



Regular Board of Directors Meeting

Monday, December 21, 2020 at 5:30 PM

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

1. Call the Meeting to Order  
**Speaker(s):** Board President or Designee  
**Rationale:**

**LEADERSHIP • SERVICE • SUPPORT**

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

1. Notification of Open Meetings Law  
**Speaker(s):** Board President or Designee  
**Rationale:**

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

§84-1411 adjusts notice requirements for meetings of public bodies. For meetings of governing bodies of all political subdivisions of the State of Nebraska:

- Notice shall be published in a newspaper of general circulation within the public body's jurisdiction. If available, notice shall also be published on such newspaper's website.
- In addition to the required notice, notice may also be provided by any other appropriate method designated by the public body or advisory committee.

2. Roll Call

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

3. Absent Board Members

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

**Rationale:**

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

**Recommended Motion(s):**

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

4. Pledge of Allegiance

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

2. Approval of Agenda

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

**Rationale:**

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

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

**Recommended Motion(s):**

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

3. Welcome Visitors

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

4. Public Comment

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

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

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

5. Consent Agenda

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

**Rationale:**

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

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

Consent Agenda Includes:

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

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

**Recommended Motion(s):**

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

1. Minutes

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

**Rationale:**

**This is a consent item.**

2. Presentation of Bills #71654 through #71772 totaling \$611,730.27

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

**Rationale:**

The summary of bills for the current month total:\$611,730.27 - Bills #71654 through #71772

Inservice bills total: \$0

|           | Amount      | Vendor                    | Description   |
|-----------|-------------|---------------------------|---|
| 7166<br>4 | \$7,861.91  | Capital One Bank          | Tech/PD/SPED/general supplies/equip./travel         |
| 7166<br>5 | \$17,376.48 | Central NE Rehab Services | SPED Speech Services/Early Childhood Services       |
| 7167<br>4 | \$5,110.00  | Engineered Controls       | 20-21 HVAC Controls Service Agreement (3 buildings) |

**This is a consent item.**

3. New Hire - Chris Hilliard, District Technology Coordinator.

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

**Rationale:** New Hire - Chris Hilliard, District Technology Coordinator, starting 12.14.2020.

**This is a consent item.**

4. New Hire - Richard Stuart, Information Technology Specialist.

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

**Rationale:** New Hire - Richard Stuart, Information Technology Specialist, starting 1.28.2021.

**This is a consent item.**

5. Resignations - Kerri Jo Krivohlavek

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

**Rationale:** Include letter of resignation or retirement if available.

**This is a consent item.**

6. Treasurer's Report

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

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

**Recommended Motion(s):**

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

7. Reading of Article I, Section 2, B Duties and Function of the Board

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

**Rationale:**

Policy review. No changes to consider.

**Recommendation:** Discuss, consider and take all necessary action to approve Article I, Section 2, B Duties and Function of the Board as presented.

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve Article I, Section 2, B Duties and Function of the Board as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

8. Reading of Article I, Section 2, C Chief Administrator Evaluation

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

**Rationale:**

Policy review. No changes to consider.

**Recommendation:** Discuss, consider and take all necessary action to approve Article I, Section 2, C Chief Administrator Evaluation as presented.

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve Article I, Section 2, C Chief Administrator Evaluation as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

9. Reading of Article III, Section 5, E Equipment, Materials, and Supplies

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

**Rationale:**

Policy review. No changes to consider.

**Recommendation:** Discuss, consider and take all necessary action to approve Article III, Section 5, E Equipment, Materials, and Supplies as presented.

**Recommended Motion(s):**

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

10. Reading of Article IV, Section 10, A Professional Employees Defined

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

**Rationale:**

Policy review. No changes to consider.

**Recommendation:** Discuss, consider and take all necessary action to approve Article IV, Section 10, A Professional Employees Defined as presented

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve Article IV, Section 10, A Professional Employees Defined??????? as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

11. Reading of Article IV, Section 11, E Evaluations

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

**Rationale:**

Policy review. No changes to consider.

**Recommendation:** Discuss, consider and take all necessary action to approve Article IV, Section 11, E Evaluations as presented.

**Recommended Motion(s):**

Discuss, consider and take all necessary action to approve Article IV, Section 11, E Evaluations as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

12. COVID-19 Update

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

**Rationale:** COVID-19 Update:

- Family First Coronavirus Relief Act (FFCRA)
- ESU 7 Statistics
- COVID-19 Pay Resolution

Administrator Polk will explain Emergency Paid Sick Leave and Emergency Family Medical Leave as it pertains to FFCRA, as is currently federal law until December 31, 2020. This information will be useful for the Board to make a decision regarding the COVID-19 Pay Resolution.

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

**Recommendation:** Discuss, consider and take all necessary action to allow up to 80 hours intermittent medical leave (prorated for FTE) for corroborated COVID-19 related quarantine isolation. Any additional hours will be charged as sick.

-OR-

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

**Recommended Motion(s):**

Discuss, consider and take all necessary action to allow up to 80 hours intermittent medical leave (prorated for FTE) for corroborated COVID-19 related quarantine isolation. Any additional hours will be charged as sick as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

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

13. NASB Board of Directors - Special Election for Region 16

**Rationale:** This special election is being held due to the seat being vacated outside of the regular election cycle. The nominees sent to us in this special election process, will be reviewed by the NASB Nomination Committee. An individual name will be forwarded to the Board of Directors at their January 2021 board meeting to be approved for the remainder of the term which is up at the end of 2022. The only requirement for a region director is membership on the local board of education. There are no limitations or prohibitions to re-election or tenure as a director. Each region director serves a 4-year term.

14. Board Self-Assessment

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

**Rationale:** Administrator Polk will provide the analysis of the 2018-2019 and 2019-2020 Board Self-Assessment. Additionally, a Board Self-Evaluation tool will be provided for personal growth as an ESU 7 Board Meeting.

15. Administrator's Report General

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

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

Administrator's Intent to Extend Contract

Board Insurance - Attached for your review.

Board Vacancies

ESUCC Update

Upcoming Events:

- The 2021 Legislative Issues Conference is currently scheduled to be held in a virtual form on Monday, February 1, 2021.

1. Services Update

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

**Rationale:**

SIMPL Service Planning Update

Quarterly Report - Attached for your review.

December Spotlight - SLP

2. Facilities Update

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

**Rationale:** Server Bids:

- DakTech Bid = \$29,477.00

- Dell EMC Bid = \$33,480.40

**Recommendation:** Discuss, consider, and take any necessary action to approve a bid.

**Recommended Motion(s):**

Discuss, consider, and take any necessary action to approve the \_\_\_\_\_ Bid Passed with a motion by Board Member #1 and a second by Board Member #2.

3. Personnel

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

**Rationale:** Administrator Polk to discuss the difference between 245 day contracts and 185 day contracts. Not an action item.

4. Legislative Update

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

**Rationale:** The 2021 Legislative Session begins 1.6.2021.

16. Committee Reports

**Speaker(s):** Committee Chair

1. Administrator Evaluation Committee Report

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

**Rationale:** Committee Chairperson Doug Pauley will provide a summary of Administrator Polk's evaluation for 2020.

17. Conference Report

**Speaker(s):** Conference Attendees

**Rationale:** Update from members that attended the State Education Conference and/or the AESA Annual Conference.

18. Adjournment

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



STATE *of* NEBRASKA  
OFFICE OF THE GOVERNOR  
LINCOLN

**EXECUTIVE ORDER No. 20-36**

**CORONA VIRUS – PUBLIC MEETINGS REQUIREMENT LIMITED WAIVER**

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

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

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

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

Pursuant to this declaration, I hereby order the following:

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

3. The advanced publicized notice and the agenda requirements for meetings that are set forth in Neb. Rev. Stat. §84-1411 and the remaining provisions of Nebraska's Open Meetings Act shall continue to be complied with by all public bodies and are not waived by this executive order.
4. This waiver shall apply to all public governing body meetings that occur from December 1, 2020 through January 31, 2021.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Great Seal of the State of Nebraska to be affixed on this 1<sup>st</sup> day of December, 2020.

**ATTEST:**



Pete Ricketts, Governor



Robert B. Evnen, Secretary of State



# Nebraska Open Meetings Act

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

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

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

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

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

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

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

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

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

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

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

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

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

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

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

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site. (ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by: (A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or (B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting. (iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

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

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

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of

an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

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

(a) Reasonable advance publicized notice is given as provided in subsection (1) of this section;

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

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

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

(e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or (ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing.

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

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if:

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

(b) Reasonable advance publicized notice is given as provided in subsection (1) of this section which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) A nonvoting designee designated under subdivision (3)(f) of this section;

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

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

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

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

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

(h) No more than one-half of the board's, council's, governing body's, committee's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that: (i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and (ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call.

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

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

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

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

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

(1) Subject to the Open Meetings Act, the public has the right to attend and the right

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

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

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

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

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

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

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

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

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an 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;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised  
10/2020

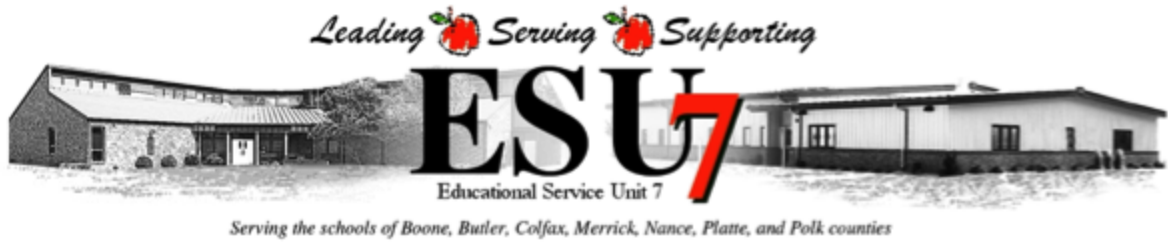


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## **Regular Board of Directors Meeting**

Educational Service Unit 7, Oak Room  
2657 44th Avenue  
Columbus, NE 68601-8537  
Monday, November 16, 2020 at 5:30 PM

### Posted Locations:

Columbus Telegram Newspaper  
Columbus Telegram Website  
ESU 7 North Building Front Door  
Posted Date: 11/09/2020

Attendance Taken at 5:38 PM.

Bob Arp: Present  
Joyce Baumert: Present  
Marni Danhauer: Present  
Donald Ellison: Present  
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: 12.

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

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

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

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

Meeting called to order at 5:30pm

Vice President Gary Wieseler 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.

§84-1411 adjusts notice requirements for meetings of public bodies. For meetings of governing bodies of all political subdivisions of the State of Nebraska:

- Notice shall be published in a newspaper of general circulation within the public body's jurisdiction. If available, notice shall also be published on such newspaper's website.
- In addition to the required notice, notice may also be provided by any other appropriate method designated by the public body or advisory committee.

#### 1.2. Board Member Oath of Office

Bob Arp, District 6 Board Member for ESU 7, will take and sign the oath office as presented below:

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservations, or for purpose or evasions; and that I will faithfully and impartially perform the duties of the office of member of the Board of Educational Service Unit No. 7, according to law, to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or this State by force or violence; and that during such time that I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or this State by force or violence. So help me God.

New Board Member for District 6, Bob Arp recited the Oath of Office. All board members present recited the Oath of Office.

#### 1.3. Roll Call

#### 1.4. Absent Board Members

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

No absent members.

1.5. 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 Joyce Baumert and a second by Jennifer Miller.

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: 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: 12, Nay: 0

3. Welcome Visitors

One visitor from the media arrived at 6:06pm.

4. Public Comment

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

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

No public comment provided.

5. **Consent Agenda**

Unless removed from the consent agenda, items identified within the consent agenda will

be acted on at one time.

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

Consent Agenda Includes:

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

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

Consent agenda as presented Passed with a motion by Donald Ellison and a second by Dan Hoesly.

Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: 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: 12, Nay: 0

#### 5.1. Minutes

**This is a consent item.**

#### 5.2. Presentation of Bills #71520 through #71652 totaling \$752,164.23

The summary of bills for the current month total:\$752,164.23 - Bills #71520 through #71652

Inservice bills total: \$ 0

|       | Amount      | Vendor | Description           |
|-------|-------------|--------|-----------------------|
| 71522 | \$25,044.58 | Amazon | Migrant Instructional |

|       |             |                           |   |
|-------|-------------|---------------------------|---|
|       |             |                           | Supplies/Grants,Sped,Tech. Supplies                       |
| 71532 | \$8,721.04  | Capital One Bank          | Tech/PD/SPED/Migrant/Title Grants general supplies/equip. |
| 71534 | \$19,465.48 | Central NE Rehab Services | SPED Speech Services/Early Childhood Services             |
| 71542 | \$74,355.56 | Eakes Office Solutions    | Replacement copiers and maintenance                       |
| 71596 | \$10,238.35 | Pearson Assessment        | SPED testing materials/software                           |

**This is a consent item.**

- 5.3. New Hire: Travis Kassing - Network & Computer Systems Engineer  
Travis Kassing - Network & Computer Systems Engineer.

**This is a consent item.**

- 5.4. Resignation: Cody Nelsen  
Cody Nelsen resignation effective 11.20.2020

**This is a consent item.**

6. Treasurer's Report

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

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

Bob Arp: Yea  
 Joyce Baumert: Yea  
 Marni Danhauer: Yea  
 Donald Ellison: 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: 12, Nay: 0

Administrator Polk discussed the cash on hand and cash reserve lines. The goal is to have 30% cash on hand which is enough to sustain salaries and grant opportunities while we wait for payments from schools and grants.

7. Authorization of Administrator to Sign for Federal/State Funds  
Should a quorum be unattainable due to COVID-19 illnesses, this Board action authorizes Administrator Polk to be the official signature for all federal and state program funds for

Board Meeting in December 2020. This action need only be necessary when a quorum is not possible.

Discuss, consider and take any necessary action to authorize Administrator Polk to be the official signature for all federal and state program funds for Board Meeting in December 2020 should a quorum be unattainable due to COVID-19 illnesses Passed with a motion by Jennifer Miller and a second by Gary Wieseler.

Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: 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: 12, Nay: 0

Currently there is an Executive Order that states Board Members are allowed to attend the meeting and vote via zoom if they are in ordered isolation or quarantine due to COVID-19.

If there is no quorum in the December Board Meeting due to COVID-19, this action gives authorization for Administrator Polk to pay the bills for that month. This will be added to the Board agenda monthly until there is no longer the threat of not having a quorum due to COVID-19.

8. ESU 7 Non-Certificated Job Descriptions (Production Personnel, Production Assistant, Production Coordinator, Media Secretary, and Receptionist Addendum)  
Board Policy Article IV, Section 2, A Staff Handbooks and Job Descriptions requires the ESU 7 Board to approve a written general job description and the qualification criteria for each adopted classified position. Attached are links to the non-certificated/classified ESU 7 job descriptions. Board Policy Article I, Section 6, C Duty and Function of the Administrator states job descriptions and alterations in an existing job description must be approved by the Administrator.

Discuss, consider, and take any action necessary to approve the Non-Certificated/Classified Staff Job Descriptions (Production Personnel, Production Assistant, Production Coordinator, Media Secretary, and Receptionist Addendum), as presented Passed with a motion by Doug Pauley and a second by Joyce Baumert.

Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: 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: 12, Nay: 0

The Receptionist Addendum is all of the elements of the Receptionist position that were distributed to the Executive Secretary and not otherwise included in the Executive Secretary job description.

There have been adjustments made to the job duties for personnel in the Production Department. The job descriptions have been updated. Director Ostmeier now has the responsibility of Production Coordinator. The Production Department has been made aware of the process and had input in the job descriptions.

9. Reading of Article I, Section 2, B Duties and Function of the Board

**Recommendation:** Discuss, consider and take all necessary action to approve Article I, Section 2, B Duties and Function of the Board as presented.

Article I, Section 2, B Duties and Function of the Board as presented Passed with a motion by Jack Young and a second by Gary Wieseler.

Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: 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: 12, Nay: 0

This is the regular cycle of reviewing policies. There are no recommended changes to this policy.

10. Reading of Article I, Section 3, D Orientation of New Board Members

**Recommendation:** Discuss, consider and take all necessary action to approve Article I, Section 3, D Orientation of New Board Members as presented.

Article I, Section 3, D Orientation of New Board Members as presented Passed with a motion by Doug Pauley and a second by Joyce Baumert.

Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: 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: 12, Nay: 0

This is the regular cycle of reviewing policies. There are no recommended changes to this policy. Board Secretary Doug Pauley has agreed to be the Board Mentor for Board Members Dawn Lindsley and Bob Arp.

11. Reading of Article IV, Section 1, A Recruitment and Selection

**Recommendation:** Discuss, consider and take all necessary action to approve Article IV, Section 1, A Recruitment and Selection as presented.

Article IV, Section 1, A Recruitment and Selection as presented Passed with a motion by Donald Ellison and a second by Jack Young.

Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: 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: 12, Nay: 0

This is the regular cycle of reviewing policies. There are no recommended changes to this policy.

12. ESU 7 COVID-19 Pay Resolution

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

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

Discuss, consider and take all necessary action to approve the ESU 7 COVID-19 Pay Resolution Passed with a motion by Jack Young and a second by Donald Ellison.

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: 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: 12, Nay: 0

The ESU 7 COVID-19 Pay Resolution gives authority to provide Medical Leave time for any time employees ordered to quarantine or isolate due to COVID-19. Medical Leave is outside other leave benefits. Taking Medical Leave could be due to quarantine or isolation of staff members or due to childcare issues due to COVID-19. There were 184 hours of Medical Leave in September and 457 hours of Medical Leave in October. The increase in Medical Leave goes right along with how the state numbers are increasing. Administrator Polk will get the Sick Leave hours from last year and present that to the Board in December.

This is a process by which staff members request Medical Leave. Employees take sick leave for any illness not COVID related. The original intent of the COVID-19 Pay Resolution was to retain the ESU 7 staff.

ESU 7 Leadership and Board Members set an example for the rest of the staff by using masks, avoiding crowded spaces, and being safe. There is a Communication Campaign with the East Central District Health Department which communicates to the community the need to be safe to be able to keep schools open and hospital beds available.

13. **Administrator's Report General**

Goals - Attached for your Review

## COVID Update

- Executive Order 20-34
- DHM Update
- Go thru Orange on the Risk Dial
- Communications Campaign
- % of staff quarantined and isolated
- Employee Medical Leave Taken Report
- Wednesday before Thanksgiving

## ESUCC Update

## Upcoming Events

### Columbus Telegram Article

If you are quarantined or isolated due to COVID you can participate in the Board Meeting via Zoom with Executive Order 20-34. The Governor released information indicating the state of Nebraska is in Orange, meaning the COVID hospitalizations are at 20%. At orange, the indoor meeting capacity is at 25% occupancy limit. The newest Directed Health Measure released moved the temperature of 100.4 or above from a major symptom into a secondary symptom. The only exclusionary symptoms are the sudden onset of cough, shortness of breath and/or loss of taste or smell. The secondary symptoms are now fever of 100.4 or above, chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, and fatigue. When the COVID hospitalizations get to 1,170, the state of Nebraska will move to the red in the state risk dial. Any athletics under high school will be put on pause. The indoor meeting room capacity would decrease to 10 people, at which time Boards would be authorized to meet virtually.

ESU 7 keeps track of all staff that are isolated or quarantined due to COVID-19. Administrator Polk discussed the numbers of isolated and quarantined over the first two weeks of June, August, and November

Potential change in calendar request. Administrator Polk asked the Board to consider extending the Thanksgiving break to include the Wednesday before Thanksgiving in order to provide an additional day for staff during this very busy unprecedented time. Majority of the ESU 7 school districts are not in session on that day. After discussion, the Board first made motion to provide a paid vacation day to staff on November 25, 2020. This motion was amended to give November 25, 2020 as a shortened work day. This motion passed 9-3. The body did not go back to vote on the original motion so the Sparq software did not save the names of those who were yae or nay. Explanation of the proper use of this procedure will be provided and trained in the December board meeting.

ESUCC helped facilitate distribution of face masks, hand sanitizer, and partnered with the Governor for the GEERs act.

Upcoming Events - State Education conference is fully virtual. There will not be a dinner

afterwards due to the community spread. ESU 7 will provide lunch for the Board Members attending at the ESU. The AESA conference is also virtual. There will not be a dinner afterwards due to the community spread. If a Board Member watches the AESA Conference at the ESU, a meal will be provided. There will be some ESU 7 staff members presenting and talking about work being doing at the Learning Academy. Administrator Polk is also presenting at a session with some other members of the ESUCC. Other ESU's will also be presenting at the AESA.

### 13.1. Services Update

SIMPL Update - SIMPL Service Planning will be different this year.

#### Annual Report

The service planning process pre-COVID would be at the ESU 7 campus with both Superintendents and Principals present. Senators would also be invited to attend the meeting and speak. During the December meeting, the Superintendents, Principals, and ESU 7 leadership would participate in a quantitative data dig. This year, ESU 7 cannot host this onsite due to the meeting room capacity limitations. The service planning process will still take place however it will be done via Zoom.

The Annual Report looks different this year than reports in the past. It was decided to try a new format and see what the feedback would be. Other ESUs have also done a similar layout for the Annual Report this year. Administrator Polk reviewed the annual report and talked about the SIMPL data and the 2019-2020 Service Usage chart.

### 13.2. Facilities Update

Update on the east side of the Learning Academy

#### Security Cameras

#### New HVAC system

The east side of the Learning Academy needed to be sand blasted and repainted. There are still some windows being replaced.

Security cameras have been updated across the campus. The North and the South building are on the same camera system. Currently, the Learning Academy camera system is on a different system.

There is a new HVAC monitoring system which means all of the systems are on the same control.

### 13.3. Personnel

#### **Resignations:**

Ana Karen Garcia - Service Provider for the Migrant Education Program resigned effective 11.7.2020.

Ana Garcia from the Migrant Department submitted her resignation effective 11.7.2020.

### 13.4. Legislative Update

Senator Bostelman will attend the Superintendent Meeting on 12.16.2020.  
Senators Kolterman, Senator Friesen, Senator Moser, and Senator Walz attended the Superintendent Meeting on 10.9.2020.

#### 14. **Committee Reports**

##### 14.1. Negotiations Committee Report

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

4.0414% increase will go on to the base. Making the base \$35,400 to \$36,100.91. Passed with a motion by Jennifer Miller and a second by Donald Ellison.

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: 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: 12, Nay: 0

Negotiations Chair Jennifer Miller and the Negotiations committee met with ESUEA. The percent increase is 4.0414% this year and that is being requested to go on the base. Six people moved up due to education.

##### 14.2. Administrator Evaluation Committee Report

Timeline: 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 November Board Meeting.

Administrator Evaluation Chair Doug Pauley sent out the self-evaluation from Administrator Polk and compiled the feedback. Doug will send all of the information out to the Board in the next couple of weeks.

#### 15. Conference Report

NASB Virtual Delegate Assembly

Richard Stephens was unable to attend the NASB Virtual Delegate Assembly. The Assembly did not have a quorum. The actions will be emailed out to the voting delegates.

#### 16. Adjournment

Meeting adjourned at 7:02pm.

