

Minutes of Educational Service Unit #15, Regular Board Meeting of June 12, 2018.

President Jibben called the meeting to order at 12:00 PM Central.

The Board meeting was held at ESU#15 - McCook Office, 305 East 1st, McCook, NE 69001.

Board President Jibben advised every one of the open meeting act being posted and available. He also stated that the ESU 15 Board meeting was advertised according to policy.

The regular business meeting of ESU #15 was called to order at 12:00 PM Central, on June 12, 2018. Roll call of the Board was taken.

Opening Procedures

Call to Order

Pledge of Allegiance

Open Meetings Act

Verification of Publication and Notification

Roll Call

Excuse Absent Board Members

Comments from Guests

Staff Presentations

Action Items

Consent Agenda

Approve Minutes of May Meeting

Approve June Bills

Approve the May Treasurer's report

Approve June Agenda  
Approve Updated Handbook Revisions  
Approve Disposal Property from Inventory  
Approve Updated Inventory List  
Approve Memorandum of Understanding with McCook Public Schools for STEP Program  
Approve Contract Addendum for Mary Lambing  
Approve Lighting Project in Trenton Office  
Approve Engaging Technologies purchase  
Approve Cancellation of July Board Meeting  
Approve Pre-payment of July Bills  
Discussion Items  
Summer Maintenance Projects Update  
Reports  
Administrator  
Board  
Executive Session:  
Adjournment

REGULAR MEETING  
Tuesday, May 15, 2018 12:00 PM Central

ESU#15 - McCook Office  
305 East 1st  
McCook, NE 69001

Present: 6, Absent: 4.

## 1. Opening Procedures

### 1.a. Call to Order

The regular business meeting of ESU 15 was called to order at 12:00 P.M. on May 15, 2018, at ESU 15 McCook office.

### 1.b. Pledge of Allegiance

Pledge of Allegiance was cited.

### 1.c. Open Meetings Act

Secretary Burke advised everyone of the open meetings act being posted and available.

### 1.d. Verification of Publication and Notification

Secretary Burke verified that the ESU 15 Board meeting was advertised according to policy.

### 1.e. Roll Call

Present were: Cheri Burke, Dennis Chipman, Warren Everts, Dave Jibben, John Metzger and Don Remington.

#### 1.e.i. Excuse Absent Board Members

A motion was made by Cheri Burke to excuse absent board members., seconded by Don Remington. Motion Passed.

Jason Loop: Absent, Kate Repass: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Cheri Burke: Yea, Dennis Chipman: Yea, Warren Everts: Yea, Dave Jibben: Yea, John Metzger: Yea, Don Remington: Yea  
Yea: 6, Nay: 0, Absent: 4

Members: Loop, Repass, Sandman and Stevens were absent.

## 2. Comments from Guests

## 3. Staff Presentations

## 4. Action Items

### 4.a. Consent Agenda

A motion was made by Dennis Chipman to approve the consent agenda., seconded by Don Remington. Motion Passed.

Jason Loop: Absent, Kate Repass: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Cheri Burke: Yea, Dennis Chipman: Yea, Warren Everts: Yea, Dave Jibben: Yea, John Metzger: Yea, Don Remington: Yea  
Yea: 6, Nay: 0, Absent: 4

With the exception of Harris Solutions to be approved later in meeting.

#### 4.a.i. Approve Minutes of April Meeting

4.a.ii. Approve May Bills

May Liabilities of \$153,324.20 and May Payroll of \$83,949.06.

4.a.iii. Approve the April Treasurer's report

4.a.iv. Approve May 15, 2018 Agenda

4.b. Approve 2018-2019 Master Service Agreement

A motion was made by John Metzger to approve the 2018-2019 Master Service Agreement., seconded by Dave Jibben. Motion Passed.

Jason Loop: Absent, Kate Repass: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Cheri Burke: Yea, Dennis Chipman: Yea, Warren Everts: Yea, Dave Jibben: Yea, John Metzger: Yea, Don Remington: Yea

Yea: 6, Nay: 0, Absent: 4

Services with ESUCC include: Professional Development, Distance Learning, Core Service dollars, Coop, SRS fees, Legislative materials, Blended Ed, ect.

4.c. Approve Memorandum of Understanding with ESU 16

A motion was made by Don Remington to approve Memorandum of Understanding with ESU 16., seconded by Dennis Chipman. Motion Passed.

Jason Loop: Absent, Kate Repass: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Cheri Burke: Yea, Dennis Chipman: Yea, Warren Everts: Yea, Dave Jibben: Yea, John Metzger: Yea, Don Remington: Yea

Yea: 6, Nay: 0, Absent: 4

4.d. Approve Contract Addendum for Vicki League for 2018-19 Year

A motion was made by Dave Jibben to approve contract addendum for Vicki League for the 2018-19 year., seconded by John Metzger. Motion Passed.

Jason Loop: Absent, Kate Repass: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Cheri Burke: Yea, Dennis Chipman: Yea, Warren Everts: Yea, Dave Jibben: Yea, John Metzger: Yea, Don Remington: Yea

Yea: 6, Nay: 0, Absent: 4

Vicki League will go to 60% for year 18-19 school year.

4.e. Approve Early Childhood Contract

A motion was made by John Metzger to approve Early Childhood Contract for Sharriea Burke., seconded by Don Remington. Motion Passed.

Jason Loop: Absent, Kate Repass: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Cheri Burke: Yea, Dennis Chipman: Yea, Warren Everts: Yea, Dave Jibben: Yea, John Metzger: Yea, Don Remington: Yea

Yea: 6, Nay: 0, Absent: 4

Sharriea Burke for Early Childhood.

4.f. Approve Harris Software Support Payment

A motion was made by Cheri Burke to approve the Harris Software Support Payment., seconded by Dennis Chipman. Motion Passed.

Jason Loop: Absent, Kate Repass: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Cheri Burke: Yea, Dennis Chipman: Yea, Warren Everts: Yea, Dave Jibben: Yea, John Metzger: Yea, Don Remington: Yea

Yea: 6, Nay: 0, Absent: 4

Harris Solutions annual support and maintenance fee.

## 5. Discussion Items

### 5.a. Legislative Report

Governor vetoed the law that passed to provide the ESU's with the behavior specialist. 3rd grade reading passed and will go into effect in next few years.

### 5.b. Financial Status Report

Mr. Calvert updated the board on the financial status for year 2017-18.

### 5.c. Air Conditioner Update

Kruger Heating and Air is now updating the air conditioning and is scheduled to be completed by the end of next week.

### 5.d. ESUCC Redesign Seminar

Mr. Calvert informed the board on the recent ESUCC Redesign Seminar.

## 6. Reports

### 6.a. Administrator

McCook Office summer maintenance includes; replace mini blinds, replace latches on windows. Trenton office maintenance includes; repainting conference room, updating computer equipment: servers, technology in conference room.

