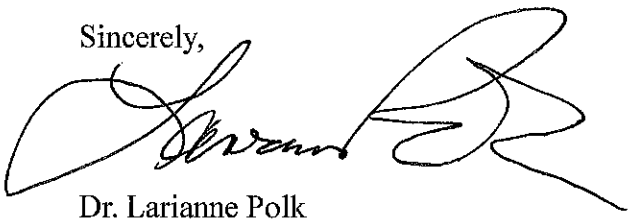
December 1, 2023

Dear Mr. Pauley,

As ESU 7 Administrator, I respectfully submit this letter as formal Notice of Intent to Extend my contract. As per the current contract language in *Section 1, Term of Contract, Administrator's Notice of Intent to Extend*, this letter must be given to the ESU 7 Board President between December 1 and December 31.

Thank you for your thoughtful consideration.

Sincerely,



Dr. Larianne Polk