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

## A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount     | Date     | Vendor   | Type |
|------|----------|------------|----------|--|------|
| 10   | 00071654 | 207.00     | 12/20/20 | 190428 ALMQUIST, MALTZAHN, GALLOWAY & LUTH, PC | C    |
| 10   | 00071655 | 3,276.14   | 12/20/20 | 10391 AMAZON                                   | C    |
| 10   | 00071656 | 470.00     | 12/20/20 | 10479 AMERICAN ASSOCIATION OF SCHOOL ADMINISTR | C    |
| 10   | 00071657 | 223.10     | 12/20/20 | 120155 AMY J SLAMA                             | C    |
| 10   | 00071658 | 266.23     | 12/20/20 | 130180 AMY MAZANKOWSKI                         | C    |
| 10   | 00071659 | 621.00     | 12/20/20 | 7633 ANA SANTOS                                | C    |
| 10   | 00071660 | 199.00     | 12/20/20 | 10681 APPLE COMPUTER, INC.                     | C    |
| 10   | 00071661 | 194.37     | 12/20/20 | 1570 BRIMAR INDUSTRIES                         | C    |
| 10   | 00071662 | 74.75      | 12/20/20 | 6700 BROOKE KAVAN                              | C    |
| 10   | 00071663 | 48.30      | 12/20/20 | 190669 BROOKE KOLIHA                           | C    |
| 10   | 00071664 | 7,861.91   | 12/20/20 | 30039 CAPITAL ONE BANK (USA), N.A.             | C    |
| 10   | 00071665 | 17,376.48  | 12/20/20 | 8940 CENTRAL NE REHAB SERVICES                 | C    |
| 10   | 00071666 | 472.76     | 12/20/20 | 30550 CITY OF COLUMBUS WATER & SANIT           | C    |
| 10   | 00071667 | 424.54     | 12/20/20 | 30790 COLFAX CO. CLERK                         | C    |
| 10   | 00071668 | 1,120.00   | 12/20/20 | 31035 COLUMBUS PUBLIC SCHOOLS GENERAL FUNDS    | C    |
| 10   | 00071669 | 99.00      | 12/20/20 | 31218 COMPUTER HARDWARE, INC                   | C    |
| 10   | 00071670 | 93.43      | 12/20/20 | 4812 CUBBY'S, INC.                             | C    |
| 10   | 00071671 | 1,522.94   | 12/20/20 | 40725 EAKES OFFICE SOLUTIONS                   | C    |
| 10   | 00071672 | 528,000.53 | 12/20/20 | 50825 ED SERVICE UNIT 7-PAYROLL                | C    |
| 10   | 00071673 | 622.00     | 12/20/20 | 50515 ELECTRICAL ENGINEERING & EQ.             | C    |
| 10   | 00071674 | 5,110.00   | 12/20/20 | 50595 ENGINEERED CONTROLS                      | C    |
| 10   | 00071675 | 192.67     | 12/20/20 | 7560 HOSTED SERVICES                           | C    |
| 10   | 00071676 | 1,086.81   | 12/20/20 | 60018 FALTYS ELECTRIC LLC                      | C    |
| 10   | 00071677 | 195.75     | 12/20/20 | 7226 FIREGUARD                                 | C    |
| 10   | 00071678 | 42.67      | 12/20/20 | 60056 FIRST NATIONAL BANK                      | C    |
| 10   | 00071679 | 30.73      | 12/20/20 | 70406 GOTTBORG AUTO COMPANY LLC                | C    |
| 10   | 00071680 | 524.60     | 12/20/20 | 7013 GREAT PLAINS COMMUNICATIONS               | C    |
| 10   | 00071681 | 571.55     | 12/20/20 | 11460 HAYLEY MURPHY                            | C    |
| 10   | 00071682 | 41.60      | 12/20/20 | 4944 HOBBY LOBBY                               | C    |
| 10   | 00071683 | 558.00     | 12/20/20 | 80543 HOMETOWN LEASING                         | C    |
| 10   | 00071684 | 99.00      | 12/20/20 | 80860 HUMPHREY PUBLIC SCHOOL                   | C    |
| 10   | 00071685 | 25.39      | 12/20/20 | 80880 HY-VEE                                   | C    |
| 10   | 00071686 | 13.96      | 12/20/20 | 90088 INDOFF INCORPORATED                      | C    |
| 10   | 00071687 | 679.65     | 12/20/20 | 3387 JENNIFER FISTLER                          | C    |
| 10   | 00071688 | 450.00     | 12/20/20 | 190486 JENNIFER SNYDER                         | C    |
| 10   | 00071689 | 250.00     | 12/20/20 | 6017 JILL MCNALLY                              | C    |
| 10   | 00071690 | 282.85     | 12/20/20 | 260092 JUDY A ZADINA                           | C    |
| 10   | 00071691 | 687.13     | 12/20/20 | 110030 JULIE R KAHLER                          | C    |
| 10   | 00071692 | 591.05     | 12/20/20 | 9962 KAYE OTTEN                                | C    |
| 10   | 00071693 | 2,718.00   | 12/20/20 | 110235 KIDDIE CAB                              | C    |
| 10   | 00071694 | 82.50      | 12/20/20 | 4839 KSB SCHOOL LAW                            | C    |
| 10   | 00071695 | 99.00      | 12/20/20 | 120129 LAKEVIEW COMMUNITY SCHOOLS              | C    |
| 10   | 00071696 | 138.00     | 12/20/20 | 6718 LAURA PLAS                                | C    |
| 10   | 00071697 | 272.95     | 12/20/20 | 120207 LEARNING A-Z                            | C    |
| 10   | 00071698 | 5.90       | 12/20/20 | 120314 LINCOLN JOURNAL STAR                    | C    |
| 10   | 00071699 | 503.13     | 12/20/20 | 40545 LISA DURANSKI                            | C    |
| 10   | 00071700 | 2,159.55   | 12/20/20 | 120550 LOUP POWER DIST                         | C    |
| 10   | 00071701 | 511.09     | 12/20/20 | 1996 MAILPREP ETC.                             | C    |
| 10   | 00071702 | 315.00     | 12/20/20 | 11649 MELINDA HENSON                           | C    |
| 10   | 00071703 | 111.43     | 12/20/20 | 130378 MENARDS                                 | C    |
| 10   | 00071704 | 573.26     | 12/20/20 | 130547 MNJ TECHNOLOGIES                        | C    |
| 10   | 00071705 | 150.00     | 12/20/20 | 140351 NCSA                                    | C    |
| 10   | 00071706 | 411.00     | 12/20/20 | 140066 NE ASSOC OF SCHOOL BOARDS               | C    |
| 10   | 00071707 | 125.30     | 12/20/20 | 140570 NEBRASKA TECHNOLOGY & TELECOM.          | C    |
| 10   | 00071708 | 530.35     | 12/20/20 | 150081 OFFICE NET                              | C    |

## A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount   | Date     | Vendor                                      | Type |
|------|----------|----------|----------|---|------|
| 10   | 00071709 | 756.00   | 12/20/20 | 80130 PEARSON ASSESSMENT                    | C    |
| 10   | 00071710 | 231.61   | 12/20/20 | 160062 PEARSON EDUCATION                    | C    |
| 10   | 00071711 | 155.78   | 12/20/20 | 160450 PIZZA RANCH                          | C    |
| 10   | 00071712 | 162.83   | 12/20/20 | 160672 PRESTO-X                             | C    |
| 10   | 00071713 | 62.88    | 12/20/20 | 3697 PYRAMID SCHOOL PRODUCTS                | C    |
| 10   | 00071714 | 32.83    | 12/20/20 | 170029 QUALITY SOUND                        | C    |
| 10   | 00071715 | 6.57     | 12/20/20 | 3336 REARDON LAWN & GARDEN INC.             | C    |
| 10   | 00071716 | 420.85   | 12/20/20 | 30268 SANDY CERNY                           | C    |
| 10   | 00071717 | 174.95   | 12/20/20 | 180855 SAPP BROS. COLUMBUS                  | C    |
| 10   | 00071718 | 1,473.74 | 12/20/20 | 981 SARAH WACHA                             | C    |
| 10   | 00071719 | 150.00   | 12/20/20 | 190164 SCHUYLER COMMUNITY SCHOOLS           | C    |
| 10   | 00071720 | 270.00   | 12/20/20 | 10421 SEI SECURITY                          | C    |
| 10   | 00071721 | 523.25   | 12/20/20 | 8524 SHAYNA CEPTEL                          | C    |
| 10   | 00071722 | 4,649.80 | 12/20/20 | 190850 DAS STATE ACCOUNTING-CENTRAL FINANCE | C    |
| 10   | 00071723 | 100.00   | 12/20/20 | 9598 SUE HAST                               | C    |
| 10   | 00071724 | 662.82   | 12/20/20 | 191085 SUPER SAVER                          | C    |
| 10   | 00071725 | 89.60    | 12/20/20 | 160655 SYMMETRY ENERGY SOLUTIONS, LLC       | C    |
| 10   | 00071726 | 763.21   | 12/20/20 | 140691 THE HOME DEPOT PRO                   | C    |
| 10   | 00071727 | 112.25   | 12/20/20 | 200606 U & I SANITATION                     | C    |
| 10   | 00071728 | 1,310.83 | 12/20/20 | 10320 VERIZON WIRELESS                      | C    |
| 10   | 00071729 | 115.00   | 12/20/20 | 230037 WAKEFIELD PUBLIC SCHOOL              | C    |
| 10   | 00071730 | 117.04   | 12/20/20 | 230049 WALMART (SPED)                       | C    |
| 10   | 00071731 | 44.28    | 12/20/20 | 230048 WAL-MART COMMUNITY/SYNCEB            | C    |
| 10   | 00071732 | 386.25   | 12/20/20 | 230051 WALMART COMMUNITY - MIG              | C    |
| 10   | 00071733 | 350.00   | 12/20/20 | 230292 WEIDENHAMMER SYSTEMS CORP.           | C    |
| 10   | 00071734 | 404.80   | 12/20/20 | 10510 ABBY PFISTER                          | A    |
| 10   | 00071735 | 1,152.30 | 12/20/20 | 10030 ANA KAREN GARCIA MEDINA               | A    |
| 10   | 00071736 | 270.25   | 12/20/20 | 1082 ANGEL D MAYBERRY                       | A    |
| 10   | 00071737 | 100.00   | 12/20/20 | 250100 ANGELA ARNDT                         | A    |
| 10   | 00071738 | 273.70   | 12/20/20 | 990 BRANDY ROSE                             | A    |
| 10   | 00071739 | 616.98   | 12/20/20 | 5967 CASSANDRA RUTH                         | A    |
| 10   | 00071740 | 110.98   | 12/20/20 | 9512 CASSIE KRINGS                          | A    |
| 10   | 00071741 | 10.58    | 12/20/20 | 7188 CODY NELSEN                            | A    |
| 10   | 00071742 | 321.43   | 12/20/20 | 180474 DARLENE RODRIGUEZ                    | A    |
| 10   | 00071743 | 621.35   | 12/20/20 | 10529 DAVID VANDERHEIDEN                    | A    |
| 10   | 00071744 | 234.03   | 12/20/20 | 60033 ELISSA HEIBEL                         | A    |
| 10   | 00071745 | 702.60   | 12/20/20 | 7099 HALEY KUNZE                            | A    |
| 10   | 00071746 | 703.80   | 12/20/20 | 20135 ISAURA BARRETO                        | A    |
| 10   | 00071747 | 400.73   | 12/20/20 | 8559 JACLYN TERNUS                          | A    |
| 10   | 00071748 | 655.50   | 12/20/20 | 9580 JASON TROTTER                          | A    |
| 10   | 00071749 | 772.23   | 12/20/20 | 10952 JENNIFER RIVERA                       | A    |
| 10   | 00071750 | 301.18   | 12/20/20 | 9741 JENNIFER ZYSSET                        | A    |
| 10   | 00071751 | 696.33   | 12/20/20 | 8540 JOLYNN KAHLANDT                        | A    |
| 10   | 00071752 | 51.75    | 12/20/20 | 6459 KAISE RECEK                            | A    |
| 10   | 00071753 | 158.70   | 12/20/20 | 8516 KATHERINE BOSAK                        | A    |
| 10   | 00071754 | 97.75    | 12/20/20 | 100521 KRIS JOHNSON                         | A    |
| 10   | 00071755 | 112.70   | 12/20/20 | 10430 LEANNE BLANCHARD                      | A    |
| 10   | 00071756 | 100.00   | 12/20/20 | 190385 LINDA SHEFCYK                        | A    |
| 10   | 00071757 | 587.08   | 12/20/20 | 190434 LORI SIMANEK                         | A    |
| 10   | 00071758 | 100.00   | 12/20/20 | 2267 MARCIA OSTMEYER                        | A    |
| 10   | 00071759 | 36.80    | 12/20/20 | 50632 MEGAN KASSING                         | A    |
| 10   | 00071760 | 570.98   | 12/20/20 | 11479 MEGAN WELCH                           | A    |
| 10   | 00071761 | 599.73   | 12/20/20 | 4650 MELINDA VELECELA                       | A    |
| 10   | 00071762 | 320.23   | 12/20/20 | 8788 NATHALIE VARGAS                        | A    |
| 10   | 00071763 | 126.50   | 12/20/20 | 160280 PAULA PETERSON                       | A    |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date     | Vendor                  | Type |
|------|----------|--------|----------|-------------------------|------|
| 10   | 00071764 | 759.58 | 12/20/20 | 5983 RACHEL GARNER      | A    |
| 10   | 00071765 | 73.60  | 12/20/20 | 10375 RONELLE JACKSON   | A    |
| 10   | 00071766 | 378.35 | 12/20/20 | 10960 ROSA WALDROP      | A    |
| 10   | 00071767 | 796.95 | 12/20/20 | 130708 SHARON M BROWN   | A    |
| 10   | 00071768 | 392.15 | 12/20/20 | 10740 SHELLI EICKMEIER  | A    |
| 10   | 00071769 | 206.43 | 12/20/20 | 11436 TAMRA CLAY        | A    |
| 10   | 00071770 | 67.85  | 12/20/20 | 10774 TRICIA SPIEKER    | A    |
| 10   | 00071771 | 595.65 | 12/20/20 | 230361 WENDY WOLFE      | A    |
| 10   | 00071772 | 813.00 | 12/20/20 | 10545 YARIBEY RODRIGUEZ | A    |