The Southwest Nebraska Leadership Group was very impressed with the split screen Clear Touch Screen.

Safety Committee meeting in July.

Mr. Calvert informed the board that he would begin working on next years budget starting in June.

### 6.b. Board

### 6.c. Executive Session:

## 7. Adjournment

The board meeting was adjourned at 12:59 PM, on May 15, 2018.

Next Board Meeting is June 12, 2018 at ESU #15 in McCook, NE @ noon.

## Payables - June, 2018

Check Date	Check Number	Payee	Description	Amount
06/12/2018	31126	ACCO Brands	cn supplies-vera chavez	\$ 22.44
06/12/2018	31127	Beavers, Heather	travel expense	\$ 672.54
06/12/2018	31128	Bednar, Joel	travel expense	\$ 443.12
06/12/2018	31129	BLICK art materials	cn supplies-gamero	\$ 3.92
06/12/2018	31130	Brown & Saenger	supplies-englot	\$ 10.18
06/12/2018	31131	Burke, Cheri	board travel	\$ 67.58
06/12/2018	31132	Calvert, Paul	travel expense	\$ 286.67
05/31/2018	31124	CenturyLink (AZ)	telephone	\$ 69.92
06/12/2018	31133	Chase County Schools	apr-after school migrant	\$ 664.88
06/12/2018	31134	City of McCook	mccook utilities	\$ 61.99
06/12/2018	31135	Comfort Inn	motel-unger, delano, foster, calvert	\$ 785.70
06/12/2018	31136	Community First Bank	direct deposit fees	\$ 39.90
06/12/2018	31137	Delano, Kara	travel expense	\$ 764.21
06/12/2018	31138	Dell Marketing LP	computer-garner, gamero, vera chavez	\$ 2,705.75
06/12/2018	31139	Diamond Vogel Paint Center	building maintenance	\$ 538.36
06/12/2018	31140	Eakes Office Plus	copies	\$ 1,020.56
06/12/2018	31141	Educational Service Unit 11	quiz bowl	\$ 134.64
06/12/2018	31142	Educational Service Unit 16	prt- poverty training	\$ 452.00
06/12/2018	31143	Educational Service Unit Coord Council	learn360/marshall renewal, srs	\$ 10,638.00
06/12/2018	31144	Egan Supply Co	office supplies-trenton/mccook	\$ 357.20
06/12/2018	31145	Englot, Angie	travel expense	\$ 560.26
06/12/2018	31146	Erickson, Kelly	travel expense	\$ 487.00
06/12/2018	31147	Esch, Barb	travel expense	\$ 578.17
06/12/2018	31148	Estevez, Veronica	travel expense	\$ 986.27
06/12/2018	31149	Esu #15 Cafeteria/125 Plan	admin fee	\$ 75.00
06/12/2018	31150	Foster, Angel	travel expense	\$ 1,501.95
06/12/2018	31151	Gamero, Azucena	travel expense	\$ 947.76
06/12/2018	31152	Garner, Jamie	travel expense	\$ 990.72
06/12/2018	31153	Genrich, Rachel	speech services-apr	\$ 4,800.00
05/31/2018	31125	Great Plains Communications	telephone	\$ 516.61
06/12/2018	31154	Hanson, John	travel expense	\$ 156.96
06/12/2018	31155	Harlan's Lawn Mowing	building upkeep-mowing	\$ 108.00
06/12/2018	31156	Holiday Inn Express-Hastings	motel-garner	\$ 93.00
06/12/2018	31157	Hometown Leasing	copier lease	\$ 308.64
06/12/2018	31158	Horse Creek Inn	cn project-motel	\$ 182.00
06/12/2018	31159	Jibben, David	board travel	\$ 45.78
06/12/2018	31160	JourneyED.com, Inc.	tech-microsoft office pro	\$ 1,890.05
06/12/2018	31161	League, Vicki	travel expense	\$ 902.38
06/12/2018	31162	Lonesome Dove Lodge	motel-hanson	\$ 80.00
06/12/2018	31163	Lopez, Aida	travel expense	\$ 835.60
06/12/2018	31164	McCook Daily Gazette	legal notice	\$ 7.60
06/12/2018	31165	McCook Public Schools	hanson ins.	\$ 662.87
06/12/2018	31166	McCorkle, Cynthia	board travel, admin travel	\$ 170.04

06/12/2018	31167	Metzger, John	board travel	\$ 58.86
06/12/2018	31168	Nebraska Public Power Dist	mccook -electric	\$ 143.49
06/12/2018	31169	Nelson, Holly	travel expense	\$ 586.42
06/12/2018	31170	NETA Conference Registration	neta conf-white	\$ 169.00
06/12/2018	31171	Occupational Therapy Services	ot services	\$ 7,265.58
06/12/2018	31172	Odysseyware a Div of Glynlyon, Inc.	additional licenses	\$ 2,000.00
06/12/2018	31173	Olsen, Tonya	travel expense	\$ 148.25
06/12/2018	31174	Perry, Guthery, Haase & Gess.	legal fees	\$ 1,875.00
06/12/2018	31175	Pyramid School Products	coop supplies	\$ 761.91
06/12/2018	31176	S&S Worldwide, Inc.	supplies-cn-gamero	\$ 5.40
06/12/2018	31177	Schmick's Market	supplies	\$ 148.12
06/12/2018	31178	School Specialty	office supplies	\$ 18.33
06/12/2018	31179	Sehnert's Bakery	staff day/board	\$ 152.56
06/12/2018	31180	Trails West Texaco	nssrs meeting	\$ 43.77
06/12/2018	31181	Uerling, Hayley	travel expense	\$ 1,148.32
06/12/2018	31182	USBANK	credit card	\$ 4,537.48
06/12/2018	31183	Vera Chavez, Rosaura	travel expense	\$ 888.90
06/12/2018	31184	Verizon	phone-qc/serv coord/cn	\$ 255.00
06/12/2018	31185	Village Of Trenton	utilities	\$ 460.02
06/12/2018	31186	Wal-Mart	supplies	\$ 176.19
06/12/2018	31187	Weimer, Todd	travel expense	\$ 486.67
06/12/2018	31188	Werkmeister, Jessica	travel expense	\$ 794.61
06/12/2018	31189	White, Walter	travel expense	\$ 464.11
06/12/2018	31190	Wolford, Pam	travel expense	\$ 126.44
06012018	Liability	Aflac	Aflac After Tax	\$ 454.34
06012018	Liability	Blue Cross And Blue Shield	BCBS EE+CH Health/Dental	\$ 31,723.12
06012018	Liability	KUNNEMANN HSA	HSA EE Carol Kunnemann	\$ 75.00
06012018	Liability	Colonial Life & Accident Insurance Co.	Colonial Life & Acc Ins	\$ 424.34
06012018	Liability	Community First Bank	NPERS	\$ 25,046.75
06012018	Liability	Community First Bank-FICA	Federal Withholding	\$ 9,849.20
06012018	Liability	Community First Bank-FICA	FICA	\$ 15,523.62
06012018	Liability	Community First Bank-FICA	Medicare	\$ 3,630.50
06012018	Liability	Credit Management Services, Inc.	Garnishment 2	\$ 382.24
06012018	Liability	Esu #15 Cafeteria/125 Plan	Cafeteria 125	\$ 600.00
06012018	Liability	Esu #15 Cafeteria/125 Plan	Dependent Care 125	\$ 1,666.68
06012018	Liability	LegalShield, Inc	Pre-pd legal/Ident theft	\$ 25.90
06012018	Liability	MG Trust Company	MG 403(b)	\$ 2,126.00
06012018	Liability	Nebraska Depart. Of Revenue	State Withholding - NE	\$ 4,300.05
06012018	Liability	CALVERT HSA	HSA EE Paul Calvert	\$ 350.00
06012018	Liability	Principal Financial Group	LTD	\$ 656.36
06012018	Liability	LEAGUE HSA	HSA EE Vicki League	\$ 185.00
06012018	Liability	Vision Service Plan (CT)	Vision- Family- 125	\$ 203.78
			<b>Total Payables</b>	<b>\$ 156,563.53</b>
			<b>Payroll</b>	<b>\$ 85,770.17</b>
			<b>Total Expendituress</b>	<b>\$ 242,333.70</b>