**Total Bank No 10** 611,730.27

|                         |            |
|-------------------------|------------|
| Total Manual Checks     | .00        |
| Total Computer Checks   | 596,435.72 |
| Total ACH Checks        | 15,294.55  |
| Total Other Checks      | .00        |
| Total Electronic Checks | .00        |
| Total Computer Voids    | .00        |
| Total Manual Voids      | .00        |
| Total ACH Voids         | .00        |
| Total Other Voids       | .00        |
| Total Electronic Voids  | .00        |

**Grand Total** 611,730.27

**Number of Checks** 119

| Batch Yr | Batch No | Amount     |
|----------|----------|------------|
| 21       | 000090   | 25,298.32  |
| 21       | 000092   | 50,023.93  |
| 21       | 000096   | 528,000.53 |
| 21       | 000100   | 8,407.49   |



## PROFESSIONAL EMPLOYMENT CONTRACT FOR A DEFINITE TERM (EXEMPT)

This employment contract is made by and between **Educational Service Unit No. 7**, referred to herein as "ESU," and **Christopher Hilliard**, referred to herein as the "Employee."

WITNESSETH: The ESU agrees to employ the Employee and the Employee agrees to accept such employment subject to the following terms and conditions:

**1. Term of Employment.** This contract shall commence on the 14th day of December, 2020. This contract shall terminate on the 31st day of August, 2021, or may be terminated pursuant to Section 8 of the contract, whichever occurs first. This term shall consist of 174 days of service in any given fiscal year, which is inclusive of vacation and exclusive of holidays.

**2. At-Will Nature of Employment; Duties of Employee.** The Employee is hired as an "at will" employee and accepts employment on that basis. The Employee's duties and extent of employment are subject to assignment by the ESU Administrator or the Employee's supervisor but shall generally be as follows: District Technology Coordinator. The Employee agrees at all times to perform all of his or her duties faithfully, industriously, and to the best of his or her ability, experience and talents. The Employee agrees to devote full time, skill, labor and attention to these duties throughout his or her employment.

**3. Employment Status.** The Employee is not employed as a teacher, nurse, or other position required to have a certificate from the Nebraska State Department of Education and is not a "certificated employee" as that term is defined in NEB. REV. STAT. § 79-1234.

**4. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Administrator or the Employee's supervisor.

**5. Compensation.** The Employee shall be paid an annual salary of \$39,061.26 subject to applicable deductions and federal and state withholding. The salary shall be paid in nine (9) equal monthly payments of \$4,340.14 in accordance with ESU's payment practices for professional staff members. The first salary installment shall be payable on the 20th day of December and on the 20th day of each month thereafter.

**6. Fringe Benefits.** ESU 7 agrees to provide the same fringe benefits as annually approved by the Board of ESU 7.

**7. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies and the rules and regulations of ESU and the directives of supervisors. The Employee agrees that the policies of ESU and rules and regulations of ESU may be changed at any time, with or without notice to the Employee.

**8. Termination of Employment.** This contract creates no property right in continued employment and may be terminated by either party, with or without cause and without a hearing, upon giving written notice. The ESU Administrator, acting upon his or her own initiative, may terminate the Employee's employment, and such termination will be effective upon the date of the issuance of the notice.

**9. Duty to Report.** The Employee shall self-report any of the following to the ESU's Administrator within 24 hours of its occurrence or at the beginning of the next business day, whichever is earlier:

- A. Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- B. Any arrest for any reason;
- C. Any criminal conviction;
- D. Any sentence of incarceration;
- E. Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Employee for child abuse and/or neglect;
- F. Any complaint or other administrative filing against the Employee that could impact any certificate or professional license held by the employee;
- G. Any action or threat of action by any entity against the Employee's driver's license or ability or authority to operate a motor vehicle if the Employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this paragraph may result in the immediate cancellation of this Contract.

**10. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to

the ESU by the Employee and may be withheld by the ESU from any payments to the Employee.

**11. Deductions.** The Employee authorizes the ESU to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or the value of property or money entrusted to the Employee or owed by the Employee to the ESU during the course of the Employee's employment, if such property or money have not properly been returned to the ESU.

**12. Private Automobiles.** ESU 7 will reimburse the Party for the use of private automobiles in the conducting of official business for ESU 7 in accordance with such mileage reimbursement policies of the Board of ESU 7. Said policies may be changed at any time, with or without notice to the Employee.

**13. Entirety of Contract and Amendments.** The Employee certifies that he or she has read the foregoing Employment Contract, fully understands its terms and conditions, and agrees that the foregoing Employment Contract constitutes the entire contract and that no representations, promises, contracts or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Contract shall be subject to modification only by a written instrument signed by the Employee and the Administrator.

**14. Applicable Law.** This contract shall be governed by and construed in accordance with the laws of the State of Nebraska.

**15. Severability.** If any portion of this contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this contract.

Executed by the Board of ESU7 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary, Board of ESU7

\_\_\_\_\_  
President, Board of ESU7

Executed by the Employee this 25 day of Nov, 2020.

  
\_\_\_\_\_  
Employee

# Richard Stuart

6119 Havens Trail, Tyler, TX 75707 • 208-717-1228 • rstuart-1@outlook.com

## EMPLOYMENT HISTORY

### 2020- A/V Systems Supervisor, Office of Technology Services (Tyler College)

- Research, recommend to purchase, install, service, maintain, troubleshoot and repair A/V systems from basic to complex.
- Provide end user tech support/Help Desk assistance for all hardware and software throughout the four campuses, including computers, tablets, A/V equipment (professional and consumer), sundry office equipment, and software.
- Create an inventory database (in FileMaker Pro) to track equipment location and computer configurations.

### 2014–2020 Database Administrator + Educational Technologist (Lewis-Clark State College)

- Create instructional printed and electronic documentation, departmental forms, and multimedia presentations for training purposes.
- Develop, modify, manage, maintain, and back up the division's scores of FileMaker Pro databases, their servers and websites. Databases range from relatively simple (equipment inventory/purchase/repair histories) to highly complex SIS (Student Information System), all while observing FERPA and HIPAA regulations.
- Manage the division's computer lab, including installing/maintaining/repairing/upgrading/connecting computers, tablets, peripherals and A/V equipment, wired and wireless.
- Research for purchase and perform a hands-on review of computers (Mac and PC), tablets, A/V equipment, and software for use in the division to determine the best ROI.
- Provide Help Desk technical support to administrators, faculty, staff and students (on-campus and off-site) with their computers (Mac and PC), tablets (iPad and Android), A/V equipment, and software.
- Host and capture videoconferences using mobile and stationary equipment.

### 2010–2014 Database Administrator (Texas School for the Deaf)

- Develop, modify and maintain hundreds of relational databases in FileMaker Pro Advanced and Server as well as migrate data to/from other databases (in MS-Excel, MS-Access, PowerSchool, and text files, some via ODBC using basic SQL). The databases range from school operations, to a comprehensive Student Information System (SIS), to creating complex and comprehensive Texas and U.S. government statistical and survey reports for submission, all the while observing FERPA and HIPAA regulations.
- Train (deaf and hearing) administrators, staff and students how to use computers and software. Training venues include one-on-one, groups, classrooms, in-person and by videoconference. To help train users, I create multimedia training videos and documentation. In addition, I provide occasional software (PC and Mac) Help Desk support for coworkers as well as give recommendations for prospective software purchases.

### 2003–2009 Technical Writer (Empire Airlines)

- Created a relational, Web-accessible database to track aircraft and personnel incidents and accidents for FedEx. They were so thrilled with it that they awarded me their BZ Award for Excellence; the database has gone on to be used worldwide by airports, airlines, and aircraft repair facilities.
- Created comprehensive databases to track the timely accomplishment of manufacturer and FAA-mandated repair and modification orders to the fleet.
- Implemented and maintained the company's HAZMAT and MSDS databases.
- Compose, illustrate and revise aircraft technical/maintenance/operations/parts/service manuals, flight guides, pilot handbooks, checklists, forms, reports, and step-by-step repair/modifying/installation instructions for a fleet of FedEx-owned cargo aircraft using desktop publishing and multimedia presentation software.
- Provided Help Desk assistance with MS-Office Suite and Adobe software.

### 2000–2003 Lead Media Technician 2 (South Puget Sound Community College)

- On my own initiative, created a comprehensive relational database--using FileMaker Pro--in a peer-to-peer network to support Media Center operations, departmental spending, and payroll.
- Manage Washington State's largest community college's Media Center which includes:

- Purchase, repair, calibrate, upgrade, install, modify and maintain over 6,000 items and pieces of equipment including computers and their peripherals, professional and consumer-grade A/V equipment, lab equipment, and recorded media.
- Set up and operate videoconferences, satellite receivers, and CCTV equipment for on and off-site class instruction, administrator meetings, indoor and outdoor college events, and student projects.
- Created "cheat sheets" to accompany every piece of equipment so users could operate or troubleshoot equipment on-the-spot, requiring less downtime during class instruction.
- Train subordinates on library/media circulation operations and light troubleshooting techniques.
- Manage the department's purchases, expenses and payroll; I'm proud to say that during my employ there I never blew a budget or had my records flagged by state auditors.

**1995–1997      Advanced Ground School and Instrument Flight Instructor (Zephyr Aviation)**

- Teach ground school and flight training to student and licensed pilots.
- Create customized training documentation using desktop publishing software and create homemade models and teaching props to enhance learning of aeronautical theory and practice.

**OTHER EMPLOYMENT**

1997-2000    Annie Wright School — Assistant to the Director of Upper School  
 1992–1994    Advanced Electronic Applications — Tech Support Representative  
 1991–1992    Industrial Automation — Electrical Fabricator and Assembler  
 1990–1991    Honeywell Commercial Aircraft Group — Avionics Technician

**EDUCATION / TRAINING**

1994–1995      Galvin Flying School, Seattle, WA:  
 Certificate: Advanced Ground School and Instrument Flight Instructor

1988–1990      South Seattle Community College, Seattle, WA  
 AAS: Digital Avionics Technology; Minor: Technical Writing  
 Honors: President's and Dean's Lists, both years; graduated magna cum laude

**SKILLS**

Extensive computer, peripheral, and tablet hardware (OS-X, iOS, Windows and Android) installation/troubleshooting/repair/support experience;  
 Extensive software skills including Adobe Creative Suite (InDesign, Photoshop, Acrobat Pro, and Audition), FileMaker Pro Advanced and Server, LucidChart, Microsoft Office Suite, Camtasia Studio, Snag-It, TeamViewer, Zoom, and at least a score other production and utility titles.

**LICENSES / CERTIFICATES**

Federal Aviation Administration -- Certified Ground School and Flight Instructor (CFII-ASEL) and Commercial Pilot  
 Federal Communications Commission -- General Radiotelephone Operator (Ship Radar) and Amateur Radio (Extra class)  
 National Center for Construction Education and Research -- Core Curricula Instructor

**AWARDS**

2019    Lewis-Clark State College: Warrior Service Award for Outstanding Service and Dedication  
 2007    FedEx: BZ Award for Excellence  
 2002    South Puget Sound Community College: Employee of the Year nominee  
 1988    AT&T: AT&T Award for Excellence



## **PROFESSIONAL EMPLOYMENT CONTRACT FOR A DEFINITE TERM (EXEMPT)**

This employment contract is made by and between **Educational Service Unit No. 7**, referred to herein as "ESU," and **Richard Stuart**, referred to herein as the "Employee."