2017-18

## Taxes Collected

	Budget Amt.	September	October	November	December	January	February	March	April	May	June	July	Aug	% PAID	BALANCE
Chase	222,392.72	39,915.52	16,659.72	4,956.91	1,392.00	37,950.36	21,088.92	14,210.98	6,326.68	47,950.99				1.01	-872.54
Dundy	137,501.67	27,423.04	9,067.31	2,503.77	1,778.86	19,751.33	6,810.63	8,011.29	7,485.30	43,098.09				0.92	11,572.05
Frontier	86,289.70	19,440.68	5,968.61	2,136.65	345.17	12,397.96	5,196.22	4,667.51	2,750.02	21,934.37				0.87	11,452.51
Furnas	15,060.69	2,641.71	1,513.07	207.15	56.40	2,791.01	817.24	852.53	355.87	3,306.28				0.83	2,519.43
Hayes	81,006.10	14,420.32	5,884.40	3,187.74	2,407.59	12,166.06	13,920.29	831.48	1,255.25	21,955.66				0.94	4,977.31
Hitchcock	116,542.40	27,793.61	7,709.19	582.77	328.06	18,769.76	5,667.64	6,048.40	5,171.11	33,776.76				0.91	10,695.10
Lincoln	37,379.23	7,948.74	3,515.62	797.48	100.73	4,042.07	1,674.34	1,928.07	1,883.11	11,003.31				0.88	4,485.76
Perkins	27.88									27.65				0.99	0.23
Red Willow	189,579.54	40,153.62	10,774.36	1,766.61	373.71	30,939.51	10,102.53	9,694.96	7,497.06	54,161.33				0.87	24,115.85
<b>Total</b>	<b>885,779.92</b>	<b>179,737.24</b>	<b>61,092.28</b>	<b>16,139.08</b>	<b>6,782.52</b>	<b>138,808.06</b>	<b>65,277.81</b>	<b>46,245.22</b>	<b>32,724.40</b>	<b>237,214.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.89</b>	<b>101,758.87</b>



ESU 15, as a partner with our area schools and communities, will provide leadership and services to support the improvement of teaching and learning.

**REGULAR MEETING JUNE 12, 2018 AT 12:00 PM  
AGENDA**

1. Opening Procedures
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Open Meetings Act
  - d. Verification of Publication and Notification
  - e. Roll Call
  
2. Comments from Guests
  
3. Staff Presentations-
  
4. Action Items
  - a. Consent Agenda
    - i. Approve Minutes of May Meeting
    - ii. Approve June Bills
    - iii. Approve the May Treasurer's report
    - iv. Approve June Agenda
  - b. Approve Updated Handbook Revisions
  - c. Approve Disposal List of Inventory
  - d. Approve Updated Inventory List
  - e. Approve Memorandum of Understanding for Step Program with McCook Public Schools
  - f. Approve Contract addendum for Mary Lambing
  - g. Approve Lighting update Project in Trenton Office
  - h. Approve Engaging Technologies Purchase
  - i. Approve Cancellation of July Board Meeting
  - j. Approve Pre-Payment of July Bills
  
5. Discussion Items
  - a. Summer Maintenance Projects Update
  
6. Reports
  - a. Administrator
  - b. Board
  - c. Executive Session:
  
7. Adjournment

Next Board Meeting August 15 - 16th, 2018 at ESU # 15 in McCook, NE.

The Educational Service Unit Board of Directors reserves the right to go into closed session for purposes in accordance with LB 84-1410(1).

## ESU 15 EMPLOYEE HANDBOOK

### Compensation and Welfare of Employees

#### Payroll Dates

- A. All contracted ESU #15 personnel will have their checks directly deposited on the 1<sup>st</sup> regular business day of the month. This direct deposit will be in the bank of their choice via electronic banking.
- B. All ESU #15 employee's expense checks will be mailed the day following the regular board meeting to the employee's current home address. Employees working directly in the ESU #15 office, in Trenton, will have expense checks available following the regular monthly board meeting.

#### Payroll Deductions

- A. Income, FICA and Retirement--Deductions will be made from earnings for Federal and State Income Tax and Social Security as prescribed by State and Federal regulations.
- B. Health Insurance--The Board shall provide EHA Blue Cross/Blue Shield health insurance (Blue Preferred \$600 Deductible or Health/Saving Account \$6850 Deductible) with an effective date of September 1. The Board shall provide 100% for family health/single dental coverage and 100% for single health/single dental coverage, without the late enrollee surcharge, based on the current years contracted Blue Cross/Blue Shield coverage. For each teacher who remains employed for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period.

#### Mileage

- A. Administrators and Coordinators of Programs - When an employee is authorized to use a private vehicle for Educational Service Unit No. 15 business, a mileage fee will be paid.
- B. Certified Personnel (see negotiations agreement, 12-8-87, 4-6-99) - When an employee is authorized to use a private vehicle for Educational Service Unit No. 15 business, a mileage fee will be paid. The rate is to be the current federal reimbursable rate per mile.
- C. Non-Certified Personnel--When an employee is authorized to use a private vehicle for Educational Service Unit #15 business, a mileage fee will be paid.

#### Leaves

- A. Emergency or Sick Leave--Emergency and/or sick leave will be granted to employees for illness because of birth or illness of members of the immediate family. The immediate family shall be the employee's spouse, parents, children, brothers, sisters, or grandparents. Emergency and/or sick leave is granted only upon the approval of the Administrator who is authorized to require certification of illness from a physician if he/she deems it necessary. When requested by the Administrator, the Board shall make final determination concerning the excessive use of emergency and/or sick leave.

1. Administrators and Coordinators of Programs

Sick leave will be ten (10) days per year, cumulative to sixty (60) days maximum.

2. Certified Personnel

Sick leave will be ten (10) days per year, cumulative to sixty (60) days maximum.

3. Non-certified Personnel

Sick leave will be ten (10) days per year, cumulative to sixty (60) days maximum.

B. Sick Leave Bank--The purpose of the Sick Leave Bank is to protect participants from financial loss should an extended illness occur. Sick leave bank is reserved for illnesses that are not covered by any other provision of the sick leave policy. Days donated to the Sick Leave Bank are understood to accumulate, except that the ESU #15 Board and the ESUEA agree that a limit may be placed on the total possible number of days to be accumulated. If the ESU # 15 Board chooses to impose a limit on total accumulation of days in the Sick Leave Bank, the Sick Leave Bank Committee may allow past members to join the Sick Leave Bank without donating further days to the Sick Leave Bank.

1. Membership

Any employee of ESU #15 with sick leave benefits (hereafter referred to as member) may belong to the bank if he/she agrees to donate two full days of his/her annual or accumulated sick leave to the bank up to 10 days (or) . Starting in @014-15, employee members who have donated ten (10) days or more to the Sick Leave Bank may be considered vested and are not required to donate further days to the bank unless it is deemed necessary by the sick leave bank committee and the ESU Board of Directors in the future. All other members or new members who have donated less than ten days will continue to donate two days per year until they have a total of ten days donated to the bank. that he/she wishes to participate in the plan. Days donated to the bank may not be withdrawn if the member decides to withdraw from the plan at a later date. Memberships will be taken only during the first five working days of the contractual year.

2. Benefits

Any member who has contributed to the plan in the current contractual year may draw out additional days of sick leave if he/she should expend the sum total of his/her annual and accumulated sick leave. The total number of sick leave days which a member may withdraw may not exceed 1) the total number of contractual days missed less the total number of personal sick leave days used or 2) 30 days, whichever is less. The Sick Leave Bank shall not be used in cases where long term disability insurance can be used.

3. Withdrawals

When any participating member has used up the entire amount of his/her annual and accumulated sick leave, he/she may apply to the Sick Leave Bank Committee. The following procedures will be followed: 1) fill out a withdrawal request form obtainable from the Business Manager; 2) return completed form to the Administrator before June 1 of the current working contract. Application for additional sick leave will be considered by the Committee and, if granted, a withdrawal will be made from the Sick Leave Bank in the amount requested. You will be notified before your last contracted work day of the Committee's decision. Withdrawals are not limited to the number of days deposited by the individual member, but are based on the number of days requested.

#### 4. Limitations

Sick leave bank withdrawal will not be granted for routine physical or dental appointments or for business which can be conducted using personal leave.

The staff member's own sick leave days must have been exhausted.

Hospitalization/or serious illness will be considered only for the staff member or immediate family as defined in the current negotiated agreement. The following are excluded from sick leave bank withdrawal: family leave or maternity leave, leave qualifying for long term disability, elective cosmetic surgery, and surgery designated to be elective by Blue Cross/Blue Shield, bereavement. Sick leave bank withdrawals per fiscal year for the entire staff will be limited to 90 days or the number of days available in the sick leave bank if less than 90 days are available.

#### 5. Sick Leave Bank Committee

The Sick Leave Bank Committee will include the following: an Educational Service Unit #15 Board Member, a member of ESUEA, ESU Administrator and ESU #15 non-certified member. The committee will be named at the beginning of each school year by the respective groups they represent. They shall determine the eligibility of claims, administer the sick leave bank, and enforce the rules and regulations. The decisions of this committee will be final.

### C. Professional Leave

1. A certificated employee who is an officer or director of a state, regional, or national professional organization, or who is appointed or elected a delegate to the business meeting of such an organization will be granted leave to attend a state, regional or national meeting of the organization to fulfill such duties. (see negotiations agreement, Article III, Section 1, August 15, 1979)

#### 2. Administrator, Coordinators and Certified Personnel

An employee who is requested by a recognized state educational agency to serve on a work committee may also be granted leave for such work without loss of pay. (See negotiations agreement, Article III, Section 1, August 15, 1979)

#### 3. Administrator, Coordinators and Certified Personnel

Unless designated by the Administrator, no other leaves or absence with pay shall be granted. Leave up to five (5) days per year may be granted by the Administrator for educational purposes but with loss of salary. (See negotiations agreement, Article III, Section 1, August 15, 1979)

#### 4. Administrator, Coordinators and Certified Personnel

The Board may request an employee to attend a professional meeting or conference that is of direct benefit to the educational objectives of Educational Service Unit No. 15. If such a request is made, the Board shall pay the actual expenses incurred. (See negotiations agreement, Article III, Section 1, August 15, 1979)

### D. Personal Leave

#### 1. Coordinators and Certified Personnel

Three (3) days personal leave may be allowed and these days may be granted at the discretion of the Administrator. Personal leave may accumulate to a maximum of 5 personal days per year.

E. Maternity Leave

1. All Employees

Maternity leave is to be treated the same as sick leave and comply with the Federal Family Medical Leave Act. (See negotiations agreement, Article III, Section 4, August 15, 1979)

F. Jury Duty

1. In the event an employee is called for jury duty by any court of competent jurisdiction, the Administration shall grant leave to perform such duty without loss of pay to the employee.

2. Without loss of pay is to be interpreted as paying the difference between the employee's salary and compensation received for jury duty.

G. Bereavement Leave

1. Coordinators and Certificated Personnel.

Two days bereavement leave will be allowed for the death of a member of the immediate family. Administrator approval may be requested to allow additional days from sick leave to also be used for bereavement leave.

H. Non-Certified Personnel

1. Vacation--Each full-time office employee will receive 10 day paid vacation annually.

2. Vacation and sick leave will be prorated accordingly for half-time or greater office employees.

3. Each non-certified employee will be paid for the following holidays: Labor Day, New Year's Day, Thanksgiving, Christmas, Memorial Day, and July 4th.

## Workshops, Inservices or Continuing Education

All Employees--If workshops or inservices count toward a degree, ESU #15 will not pay for the workshop. If the inservice or workshop is in their field for information, educational purposes only, ESU #15 will contribute to the cost. The workshop or inservice must first be subject to approval by the Administrator.

Professional Growth--All ESU #15 professional staff shall annually obtain the equivalent of at least two (2) days of professional growth. Activities which count towards professional growth and the time of each activity counted towards the two (2) day requirement shall be determined by the Administration. All such professional growth activities and the time which such activity counts towards the two (2) day requirement shall be determined by the Administration in advance of such activity. All employees shall be required to coordinate and obtain such approval prior to such activity. The failure of an employee to obtain such approval may result in the activity not counting towards the professional growth requirement as determined by the Administration.