WITNESSETH: The ESU agrees to employ the Employee and the Employee agrees to accept such employment subject to the following terms and conditions:

**1. Term of Employment.** This contract shall commence on the 28th day of January, 2021. This contract shall terminate on the 31st day of August, 2021, or may be terminated pursuant to Section 8 of the contract, whichever occurs first. This term shall consist of 149 days of service in any given fiscal year, which is inclusive of vacation and exclusive of holidays.

**2. At-Will Nature of Employment; Duties of Employee.** The Employee is hired as an "at will" employee and accepts employment on that basis. The Employee's duties and extent of employment are subject to assignment by the ESU Administrator or the Employee's supervisor but shall generally be as follows: Information Technology Specialist. The Employee agrees at all times to perform all of his or her duties faithfully, industriously, and to the best of his or her ability, experience and talents. The Employee agrees to devote full time, skill, labor and attention to these duties throughout his or her employment.

**3. Employment Status.** The Employee is not employed as a teacher, nurse, or other position required to have a certificate from the Nebraska State Department of Education and is not a "certificated employee" as that term is defined in NEB. REV. STAT. § 79-1234.

**4. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Administrator or the Employee's supervisor.

**5. Compensation.** The Employee shall be paid an annual salary of \$42,572.28 subject to applicable deductions and federal and state withholding. The salary shall be paid in seven (7) equal monthly payments of \$6,081.76 in accordance with ESU's payment practices for professional staff members. The first salary installment shall be payable on the 20th day of February and on the 20th day of each month thereafter.

**6. Fringe Benefits.** ESU 7 agrees to provide the same fringe benefits as annually approved by the Board of ESU 7.

**7. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies and the rules and regulations of ESU and the directives of supervisors. The Employee agrees that the policies of ESU and rules and regulations of ESU may be changed at any time, with or without notice to the Employee.

**8. Termination of Employment.** This contract creates no property right in continued employment and may be terminated by either party, with or without cause and without a hearing, upon giving written notice. The ESU Administrator, acting upon his or her own initiative, may terminate the Employee's employment, and such termination will be effective upon the date of the issuance of the notice.

**9. Duty to Report.** The Employee shall self-report any of the following to the ESU's Administrator within 24 hours of its occurrence or at the beginning of the next business day, whichever is earlier:

- A. Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- B. Any arrest for any reason;
- C. Any criminal conviction;
- D. Any sentence of incarceration;
- E. Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Employee for child abuse and/or neglect;
- F. Any complaint or other administrative filing against the Employee that could impact any certificate or professional license held by the employee;
- G. Any action or threat of action by any entity against the Employee's driver's license or ability or authority to operate a motor vehicle if the Employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this paragraph may result in the immediate cancellation of this Contract.

**10. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall

be refunded to the ESU by the Employee and may be withheld by the ESU from any payments to the Employee.

**11. Deductions.** The Employee authorizes the ESU to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or the value of property or money entrusted to the Employee or owed by the Employee to the ESU during the course of the Employee's employment, if such property or money have not properly been returned to the ESU.

**12. Private Automobiles.** ESU 7 will reimburse the Party for the use of private automobiles in the conducting of official business for ESU 7 in accordance with such mileage reimbursement policies of the Board of ESU 7. Said policies may be changed at any time, with or without notice to the Employee.

**13. Entirety of Contract and Amendments.** The Employee certifies that he or she has read the foregoing Employment Contract, fully understands its terms and conditions, and agrees that the foregoing Employment Contract constitutes the entire contract and that no representations, promises, contracts or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Contract shall be subject to modification only by a written instrument signed by the Employee and the Administrator.

**14. Applicable Law.** This contract shall be governed by and construed in accordance with the laws of the State of Nebraska.

**15. Severability.** If any portion of this contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this contract.

Executed by the Board of ESU7 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary, Board of ESU7

\_\_\_\_\_  
President, Board of ESU7

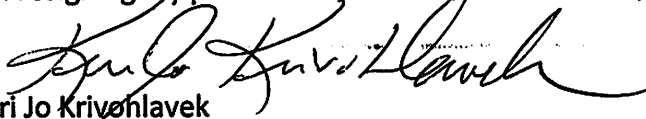
Executed by the Employee this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee

Nov. 16, 2020

Dan,

I am resigning my position at ESU 7 effective Dec. 4<sup>th</sup>, 2020.



Kerri Jo Krivohlavek

Nov. '20 Treasurer Report

|  |                                |                                |                                    |                                    |                            |                         |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------------------|----------------------------|-------------------------|
| <b>Beginning Balance November 1, 2020</b>                      |                                |                                |                                    | <b>\$118,700.93</b>                |                            |                         |
| <b>RECEIPTS</b>  |                                |                                |                                    |                                    |                            |                         |
| Property taxes   |                                |                                | \$24,650.35                        |                                    |                            |                         |
| SPED   |                                |                                | \$361,139.39                       |                                    |                            |                         |
| General/Flow Through   |                                |                                | \$47,761.66                        |                                    |                            |                         |
| Grants   |                                |                                | \$47,637.63                        |                                    |                            |                         |
| <b>TOTAL RECEIPTS</b>  |                                |                                | \$481,189.03                       | \$481,189.03                       |                            |                         |
|  |                                |                                |                                    | \$599,889.96                       |                            |                         |
| Transfer to Money Market                                       |                                |                                |                                    | \$250,000.00                       | +                          |                         |
| Total Funds Available  |                                |                                |                                    | \$849,889.96                       |                            |                         |
| <b>DISBURSEMENTS:</b>  |                                |                                |                                    |                                    |                            |                         |
| General Fund   |                                |                                | \$268,789.42                       |                                    |                            |                         |
| SPED   |                                |                                | \$341,533.47                       |                                    |                            |                         |
| Grants   |                                |                                | \$141,841.34                       |                                    |                            |                         |
| <b>Total DISBURSEMENTS Check #71520 thru #71653</b>            |                                |                                | \$752,164.23                       | \$752,164.23                       | -                          |                         |
| <b>Ending balance, NOVEMBER 30, 2020</b>                       |                                |                                |                                    | <b>\$97,725.73</b>                 |                            |                         |
| <b>CASH ON HAND</b>  |                                |                                |                                    |                                    |                            |                         |
| Checking balance   |                                |                                |                                    |                                    |                            | \$97,725.73             |
| Money Market Deposit Account at First National Bank            |                                |                                |                                    |                                    |                            | \$3,030,000.00          |
| Money Market Deposit Account at First National Bank            |                                |                                |                                    |                                    |                            | \$100,000.00            |
| Money Market Deposit Account at Bank of Clarks                 |                                |                                |                                    |                                    |                            | \$100,000.00            |
| Money Market Deposit Account at Columbus Bank & Trust          |                                |                                |                                    |                                    |                            | \$100,000.00            |
| Certificate of Deposit - Great Western Bank                    |                                |                                |                                    |                                    |                            | \$200,000.00            |
| Certificate of Deposit - First National Bank-Columbus          |                                |                                |                                    |                                    |                            | \$100,000.00            |
| <b>TOTAL CASH ON HAND (includes cash reserve amount below)</b> |                                |                                |                                    |                                    |                            | <b>\$3,727,725.73</b>   |
| <b>CASH RESERVE</b>  | <b>\$1,304,205.11</b>          |                                |                                    |                                    |                            |                         |
| <b>Funds that are due to ESU 7</b>                             |                                |                                |                                    |                                    |                            |                         |
| Grants   |                                |                                |                                    |                                    |                            | (\$1,237,171.67)        |
| Production/Art Media Accounts Receivable                       |                                |                                | (\$5,080.75)                       |                                    |                            |                         |
| Network Support Accounts Receivable                            |                                |                                | (\$2,006.17)                       |                                    |                            |                         |
| Misc. Flow thru Accounts Receivable                            |                                |                                | (\$2,237.55)                       |                                    |                            |                         |
| Outstanding Receivables  |                                |                                |                                    |                                    |                            | (\$9,324.47)            |
| <b>Total due to ESU 7</b>                                      |                                |                                |                                    |                                    |                            | <b>(\$1,246,496.14)</b> |
| <b>BUDGET PERFORMANCE</b>                                      |                                |                                |                                    |                                    |                            |                         |
|  | <b>2019-2020</b>               | <b>2020-2021</b>               | <b>2019-2020</b>                   | <b>2020-2021</b>                   |                            |                         |
|  | <b>Dollars Spent Per Month</b> | <b>Dollars Spent Per Month</b> | <b>Percentage spent each month</b> | <b>Percentage spent each month</b> |                            |                         |
| September  | \$233,847.34                   | \$219,458.69                   | 9.03%                              | 8.41%                              | Total Budget               | \$13,640,055.21         |
| October  | \$75,569.32                    | \$193,540.30                   | 2.92%                              | 7.42%                              | 30% of budget              | \$4,092,016.56          |
| November   | \$202,501.62                   | \$170,793.79                   | 7.82%                              | 6.55%                              | Total budget spent to date | \$1,433,433.61          |
| December   | \$164,982.58                   | \$0.00                         | 6.37%                              | 0.00%                              |                            |                         |
| January  | \$177,711.62                   | \$0.00                         | 6.86%                              | 0.00%                              | NOTES                      |                         |
| February   | \$170,936.81                   | \$0.00                         | 6.60%                              | 0.00%                              |                            |                         |
| March  | \$162,892.28                   | \$0.00                         | 6.29%                              | 0.00%                              |                            |                         |
| April  | \$168,956.78                   | \$0.00                         | 6.52%                              | 0.00%                              |                            |                         |
| May  | \$159,258.47                   | \$0.00                         | 6.15%                              | 0.00%                              |                            |                         |
| June   | \$180,820.12                   | \$0.00                         | 6.98%                              | 0.00%                              |                            |                         |
| July   | \$185,558.73                   | \$0.00                         | 7.17%                              | 0.00%                              |                            |                         |
| August   | \$220,767.89                   | \$0.00                         | 8.52%                              | 0.00%                              |                            |                         |
| <b>Approved Total General Budget for Levy \$</b>               |                                |                                | \$2,589,759.94                     | \$2,608,410.23                     |                            |                         |
| <b>Total Spent to date</b>                                     |                                |                                | \$2,103,803.56                     | \$583,792.78                       |                            |                         |
| Dollars approved from cash reserve                             |                                |                                |                                    | \$0.00                             |                            |                         |

## **Article I, Section 2, B Duties and Function of the Board**

The Board functions as a policy-forming and legislative body, and in some circumstances, as a quasi-judicial body. The general duties and functions of the Board are as follows:

1. Policies: Adopt policies governing the organization and operation of the ESU that are appropriate to serve the role and mission of ESU 7 and meet requirements of law. The Board policies will be available for review upon request at the administrative office of the ESU. The Board may act to suspend policies for a specified purpose and limited time by a majority vote of the Board.
2. Personnel: Appoint and fix the compensation and duties of the Administrator and evaluate the Administrator's performance. The method for selecting the Administrator shall be determined by the Board and may include the use of Administrator Selection Services or committee(s) created by the Board for the sole purpose of identifying candidates for the position. With the advice of the Administrator, the Board shall also employ and fix the compensation and duties of professional staff and delegates this authority for classified staff to the Administrator. The Board shall be responsible for taking action on certain personnel grievances and personnel contracts required pursuant to law or Board policy.
3. Budget: Provide for the preparation and adoption of the annual budget for the operations of the ESU, which shall include an itemized list of contemplated expenditures and expected revenue.
4. Services: Exercise final authority with regard to the determination of services to be provided to member school districts and contracted services to be provided to other schools or entities. The Board shall determine the participation of the ESU in providing supplementary educational services.
5. Purchases and Contracts: Approve purchases and contracts for which Board action is required pursuant to law or Board policy.
6. Audit: Cause a complete and comprehensive annual audit to be made of the books, accounts, records, and affairs of the ESU. The audits shall be conducted annually, except that the Auditor of Public Accounts may determine an audit of less frequency to be appropriate but not less than once in any three-year period. The Board may contract with the Auditor of Public Accounts or select a licensed public accountant or certified public accountant or firm of such accountants to conduct the audit and shall be responsible for the cost of the audit pursuant to the contract. Such audit shall be Title IX conducted in the same manner as audits of county officers. The original copy of the audit shall be filed in the office of the Auditor of Public Accounts.