## Terms of Employment

A. Teacher's Contract--Upon initial employment, the teaching contract issued to employees subject to this Agreement shall be on a contract form approved by the Educational Service Unit No. 15 Board of Directors.

## B. Transcripts

1. Administrator and Coordinators of Programs - Official college transcripts for all additional hours claimed must be furnished by the employee to the Educational Service Unit No. 15 Administration before the August board meeting of the contract year.

2. Certified Personnel - Official college transcripts for all additional hours claimed on the salary schedule must be furnished by the employee to the Educational Service Unit No. 15 Administrator before the August Board meeting of the contract year. Salaries will be figured and initial contracts issued accordingly on the basis of hours completed by March 15th of the current year. The Educational Service Unit No. 15 Board will adjust the salaries and contracts at the August Board meeting to reflect additional hours completed after the contract was initially issued. (see negotiations agreement, Article V, Section 5, August 15, 1979)

## C. Release from Contract

The request by any contracted employee for release from his/her contract will not be granted unless one or more of the following conditions are met:

1. A suitable and qualified replacement has been employed to fill the position.

2. The release is effective after the completion of current contract obligations but on or before June 1st.

3. The conditions of the resignation are in the best interests of Educational Service Unit No. 15.

## D. Reelection

1. Administrator--Reelection of the Administrator should be considered at the first regular meeting in January.

2. Certified Personnel--Reelection of all certified personnel should be considered no later than the first regular meeting in April.

E. Non-certified Personnel--Reelection of all non-certified personnel and part-time employees should be considered periodically as the need arises.

E. Outside Employment of ESU #15 Employees--It shall be the policy of the Board of ESU #15 that its full-time employees must request Board approval to engage outside employment which occurs during the normal working hours of ESU #15.

F. Retirement--All employees should advise the Administration well in advance of their planned retirement.

G. Resignations--All resignations from employment with ESU #15 shall be submitted in writing to the Administrator.

## Dismissals

A. Notice--Any certificated employee whose contract of employment may be amended, terminated or not renewed for the following school year shall be notified in writing on or before April 15th of each year of such possible action on the contract. If the certificated employee wishes a hearing, a written request shall be sent to the Secretary of the Board

or the Administrator of the Educational Service Unit within seven (7) calendar days after receipt of the written notice. Unless continued by written agreement, the final action of the Board shall be taken on or before May 15th of each year. Notice of contract cancellation at any time during the contract term shall be given in accordance with contract provisions.

B. Hearing Procedure--As to probationary certificated employees, procedures will be followed for a hearing as provided by Nebraska law. As to permanent or tenured certificated employees, a formal due process procedure is hereby adopted and shall include the following:

1. Notification to the permanent certificated employee in writing at least five (5) days prior to the hearing of the alleged grounds for termination or amendment of the permanent certificated employee's contract;
2. Upon request of the permanent certificated employee, a list of the names of any witnesses who will be called to testify against the certificated employee and an opportunity to examine any documents that will be presented at the hearing shall be provided at least five (5) days prior to the hearing;
3. The right to be represented;
4. An opportunity to cross-examine all witnesses, examine

all documents, and present evidence material to the issues.

C. Other Provisions--All other matters regarding a probationary certificated employee or permanent certificated employee's contract amendment or termination shall be governed by law. Suspensions or any action short of dismissal shall be permitted as authorized by law.

D. Non-Certificated Employees--Anything to the contrary notwithstanding, all non-certificated employees are at will employees whose employment may be terminated at any time without cause.

#### Grievance Procedure

The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to problems which arise concerning interpretation, application, or meaning of the terms and conditions of employment.

Definitions:

A. GRIEVANCE: Any claim or claims by an employee, group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of terms and conditions of employment.

B. GRIEVANT: The employee, group of employees, or the Association making the claim as provided for the definition of a grievance.

C. TIME LIMITS: All time limits contained herein shall mean employee working days except in the case of a grievance which is submitted after the end of the school year, in which case the time limits shall mean weekdays, Monday through Friday. The time limits mentioned at each level shall be considered as maximums. Failure of the Grievant to comply with the time limits shall constitute a waiver of the grievance. Failure of the Board or Administration to comply with the time limits shall permit the grievant to proceed to the next step of the procedure.

## Other Provisions

A. CONFIDENTIALITY: All meetings and hearings under this procedure through step 1 shall be conducted in private. All parties shall be permitted to record the proceedings of any meeting or hearing held in connection with the grievance. Hearings before the board shall be closed at the discretion of the Grievant.

B. REPRESENTATION: The Grievant and the Administrator shall have the right to be assisted by a representative of their own choosing. If the grievant is not represented by an Association representative, the Association shall be permitted to have a representative present at all levels of the grievance if the grievant wishes.

C. SETTLEMENT: The Grievant shall be notified in writing of the issues and any settlement prior to the settlement becoming effective. Any settlement shall be consistent with the terms of the negotiated agreement.

D. REPRISALS: No reprisals of any kind shall be taken against any employee who utilizes the grievance procedure.

E. WITHDRAWAL: An employee may withdraw their grievance at any level of the procedure without fear of reprisal from any party.

F. ADVANCED STEP FILING: The grievance shall be initially filed at the level where the decision was made which caused the grievance to be filed.

## Procedure

A. INFORMAL: It is desirable for an employee and his or her immediate supervisor to resolve the grievance through free and informal communications. When the grievance remains unresolved through the informal process, then the grievance shall be advanced to the formal process.

B. FORMAL STEP 1: The Grievant shall present the grievance in writing to their administrator. A hearing shall be held within five (5) working days. Within two (2) working days of the hearing the administrator shall provide a written answer to the grievance.

C. FORMAL STEP 2: If the grievance is not resolved at Step 1, the Grievant may appeal the grievance in writing to the Board President. Within ten (10) working days from the date of receipt of the appeal, or at the next regularly scheduled Board meeting if mutually agreeable, the Board President shall schedule a hearing on the grievance before the Board. Each party shall have the right to call witnesses and present evidence as it deems necessary. The Board shall have five (5) days from the date of the hearing to notify, in writing, the Grievant its decision regarding the grievance.

## Reduction in Force

Reductions-in-force of certificated staff may occur due to decreasing enrollments in schools served, limited financial support, changes in financial support, budget restrictions, changes in programs, changes in services provided, changing needs for services by school districts, changes in full time equivalencies, or other changes in circumstances. If a change in circumstances occurs necessitating a reduction in force, the Administrator or designee shall recommend to the Board those certificated employees to be reduced, and the Board shall take action thereon, in accordance with applicable laws.



Reductions in force may include termination of an employee's contract, amendment of an employee's contract to reduce the employee's full time equivalency from full-time to part-time or from part-time to a lesser part-time, amendment of an employee's contract to eliminate positions or assignments and compensation related to such positions or assignments, and any other change that is a termination, non-renewal, or amendment of an employee's contract under the continuing contract laws.

The criterion for determining the employee or employees to be reduced in force are as follows (not listed in order of importance):

1. Areas of certification and endorsement. It shall be the responsibility of all certificated employees to file with the Administrator a copy of their teaching certificate or administrative and supervisory certificate or other license, including endorsements, upon initial employment with the ESU. On or before March 15th of each year thereafter, for so long as the employee is employed in the ESU or has rights of recall, the employee shall file with the Administrator evidence of any changes in the employee's certification, endorsements, or licensure which have occurred since March 15th of the previous year or which are pending.
2. Special qualifications that may require specific training and/or experience.
3. Existing school assignment.
4. Staffing requests from schools.
5. Location of schools and assignments.
6. Programs to be offered.
7. State and federal regulations which may mandate certain employment practices.
8. Contributions beyond the standard duties of the certificated employee's position, including contributions to activity programs of the schools.
9. Qualifications based on past performance and competence as determined by the Administrator or the evaluator of the affected employees through employee evaluation procedures. The criteria for employee evaluations (including frequency of the evaluation, evaluation forms, number and length of classroom observations, if applicable) used for purposes of this policy consists of the ESU 15 Board policies and administrative rules, regulations, forms and practices related to the periodic evaluation of certificated employees in effect as of the time the evaluation was completed. Such evaluation policies, etc., are incorporated herein as though set forth in full.
10. The organizational and educational impact created by multiple part time certificated employees.
11. Any other criteria which are rationally related to the instruction and services provided by, and the administration of, the ESU.

#### Copyright Infringement Avoidance

The Board of Educational Service Unit #15 recognizes the importance of protecting the rights of authors, scholars and others who originate, publish and distribute and sell under the copyright or other rights of authorship to receive compensation in the form of royalties, profits or other financial entitlements for their works.

For that reason, it is the policy of Educational Service Unit #15 to avoid any practices contrary to copyright laws or which interferes or infringes copyrights.

It shall be contrary to the policy of ESU #15 to cause or permit photocopying, duplicating of any manner, distributing or exhibiting for profit, any book, pamphlet, sound recording, video recording or any material of any nature when to do so, is violative of any copyright or causes an authorized diminution of rents, royalties or profits to any holder of a copyright. This policy is drafted as guidance and is not exhaustive or limiting of liability for actions contrary to this policy.

Any employee knowingly violating this policy, which violation results in any liability to ESU #15 may be liable to the unit for such damage as is suffered by the unit.

For purposes of this section, it shall not be considered a violation of this policy by an employee if said employee is acting at the direction or request of his or her supervisor, or is otherwise specifically authorized by said employee's supervisor to commit any act which results in any liability to ESU #15.

#### Policy Conflicts

Employees serving schools who have contracted with the Unit for services shall also comply with the policies of the school served. Conflicts between school policy and Unit policy shall be resolved by the Administrator of the Unit.

#### Affirmative Action Policies

##### A. Elimination of Discrimination

Statement of Compliance: ESU #15 hereby agrees that it will comply with all state and federal laws prohibiting discrimination. ESU #15 hereby gives assurance that it will take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

#### Preventing Harassment and Discrimination of Employees and/or Students

Purpose: ESU #15 is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by managers, supervisors, co-workers or other persons is prohibited. In addition, ESU #15 will try to protect employees or students from reported harassment by non-employees or students from reported harassment by non-employees and others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on, for example, a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

2. Age harassment has been defined by federal regulations as a form or age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environments.
  - a. Sexual harassment exists when:
    1. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion or retention);
    2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
    3. Sexual harassment may also exist when such conduct by any other employee or other person unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or offensive workplace, classroom or educational environment.
    4. An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.
  - b. Procedures:
    1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
    2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the administrator of the ESU. If a satisfactory arrangement cannot be obtained through the administrator of ESU #15 the complaint may be processed to the ESU #15 Board of Directors.
    3. The supervisor, teacher or the administrator of ESU #15 for complaints which are brought to or reach the administrator will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student who alleges a violation of this policy.

#### Policy on Child Abuse and Neglect

- A. Any employee of ESU #15 who has reasonable cause to believe a child has been subjected to abuse and/or neglect or is being subjected to conditions which would result in abuse and/or neglect shall inform their immediate supervisor and appropriate school official of the district of residence. To fulfill their statutory duty, the

employee shall then report suspected abuse and/or neglect directly to the local law enforcement agency or Child Protective Services.

- B. Employees of ESU #15 serving handicapped children below age five who have reasonable cause to believe a child has been subjected to abuse and/or neglect or is being subjected to conditions which would result in abuse and/or neglect shall immediately notify the Unit Administrator. The Unit Administrator shall take appropriate action and assure that employee fulfills their statutory duty by reporting suspected abuse and/or neglect directly to the local law enforcement agency or Child Protection Services.
- C. Any employee who reports suspected child abuse and/or neglect or participates in an investigation or judicial proceeding is statutorily immune from any civil or criminal liability that might otherwise be imposed unless he or she made a maliciously false statement.
- D. The name of any person reporting suspected child abuse and/or neglect shall remain confidential. The Administrator shall cause to be established and implemented those procedures necessary to assure confidentiality is maintained at all times.
- E. The Administrator shall cause to be provided administrative policies, other information and inservice which will help assure that employees fully understand their responsibility under the law.

A. Drug-Free Work Place

It is the policy of ESU 15 to eliminate the influence of drugs, alcohol and other chemicals within the work environment and to educate students against the usage of drugs, alcohol and illegal substances. The ESU will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

The ESU has established a drug-free workplace. The drug-free workplace for this purpose includes ESU property, ESU-utilized vehicles, any place in which ESU employees perform duties, and any place in which ESU activities are held. The ESU recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with the ESU's mission and goals.

- 1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any ESU property or at any ESU sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.

2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the ESU's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the ESU's drug-free workplace policies and notify the Administrator or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. If employment is not terminated, sanctions may include the requirement that the employee complete an appropriate rehabilitation program.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

The ESU will implement a drug and alcohol testing program in compliance with law for all employees whose position requires a commercial driver's license (CDL) or who are otherwise in "safety-sensitive" positions as defined by federal or state law. Refusal to submit to pre-employment testing, or testing positive, shall disqualify an applicant for any position requiring such testing from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and be terminated from employment.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Employees shall be furnished with a copy of this policy.

### Drug and Alcohol Policy

The ESU recognizes that the use, possession, distribution, or being under the influence of drugs or alcohol illegally constitutes a hazard to the positive development of students and employees and the education process.