7. Fulfill Mission: Take any other lawful and appropriate action to fulfill the ESU's mission.

|                         |   |
|-------------------------|---|
| Legal Reference:        | §§ 79-1217 to 79-1224, § 79-1229<br>NDE Rule 84, section 3.04F                  |
| Related Policy/Policies | IV.1.A: Recruitment and Selection<br>IV.II.C: Hiring, Assignment, and Dismissal |
| Date of Adoption:       | January 15, 2018  |
| Date of Review:         | November 16, 2020   |

**Article I, Section 2, C Chief Administrator Evaluation**

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).

The Board of the Educational Service Unit 7 will conduct an appraisal of the job performance of the Administrator according to applicable law. The ESU 7 Board will follow timelines and procedures set by the Board Evaluation Committee.

The evaluation form will include standards of performance in the following areas of:

- Relations with the Board
- Community Relationships
- Staff and Personnel Relationships
- Educational Leadership
- Business and Finance
- Professional/Personal Qualities
- Professional Growth

The Administrator will use the above standards to prepare a self-evaluation.

The Board may request input from school districts using Educational Service Unit 7 services and personnel regarding the responsiveness of the Administrator to the needs of the school district.

The Educational Service Unit 7 Board will include specific annual goals or target areas as part of the annual Administrator's evaluation. These written goals or target areas should be developed in collaboration with the Board, the Administrator, and/or Educational Service Unit 7 staff to improve the services provided.

The Board President or Evaluation Committee will develop a written summary of Board-submitted evaluations, including both the strengths and the growth opportunities of the Administrator, and place it in the Administrator's personnel file to be incorporated into the next cycle of evaluations.

|                   |                   |
|-------------------|-------------------|
| Legal Reference:  |                   |
| Date of Adoption: | February 17, 2003 |

|                                |  |
|--------------------------------|--|
| Date(s) of Review and Revision | May 21, 2012<br>October 15, 2012<br>June 20, 2016<br>December 16, 2019 |
|--------------------------------|--|

### **Article III, Section 5, E Equipment, Materials and Supplies**

Purchases up to \$10,000 Open Market. The Administrator or designee shall be authorized to purchase any item specifically budgeted up to \$10,000 in the open market. Official action by the Board shall be requested by the Administrator where it is required by law or in those instances where it appears to be in the best interests of the ESU. The purchase of items in excess of \$10,000 shall require Board approval.

Open market orders and contracts for the purchase of equipment, materials and supplies shall be awarded based on the following criteria:

1. Quality of product.
2. Suitability of product.
3. Equality of price (or fairness of price).
4. Conformance to specifications.
5. Convenience of delivery.
6. General reputation of business firms.
7. Services to be provided to the ESU by supplier.
8. Established relationship between supplier and the ESU.
9. Ability to provide the goods or services under question.
10. Ability to provide replacement parts for the goods to be purchased.
11. Warranties offered on products.
12. Adherence to State Law and Federal Regulations.
13. Any other stipulations set forth in Board policy or by Board action with regard to purchasing decisions.

Local purchases will be preferred whenever the foregoing factors are considered to be substantially the same.

Purchases from \$10,000 up to \$100,000—Solicit Proposals. The Administrator or designee shall request the submission of bids, quotes or proposals for purchases, which have a cost from \$10,000 up to \$100,000. The Administrator or designee shall receive and evaluate all proposals and make a recommendation to the Board for acceptance. The Board reserves the right to reject any and all proposals, to waive any informality in any proposal, and to accept the proposal that it deems best serves the interests of the ESU; which may or may not be the lowest cost proposal.

Purchases of \$100,000 and above—Sealed Bids. The Administrator or designee shall advertise for sealed bids for purchases which have a cost of greater than \$100,000.

1. Bid instructions and specifications. The Administrator or designee shall prepare bid instructions that are clear and complete and conducive to competitive bidding. The bid

instructions shall set forth all considerations necessary to bid and be consistent with any guidelines established by the Board.

2. Advertisement. The notice to bidders shall be published appropriately in a manner that will allow for competition. Vendors and suppliers shall be invited to have their names placed on the mailing list to receive invitations to bid. When specifications are prepared, they will be mailed or made available to all vendors or suppliers who have indicated an interest in bidding.
3. Sealed bids. Bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening.
4. Withdrawal of Bids and Late Bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.
5. Bid Opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present. After the bids have been opened and tabulated, they shall be available for those interested to copy or study. They shall not, however, be removed from the ESU's offices.
6. Right to Reject. The Board reserves the right to reject any or all bids and to accept the bid which appears to be in the best interest of the ESU. Each bid notice should carry the notification that the ESU reserves the right to accept or reject any or all bids.
7. Right to Waive Bid Formalities. The Board reserves the right to waive any informality in, or reject any or all bids, or any part of any bid, as consistent with law.

The ESU need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

|                      |                    |
|----------------------|--------------------|
| Legal Reference:     |                    |
| Date of Adoption:    | September 13, 2018 |
| Date of Revision(s): | October 21, 2019   |

## Section 10 - Professional Employees

### Article IV, Section 10, A Professional Employees Defined

Professional employees include “certificated employees,” which for purposes of the Board policies, means any teacher, nurse, or other employee in a position or assignment which requires a certificate issued by the Commissioner of Education.

Professional employees for purposes of the Board policies also include employees in a position or assignment which may or may not require a special service certificate issued by the Commissioner of Education or a professional license issued by the Nebraska Health and Human Services. Designation in the Board policies of an employee as a “professional employee” shall not extend continuing contract rights to any employee who is not defined by statute as “certificated employee.”

|                   |                   |
|-------------------|-------------------|
| Legal Reference:  | §79-1234(2)       |
| Date of Adoption: | February 18, 2019 |

**Article IV, Section 11, E Evaluations**

The Board delegates to the Administrator the responsibility to develop, organize and implement a program to evaluate classified employees. The evaluation process is to be conducted in such a manner as to be consistent with and to advance the mission and goals of ESU.

A failure to properly complete evaluations shall not give a classified employee rights with regard to continued employment. Such failure, however, is to be considered in evaluating the responsible evaluator's performance.

|                   |                   |
|-------------------|-------------------|
| Legal Reference:  |                   |
| Date of Adoption: | December 16, 2019 |

# Important COVID-19 terms cheat sheet

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

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

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

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

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

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

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

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

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

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

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

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

A large red geometric graphic consisting of overlapping shapes, including a triangle and a parallelogram, is positioned on the left side of the slide.

# ESU 7 Board Meeting

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December 21, 2020

# COVID Update - Definitions

- **Sick Leave:** Available when the employee is unable to perform assigned duties due to illness or temporary disability of the employee or due to the employee needing to care for a member of the employee's immediate family who is ill or has a serious health condition
- **Medical Leave:** Leave the Board gave staff beginning in March 2020 for COVID related leaves, OUTSIDE existing leave
- **Resolution:** Monthly approval by board that allowed for Medical Leave for non-special education staff
- **Addendum:** Addition to the Negotiated Agreement, approved in August for 20-21 school year.

# Admin Report - Personnel

185 D

1. **Term of Employment.** This agreement shall commence on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_. This agreement shall terminate on the \_\_\_ day of \_\_\_\_\_, 20\_\_ or may be terminated pursuant to Section 7 of the attached contract, whichever comes first. **This term shall consist of \_\_\_ days of service in any given fiscal year, which are exclusive of holidays.**

Special E

Staff

- Holidays
- Weekends
- Holidays
- Weekends

Follows

District

1. **Term of Employment.** This contract shall commence on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_. This contract shall terminate on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, or may be terminated pursuant to Section 8 of the contract, whichever occurs first. **This term shall consist of \_\_\_ days of service in any given fiscal year, which is exclusive of holidays.**

days\*  
YS (IV,9,G)

No Vacation Days

2 Personal Days (Neg.Ag)

12 Sick Days, cap 40  
(IV,9,E)

12 Sick Days cap 40  
(IV,9,E)

15 Sick D

(Neg.Ag)

1. **Term of Employment.** This agreement shall commence on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_. This agreement shall terminate on the \_\_\_ day of \_\_\_\_\_, 20\_\_ or may be terminated pursuant to Section 6 of the agreement, whichever occurs first. **This term shall consist of \_\_\_ days of service, which are inclusive of vacations and exclusive of holidays.**

Follows ESU 7  
Calendar

FOLLOWS ESU 7  
Calendar

\*After 5 years, add 5 days

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# Admin Report - Personnel

| 185 Day  | 225 Day   | 245 Day  |
|--|---|--|
| <p>Special Education Staff</p> <p>Follows School District Calendar</p> <p>No Vacation Days</p> <p>2 Personal Days (Neg.Ag)</p> <p><b>15 Sick Days, cap 45 (Neg.Ag)</b></p> | <p>Exclusive of:</p> <ul style="list-style-type: none"> <li>• Holidays</li> <li>• Weekends</li> </ul> <p>No Vacation Days</p> <p>2 Personal Days (IV,9,G)</p> <p><b>12 Sick Days, cap 40 (IV,9,E)</b></p> <p>Professional Development Staff</p> <p>Follows ESU 7 Calendar</p> | <p>Exclusive of:</p> <ul style="list-style-type: none"> <li>• Holidays</li> <li>• Weekends</li> </ul> <p>10 Vacation Days*</p> <p>2 Personal Days (IV,9,G)</p> <p><b>12 Sick Days, cap 40 (IV,9,E)</b></p> <p>General Staff<br/>Support Staff</p> <p>Follows ESU 7 Calendar</p> <p><i>*After 5 years, add 5 days</i></p> |

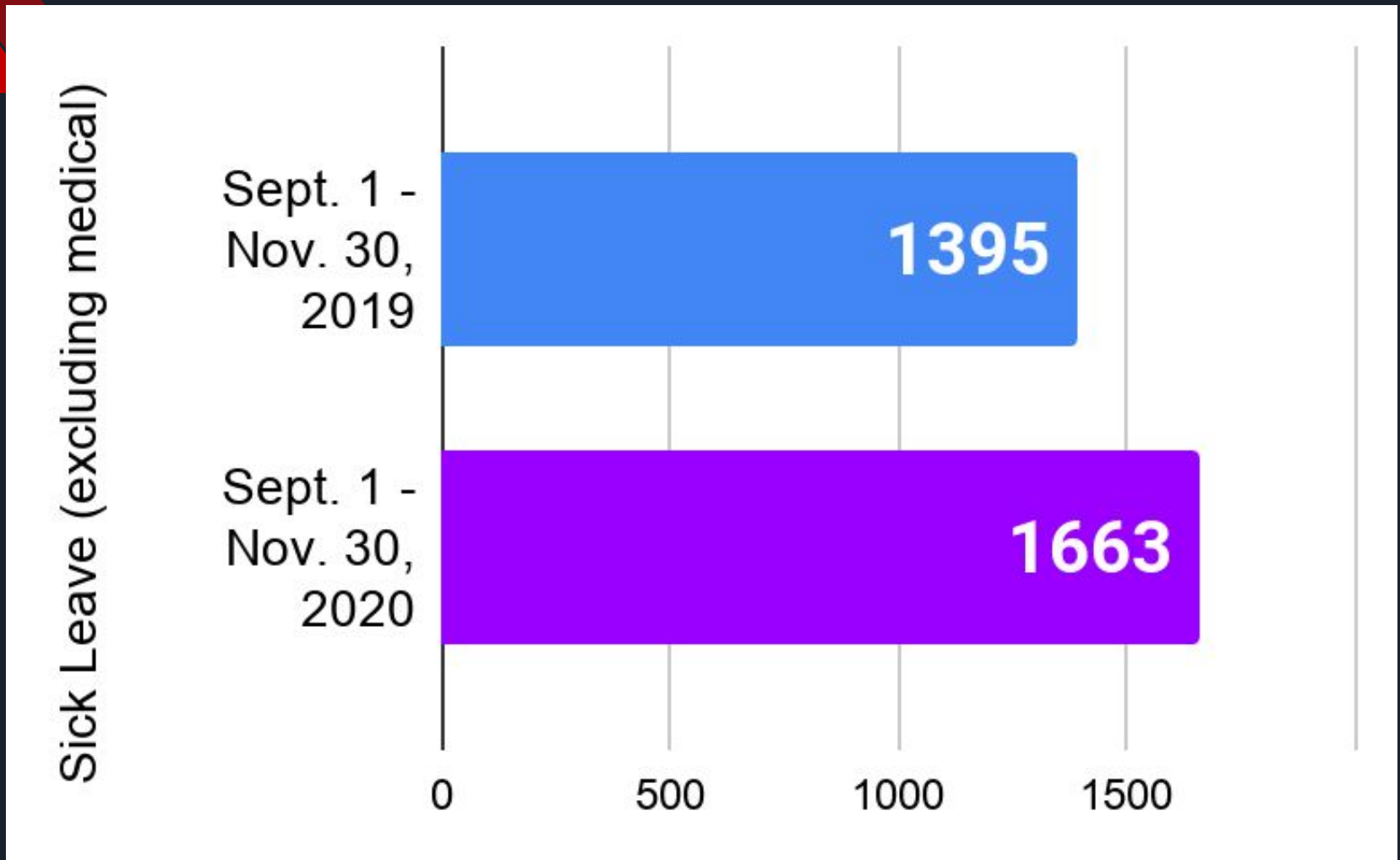
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**ESU 7**

Educational Service Unit 7

Serving the schools of Boone, Butler, Collins, Merrick, Nassau, Platte, and Polk counties

# ESU non-COVID Statistics



Hours, approx 1-2 days per person

# COVID Update

- Family First Coronavirus Relief Act
- ESU 7 Statistics
- COVID Pay Resolution

# FMLA - Family Medical Leave Act

## Eligible Employer

- 50 or more employees in 20 or more workweeks in the current or previous calendar year

## Eligible Employee

- Has worked for at least 12 months and has at least 1,250 hours of service.

## Benefit

- Job is protected for up to 12 weeks in a 12 month period if the employee is out for a medical qualifying event
- Days are not paid unless staff uses other leave benefits

# FFCRA - Families First Coronavirus Recovery Act

## EPSL - Emergency Paid Sick Leave

- All Employees are eligible
- Must be unable to work or telework

## EFML - Emergency Family and Medical Leave

- 30 days or greater employed
- Must be unable to work or telework

EXPIRES DECEMBER 31, 2020

Renewal??

# EPSL - Emergency Paid Sick Leave

## Six Ways Staff Member can Access

1. Quarantined due to Federal, State, or Local order
2. Quarantined or Isolated by Health Care provider
3. Experiencing symptoms
4. Caring for someone subject to (1) or (2)
5. Caring for a child if school/daycare closed
6. Experiencing other substantially similar condition

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**ESU7**

Edmonton Service Unit 7

Serving the schools of Boone, Butler, Collins, Merrick, Nance, Platts, and Pull counties

# EPSL - Emergency Paid Sick Leave

## Six Ways Staff Member can Access

1. Quarantined due to Federal, State, or Local order
2. Quarantined or Isolated by Health Care provider
3. Experiencing symptoms
4. Caring for someone subject to (1) or (2)
5. Caring for a child if school/daycare closed
6. Experiencing other substantially similar condition

- 80 hours paid leave
- 100% paid for 1-3
- Continuous
- Intermittent\*

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**ESU7**

Edmonton Service Unit 7

Serving the schools of Boone, Butler, Collins, Merrick, Nance, Platts, and Pull counties

# EPSL - Emergency Paid Sick Leave

## Six Ways Staff Member can Access

1. Quarantined due to Federal, State, or Local order
2. Quarantined or Isolated by Health Care provider
3. Experiencing symptoms
4. Caring for someone subject to (1) or (2)
5. Caring for a child if school/daycare closed
6. Experiencing other substantially similar condition

- 80 hours paid leave
- 100% paid for 1-3
- Continuous
- Intermittent\*

\* Resolution

\* Addendum

- 100% paid
- Only offered continuous

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# EPSL - Emergency Paid Sick Leave

## Six Ways Staff Member can Access



1. Quarantined due to Federal, State, or Local order
2. Quarantined or Isolated by Health Care provider
3. Experiencing symptoms
4. Caring for someone subject to (1) or (2)
5. Caring for a child if school/daycare closed
6. Experiencing other substantially similar condition

- 80 hours paid leave
- 100% paid for 1-3
- Continuous
- Intermittent\*

\* Resolution

\*Addendum

- 100% paid
- Only offered continuous

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# EPSL - Emergency Paid Sick Leave

## Six Ways Staff Member can Access

1. Quarantined due to Federal, State, or Local order
2. Quarantined or Isolated by Health Care provider
3. Experiencing symptoms
4. Caring for someone subject to (1) or (2)
5. Caring for a child if school/daycare closed
6. Experiencing other substantially similar condition

- 80 hours paid leave
- 100% paid for 1-3
- Continuous
- Intermittent\*

\* Resolution

\* Addendum

- 100% paid
- Only offered continuous

- 80 hours
- $\frac{2}{3}$  paid

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# EFML - Emergency Family Medical Leave

## 2 Ways Staff Member may Access

1. Employed at least 30 days
2. Child's school or daycare is closed

# EFML

## 2 Ways Staff Member may Access

1. Employed at least 30 days
2. Child's school or daycare is closed

- 10 additional weeks
- $\frac{2}{3}$  pay\*
- Continuous
- Intermittent\*

Leading  Serving  Supporting

**ESU7**

Educational Service Unit 7

Serving the schools of Boone, Butler, Collins, Merrick, Nassau, Platte, and Polk counties

# EFML

## 2 Ways Staff Member may Access

1. Employed at least 30 days
2. Child's school or daycare is closed

- 10 additional weeks
- $\frac{2}{3}$  pay\*
- Continuous
- Intermittent\*

Can use EPSL first auto 100%, then  $\frac{2}{3}$  for 10 additional

# EFML

## 2 Ways Staff Member may Access

1. Employed at least 30 days
2. Child's school or daycare is closed



- 10 additional weeks
- $\frac{2}{3}$  pay\*
- Continuous
- Intermittent\*

Can use EPSL first auto 100%, then  $\frac{2}{3}$  for 10 additional

\*Resolution

\*Addendum

- 100% paid
- Only offered continuous

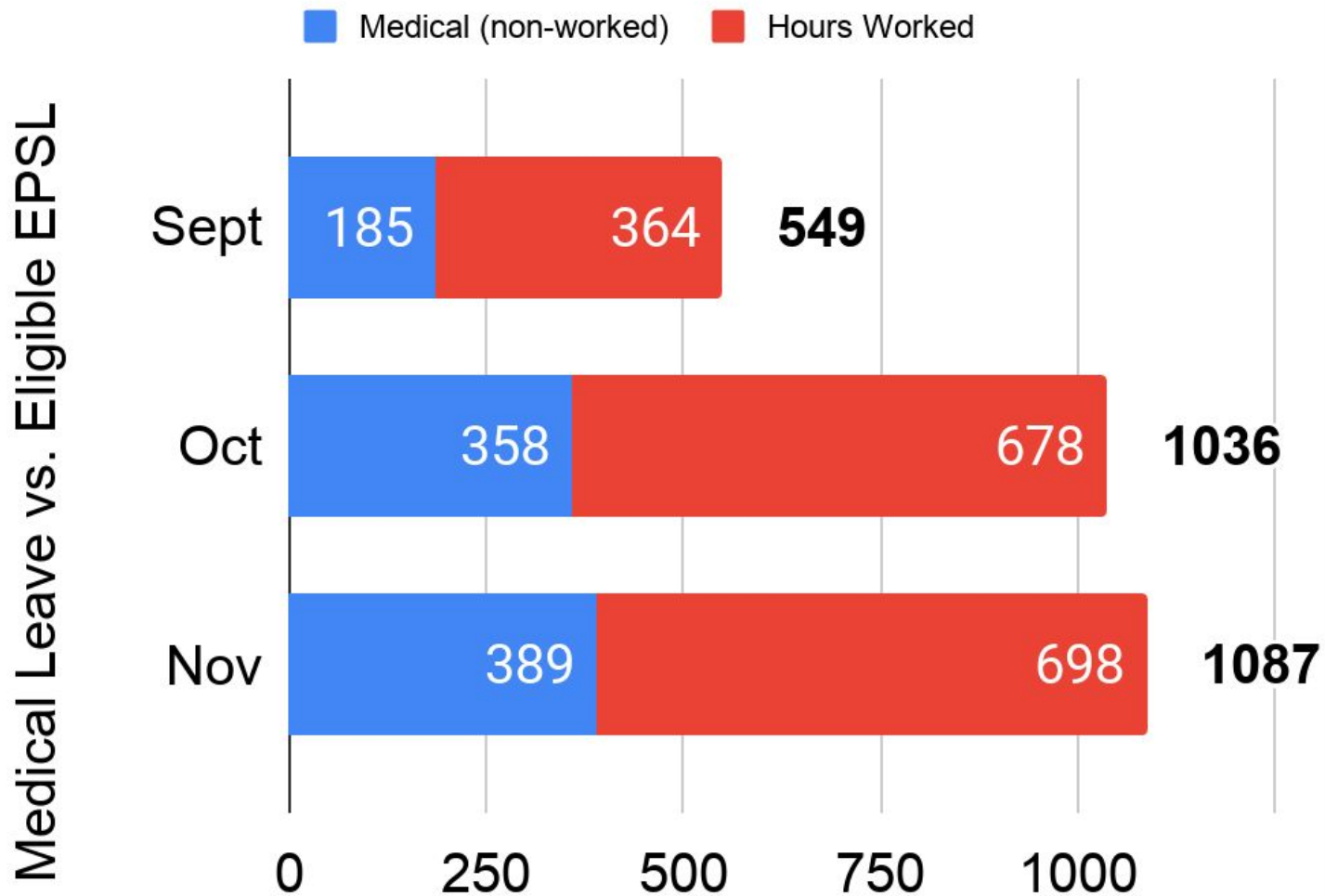
Leading  Serving  Supporting

**ESU7**

Educational Service Unit 7

Serving the schools of Boone, Butler, Collins, Merrick, Nassau, Platte, and Polk counties

# ESU COVID Statistics



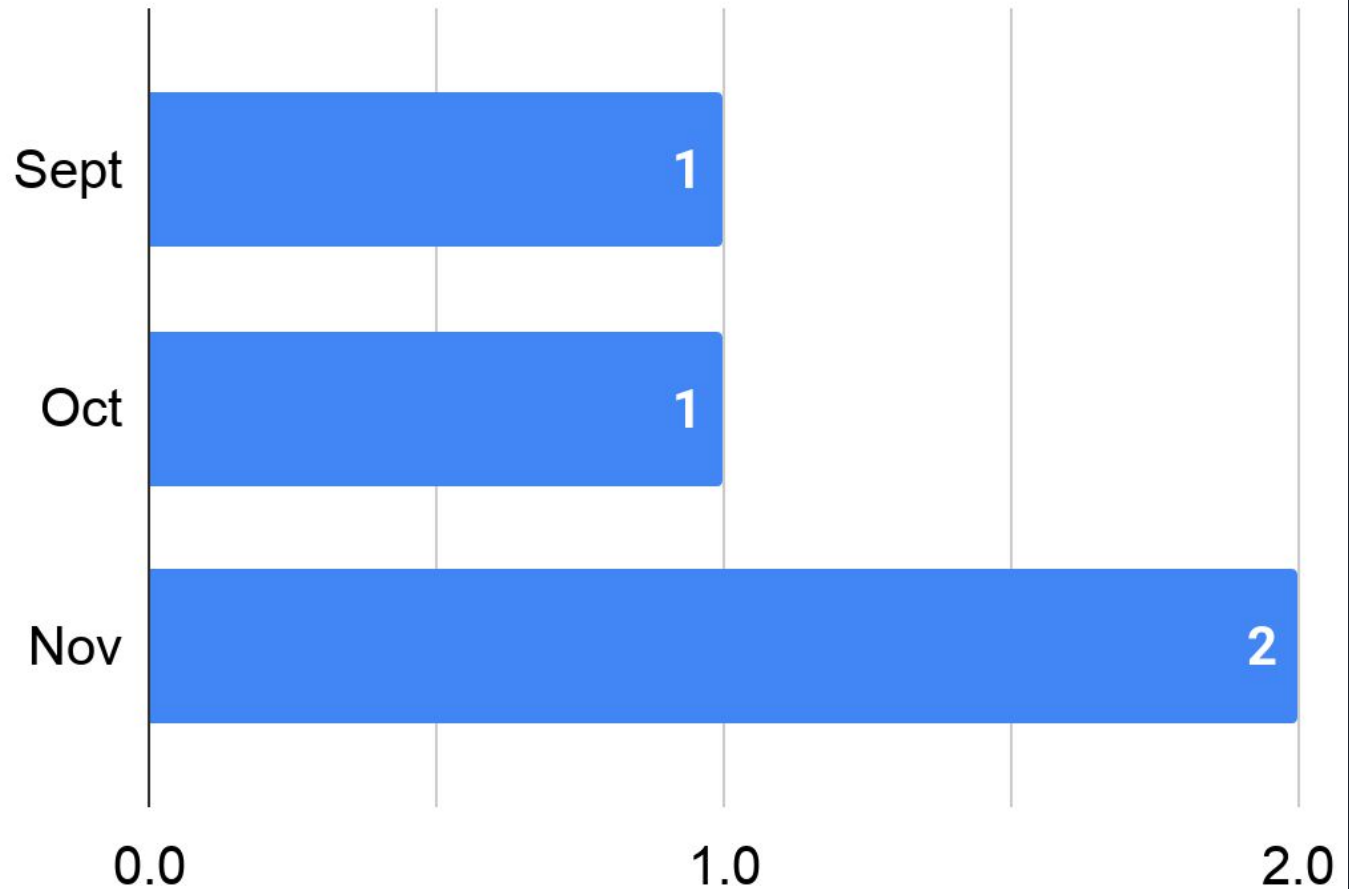
Leading • Serving • Supporting



Serving the schools of Boone, Butler, Cabell, Marrison, Harlan, Wayne, and Putnam counties