- A. ESU employees are prohibited from the unlawful or improper possession, use, distribution, or being under the influence of illicit drugs or alcohol while on duty or while performing services assigned by the ESU for a school district.
- B. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the afore-mentioned

standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, non-renewal, cancellation, or termination of contract of employment or other appropriate sanctions.

- C. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and re-entry programs available to employees.
- D. Employees shall be furnished with a copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures, and contractual provisions, regarding or related to the improper or unlawful possession, use, distribution, or being under the influence of illicit drugs or alcohol.

#### Reimbursement for Meals and Lodging

A. Meals: Reimbursement on meals for employees for approved official ESU professional and business travel shall be determined according to the State of Nebraska's United States Internal Revenue Service rate by meal. It is an ESU policy that receipts are required for all meals that are submitted for reimbursement. (7-2-02)

B. Lodging: It is strongly encouraged that ESU employees have any lodging expense direct billed to ESU #15 whenever possible; to avoid paying the tax rate.

#### Section 125 Cafeteria Plan

The board will provide an opportunity for employees to participate in a cafeteria plan. This is an employee health and wealth benefit plan which is to provide employees a choice of eligible nontaxable benefits under a board appointed administrator.

I have received the ESU #15 Employee Handbook, and I understand that it is my responsibility to read this manual. If I have questions that they need to be address during the first five working days of the contractual year of 2018-19.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Disposal List- June-2018

8 Unifi Wireless access points

1 1st generation iPad - 16G - Serial # GB044F4JZ38

2 Lenovo Z50-70 laptop computers - decommissioned by Migrant.

We will wipe and update these computers and use them. I will add them to our regular inventory. DynoTag 1006-9185 & 9186

1 SMART Board

1 Promethean Board - This board was given to the ESU by a salesperson free of charge.

I sent out an email to all of our schools to see if anyone wanted the boards. McCook schools was the only one with any interest. Both boards are property of McCook Central Elementary now.

Non Tech Inventory  
McCook Office

Tag ID	Name	Description	Location
1041-2149	Teal Chairs	Teal Chairs	McCook Office
		12 of them	
1041-2150	Desk - Reception Area	Older dark brown desk. Used in reception area	McCook Office
1041-2151	Desk - Reception Area	L-Shaped Desk in Reception area	McCook Office
1041-2152	Wooden Credenza	4 drawer - 2 sliding door wooden credenza	McCook Office
		Located in reception area	
1041-2153	Desk - Reception Area	2 door Desk w/ Keyboard shelf	McCook Office
		Located in reception area	
1041-2154	Metal Cabinet	3 Shelf Metal Cabinet - Used for printing supplies - Reception area	McCook Office
1041-2155	Paper Cubbie	Paper Cubbie - Reception Area	McCook Office
1041-2156	End Table	End Table - Reception Area	McCook Office
1041-2157	Bookcase - 5 shelf	5 shelf bookcase located in Jamies office	McCook Office
1041-2158	Metal Cabinet	Metal cabinet located in Jamies office	McCook Office
1041-2159	Metal Cabinet	2 door yellow metal cabinet located in Jamies office	McCook Office
1041-2160	Desk - 5 drawer	Wooden 5 drawer desk located in Jamies office	McCook Office
1041-2161	Bookcase - 3 shelf	Dark brown 3 shelf bookcase located in Barb Esch office	McCook Office
1041-2162	Bookcase - 3 shelf	Light brown 3 shelf bookcase located in Barb Esch office	McCook Office
1041-2163	Metal Cabinet - 2 door	2 door metal cabinet for supplies located in storage room	McCook Office
1041-2164	Desk - Metal w/ Wood Top	2 drawer metal desk w/ wood top located in Yanis office	McCook Office
1041-2165	Metal Cabinet - 2 door	White 2 door metal cabinet located in Yanis office	McCook Office
1041-2166	Wood End Table	1 drawer wooden end table located in Yanis office	McCook Office
1041-2167	Wood End Table	Wood end table located in employee lounge	McCook Office
1041-2168	Microwave	Microwave located in Employee lounge	McCook Office
1041-2169	Refrigerator	White Refrigerator located in Employee lounge	McCook Office



Non Tech Inventory  
McCook Office

1041-2170	Metal Stands	Metal Stands - 2 of them located in storage room	McCook Office
1041-2171	Bookcase - 5 shelf	5 shelf bookcase - located in Pauls office	McCook Office
1041-2172	Bookcase - Metal - 6 shelf	6 shelf metal bookcase located in Pauls office	McCook Office
1041-2173	Metal Desk	5 drawer - 1 shelf drawer metal desk located in Pauls office	McCook Office
1041-2174	Office Chairs	10 Black office chairs - STEP	McCook Office
1041-2175	Metal Desk	Metal desk - STEP	McCook Office
1041-2176	Adjustable Tables	Adjustable tables - 4 of them - STEP	McCook Office
1041-2177	Cubicle dividers	Off red cubicle dividers - 2 of them located in Jamies office	McCook Office
1041-2178	Rolling Metal Cabinet	Rolling metal cabinet used to hold paper	McCook Office
1041-2179	Metal Desks	Single drawer metal desk - 2 of them - STEP	McCook Office
1041-2180	Bookcase - 2 shelf	2 shelf black bookcase - STEP	McCook Office
1041-2181	Wooden Cabinets	2 door wooden cabinets - 2 of them - STEP	McCook Office
1041-2182	Refrigerator	White Refrigerator - STEP	McCook Office
1041-2183	Stove	White electric stove	McCook Office
1041-2184	Microwave	Microwave - STEP	McCook Office
1041-2185	Bookcase	2 shelf wooden long bookcase - STEP	McCook Office
1041-2186	Kid Chairs	Multi-colored Kids chairs - 7 of them - STEP	McCook Office
1041-2187	Water Cooler	Water Cooler - STEP	McCook Office
1041-2188	Folding Tables	3x10ft tables - 2 of them - reception area	McCook Office
1041-2189	Folding Table	3x5 folding table located in Jamies office	McCook Office
1041-2190	Folding Table	3x8 folding table - STEP	McCook Office
1041-2191	Bookcase - 2 shelf	Black 2 shelf bookcase with drawer - STEP	McCook Office
1041-2192	Bookcase - 3 shelf	Black 3 shelf bookcase located in Marys office	McCook Office
1041-2193	Black Desk	Black one door desk - Marys office	McCook Office

Non Tech Inventory  
McCook Office

1041-2194	Paper Cubbie	Paper cubbie located in Marys office	McCook Office
1041-2195	Metal Desk	5 drawer metal desk w/ wood top located in Barb Esch office	McCook Office
1041-2196	Assorted Office Chairs	Assorted office chairs - 13 in total	McCook Office
1041-2197	Filing Cabinets	7 count - 4 drawer HON 3 count - 2 drawer HON 1 count - 2 drawer no name	McCook Office
		2 count - 4 drawer Harrison 1 count - 3 drawer HON 1 count - 3 drawer no name	
		1 count - 5 drawer HON	

Non Tech Inventory  
Trenton Office

Tag ID	Name	Description	Location
1041-2473	Chairs	Blue Chairs - 56 count	Trenton Office
1041-2474	Adjustable tables	Adjustable oak tables - 8 count	Trenton Office
1041-2475	Cubicle Panels	Cubicle Wall Panels	Trenton Office
		9 - 6ft tall	
1041-2476	Round Tables	4 - 4 ft tall	Trenton Office
		Round Wood Table - 2 of them	
1041-2477	Double Wide 12 shelf bookcase	3.5 foot wide	Trenton Office
		Double wide 12 shelf bookcase - sits next to Wallys desk	
1041-2478	Desks - Tech Area	Office Desks - 2 of them	Trenton Office
		Located in the Tech Dept.	
1041-2479	Rolling Tables	Rolling tables with power adapters - 10 count	Trenton Office
1041-2480	3 Shelf Bookcases w/ Drawers	3 shelf with 2 drawer bookshelf - 3 of them	Trenton Office
		Located in Staff Development office	
1041-2481	Desk - Staff Developer	Desk in Staff Development Office	Trenton Office
1041-2482	5 Shelf Bookcase	Bookcase - 5 shelf - Located in Staff Development office	Trenton Office
1041-2483	Reception Desk	U-Shaped Desk in the reception area	Trenton Office
1041-2484	3 Shelf Bookcase	3 shelf 4' tall	Trenton Office
		2 of them	
1041-2485	Safe	Fireproof Safe	Trenton Office
		Located in closet behind reception desk	
1041-2486	Desk - Bookkeeping	U-shaped desk w/hutch	Trenton Office
		Located in Bookkeeping office	
1041-2487	Desk - Administrator	L-Shaped Desk	Trenton Office
		Administrators Office	
1041-2488	5 Shelf Bookcase - Admin Office	5 shelf bookcases	Trenton Office
		2 of them Located in Adminstrators Office	
1041-2489	Soda Machine	Soda Machine	Trenton Office

Non Tech Inventory  
Trenton Office

1041-2490	Coffee Machine	Coffee Machine - 2 Pot Coffee and 1 Warmer	Trenton Office
1041-2491	Refrigerator	Refrigerator - 2 door - Freezer above	Trenton Office
1041-2492	Black Chairs	6 Black Chairs - Kitchen area	Trenton Office
1041-2493	Kitchen Table	Table - Kitchen Area	Trenton Office
1041-2494	Metal Desk	Metal Desk in South Room	Trenton Office
1041-2495	Double Wide 10 Shelf Bookcase	10 Shelf Double Wide Bookcase	Trenton Office
1041-2496	Desk - Extra Office	L-Shaped Desk - Extra Office Area	Trenton Office
1041-2497	5 Shelf Bookcase - Extra Office	5 Shelf Bookcase	Trenton Office
		Located in the Extra Office area	
1041-2498	5 Shelf Bookcase - Staff Dev Room	5 Shelf Bookcase	Trenton Office
		Located in Staff Dev. Room	
1041-2499	3&apos; Round Table	3&apos; Round Table - Light Brown	Trenton Office
		Located in Staff Dev. Room	
1041-2500	Die Cuts	Set of Die Cuts - Complete set of varying sizes - at least 100 individual dies	Trenton Office
1041-2501	Blue Exercise Ball Chair	Blue Exercise Ball Chair - 2 of them - Located in Staff Dev. Room	Trenton Office
1041-2502	Lounge Chairs	Lime Green Lounge Chairs - 2 of them - Located in Staff Dev. Room	Trenton Office
1041-2503	Purple High Chairs	Purple High Chairs - 4 of them - Located in Staff Dev. Room	Trenton Office
1041-2504	High Tables	High Tables - 2 of them - Located in Staff Dev. Room	Trenton Office
1041-2505	Black Table	Skinny black table used in Staff Development Room	Trenton Office
1041-2506	White Table	White Table with scaffolding like legs - Used in Staff Development Room	Trenton Office
1041-2507	Red Ottoman	Red Ottoman used in Staff Development Room - Storage inside	Trenton Office
1041-2508	Blue Fabric Chairs	4 in Total - 2 in Reception area and 2 in Kellys office	Trenton Office
1041-2509	Gray Fabric Chairs	Set of 7 Gray Fabric Chairs	Trenton Office
1041-2510	Wood Table with Metal Legs	Wood top table with metal legs - located in South Office	Trenton Office

Non Tech Inventory  
Trenton Office

		2 shelf wooden bookcase - located in South Office	
1041-2511	2 Shelf Bookcase	Others located in the building	Trenton Office
1041-2512	Microwave	Magic Chef Microwave	Trenton Office
1041-2513	Podium	Wooden Podium	Trenton Office
1041-2514	Writing Table	Wooden writing table used in creation station area near die cuts	Trenton Office
1041-2515	2 Shelf Bookcase	2 shelf bookcase used in creation station near die cuts	Trenton Office
1041-2516	2 Shelf Bookcase	Wooden 2 Shelf Bookcase used to house die cuts	Trenton Office
1041-2517	5 Cubbie Bookcase	5 cubbie wooden bookcase with peg board backing used to house die cuts	Trenton Office
1041-2518	3 Cubbie Bookcase	3 cubbie wooden bookcase with peg board backing used in creation station are near die cuts	Trenton Office
1041-2519	Filing Cabinets	All 4 Drawer Hon: 12 in total varying colors 2 in Cindys office 2 in Pauls office 2 in South Office 1 in Server Room 1 in Kellys office 1 in South Room 1 in Warehouse 1 in Back Supply Room 1 in Front Supply Room	Trenton Office
1041-2520	Filing Cabinet	Anderson Hickey 4 drawer filing cabinet - located in Kellys Office. Darker beige in color	Trenton Office

K-C MOTOR & ELECTRIC, INC.

1804 WEST O STREET  
P.O. BOX 466  
MC COOK, NE 69001

# ESTIMATE

DATE	ESTIMATE NO.
5/30/2018	18036

NAME / ADDRESS
ESU 15 TRENTON P.O. BOX 389 TRENTON, NE 69044

P.O. NO.

DESCRIPTION	QTY	COST	TOTAL
ELECTRICAL ESTIMATE Furnish LED trims & LED dimmers in south conference room		2,160.00	2,160.00
ELECTRICAL ESTIMATE Furnish & install can lights in north conference room with LED trims & LED dimmers		4,625.00	4,625.00
OR			
ELECTRICAL ESTIMATE For north conference room Install LED trims in existing 3 can lights, & replace existing florescent bulbs with dimmable LED bulbs with LED dimmers		2,030.00	2,030.00

THIS ESTIMATE IS GOOD FOR 30 DAYS!