# ESU COVID Statistics

# of Staff Using EPSL



Leading  Serving  Supporting



ESU7

Serving the schools of Boone, Butler, Cabell, Marrison, Hancock, Wayne, and Putnam counties

# Resolution Decision

1. 100% paid medical leave up to 80 hours, including what has already been used as medical (any number of hours could be used here)
2. Resolution approval until FFCRA renewed
3. Use of existing leave benefits exclusively
4. Other?

Leading  Serving  Supporting

**ESU**  
Educational Service Unit 7

Serving the schools of Boone, Butler, Cabell, Meroz, Wayne, Wayne, and Putt counties

# Resolution Decision

1. 100% paid medical leave up to 80 hours, including what has already been used as medical (any number of hours could be used here)
2. Resolution approval monthly (current)
3. Use of existing leave benefits exclusively
  - (common approach) Sick leave for balance
  - Recommended Motion: Allow up to 80 hours intermittent medical leave (prorated for FTE) for corroborated COVID-19 related quarantine isolation. Any additional hours will be charged as sick leave.
4. Other?

# Resolution Decision

1. 100% paid medical leave up to 80 hours, including what has already been used as medical (any number of hours could be used here)
2. Resolution approval monthly (current)
3. Use of existing leave benefits exclusively
  - Recommended Motion: Approve the ESU 7 COVID 19 pay resolution.
4. Other?

# Resolution Decision

1. 100% paid medical leave up to 80 hours, including what has already been used as medical (any number of hours could be used here)
2. Resolution approval monthly (current)
3. Use of existing leave benefits exclusively
  - Approve use of sick, vacation, or personal leave for any COVID related quarantine or isolation for staff and immediate family until leave is exhausted. Should the staff have no leave days, Chief Admin has authority to grant additional medical leave days.
4. Other?

# Resolution Decision

1. 100% paid medical leave up to 80 hours, including what has already been used as medical
2. Resolution approval monthly (current)
3. Use of existing leave benefits exclusively
4. Other?

# Vaccine

1A - December 20-27, 2020

1B - January or February 2021

## 1A: Front Line Health Care Workers

- School Nurses
- Speech Language Pathologists
- Oldest to Youngest

## 1B: Educators

- High exposure
- Difficult to sub
- Oldest to Youngest

## 1C: Other Educators

- COVID Positive
- Subs
- Board Members

Leading  Serving  Supporting



Serving the schools of Boone, Butler, Collins, Merrick, Nassau, Platte, and Polk counties

# Board Self Assessment

- Analysis of the 2018-2019 and 2019-2020 Board Self-Assessment
- Board Self-Evaluation tool provided



## Board Member Self-Evaluation

This tool is adapted from a similar instrument published by LRP in the Board & Administrator newsletter, December 2020 issue. Use this self-assessment as a reflection tool for your own personal growth.

| Board member self-evaluation  |   |
|---|---|
| 1. Have you reviewed board organization and procedures? Are you familiar with:  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <ul style="list-style-type: none"><li>• The ESU's current vision and mission statement, goals, and objectives?</li><li>• The ESU board policies?</li><li>• The ESU organizational chart?</li><li>• The board's job description?</li><li>• The board committee descriptions?</li></ul> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 2. Do you prepare for each meeting by analyzing the supporting documentation the Administrator provides in advance of the meeting?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 3. Rate your attendance and participation in:   |   |
| <ul style="list-style-type: none"><li>• Board meetings and discussion.</li><li>• Committee meetings and discussion.</li><li>• Work sessions and discussion.</li><li>• Retreats and discussion.</li><li>• Professional Development/Conference Attendance.</li></ul>                    | <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent<br><input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A<br><input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A<br><input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A<br><input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| 4. Do you always voice your concerns about or vote against proposals with which you do not agree?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 5. Once a vote is taken by the board, do you always support the decision even if you did not vote in the majority?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 6. Have you suggested new or beneficial ideas in the past year for improving board performance?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 7. Have you contributed directly to achievement of one or more of the board's objectives for the district in the past year?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 8. Is your service on the board free of conflicts of interest and do you support the board's operating procedures and code of ethics?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 9. What steps can you take in the coming year to increase your knowledge of and participation in board and committee activities?  | <br><br><br><br>  |



# Admin Report General

- Goals
- Administrator's Intent to Extend Contract
- Board Insurance
- Board Vacancies
- ESUCC Update
- Upcoming Events
- SIMPL Service Planning Update
- Quarterly Report
- December Spotlight - SLP
- Server Bids
- Personnel - Contracts
- Legislative Update

# Admin Report - Goals



## ESU 7 Goals

### Board of Directors

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

### Administrator

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

### Directors

- **Goal 1:** By August 2022, system processes will be developed, trained, and operational for every agency team department.
- **Goal 2:** By August 2021, complete leadership and evaluation training.

### Agency Team

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

### Departments

- **Administration:** Communication - By May 2021 the Admin Team will have a communication system in place and will use it effectively. Common Invoicing System - By May 2021 will have similar or combined invoicing systems agency wide.
- **Cen7ter:** The jobsite component of the Cen7ter program will be reorganized to be accessible and beneficial for all Cen7ter staff by May 2021.
- **Early Childhood:** Our department selected staffing and retaining staff as our goal, so we can maintain a fully staffed EC team. By May 2021 we will have 3 things our Team can do to encourage new team



members to stay and 3 things we can share with the Agency team to encourage retention for employees.

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



# Admin Report - Intent to Extend



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

Don Ellison  
2657 44th Avenue  
Columbus, NE 68601

December 1, 2020

Dear Mr. Ellison,

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 I, 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,

A handwritten signature in blue ink, which appears to read "Larianne Polk".

Larianne Polk



# Admin Report - Board Insurance

## Board Insurance

| 12/1/2020          | CERTIFIED<br>BC125 | CLASSIFIED<br>BC125 | EMPLOYEE PORTION<br>10 mo. deduction | BOARD<br>BCBEN | BOARD PORTION<br>10 mo. deduction | TOTAL     | COVERAGE      |
|--------------------|--------------------|---------------------|--------------------------------------|----------------|-----------------------------------|-----------|---------------|
| HOESLY, DAN        |                    | \$ 62.00            |                                      | \$ -           |                                   | \$ 62.00  | Emp-Sp Dental |
| YOUNG, JACK        |                    | \$ 62.00            |                                      | \$ -           |                                   | \$ 62.00  | Emp-Sp Dental |
|                    |                    |                     |                                      |                |                                   |           |               |
|                    |                    |                     |                                      |                |                                   |           |               |
| <b>GRAND TOTAL</b> | \$ -               | \$ 124.00           | \$ -                                 | \$ 0.02        | \$ -                              | \$ 123.97 |               |
|                    |                    |                     |                                      |                |                                   | \$ -      |               |
|                    |                    |                     |                                      |                |                                   | \$ 124.05 | Total Check   |

# Admin Report - Board Vacancies



# Admin Report - ESUCC Update

- ESUCC Update
  - Schools that did not access the GEERS money in the first round will be given another chance
  - Next round of masks


# Admin Report - Upcoming Events

- Upcoming Events
  - The 2021 Legislative Issues Conference is currently scheduled to be held in a virtual format on Monday, February 1, 2021.

# Admin Report - SIMPL Service Planning Update



# Admin Report - Quarterly Report



**Quarterly Update**  
September 2020 - December 2020  
**Administrator: Dr. Larianne Polk**

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**Component 1. Relations with the Board**

- Administrator Board Report: October and November.
- Policy reviews and revisions:
  - Article I, Section 2, B Duties and Function of the Board
  - Article I, Section 3, D Orientation of New Board Members
  - Article II, Section 6, A Notice to Public
  - Article II, Section 6, D Notice to Board Members
  - Article IV, Section 1, A Recruitment and Selection
  - Article IV, Section 8, A Fair Labor Standards Act (Minimum Wage & Overtime) Policy
  - Article IV, Section 5, E Professional Boundaries Between Employees and Students
- ESUCC Updates to Board: November Committee Meetings
  - Budget: September, October (joint Budget/Negotiations Committee Meeting)
  - Negotiations: October (joint Budget/Negotiations Committee Meeting) with the ESUEA Representatives. October and November.
- Email Communication: COVID Correspondence, Legislative updates, Board packets, NASB Board, and DYKs
- Monthly Meeting with the Board President: September, October, and November
- Monthly Meeting with the Board Vice President: September, October, and November
- Board Members that utilize Health Insurance: Dan Hoesly and Jack Young utilizes Dental

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

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**Component 2. Community Relationships**

- Attend and Participate in ESUCC/NDE Collaborative Planning Meetings: Ongoing
- Polling location for the Election: November
- Partnership with CCC regarding Distance Learning
- Partnership Opportunities since September 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2x/wk, East Central District Health Department with Superintendents 2-4x/wk, Central District Health Department with Merrick Foundation and Superintendents 1-2x/wk, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 3-6x/wk, Agency Team 1-2x/wk, and Communications Campaign.

**Board Goal 2:** Exploration of potential expansion of educational behavioral health offering

**Administrator Goal 2:** Establish partnerships with local media to assist in communicating ESU 7 services and supports.

**Administrator Goal 3:** Engage in strategic communication efforts among staff and stakeholders re: programs and services.

**Cent'ner Goal:** Jobsite components of the program will be reorganized to be accessible and beneficial by May 2021.

**Component 3. Staff and Personnel Relationships**

- Agency Team meetings: September, November, and December
- Committee Meetings: All Staff, Safety, Return to School and Services
- All Staff Meeting: October
- Director Meetings: Multiple times a week in September, October, November, and December.
- Ongoing Staff Evaluation and Goal Setting
- Production Department Transition: Ongoing
- Did You Knows: September, October, November, and December
- Suicide Prevention Training for all staff: October
- Participated in Breakthrough Coach Training with Executive Secretary virtually in October

**Administrator Goal 3:** Engage in strategic communication efforts among staff and stakeholders re: programs and services.

**Director Goal 1:** System processes will be developed, trained, and operational for every agency department by August 2022

**Agency Team Goal 1:** Review and implement the Return to Services/School plan during the 20-21 school year

**Administration Goal:** By May 2021, a communication system and common messaging system will be in place

**Early Childhood Goal:** By May 2021 have three things the team can do to encourage new team members to stay

**Grants Goal:** By May 2021, devise a plan to describe and disseminate individual services provided by the Grant Dept.

**Mental Health Goal:** Strengthen the foundation and awareness by conferring therapeutic news, exceptions, and support

**Migrant Goal:** Increase the percentage of eligible migrant students receiving instructional services during the school year

**Production Goal:** Create a process to eliminate the need for multiple teacher interventions for clarifying and pick up.

**Professional Development Goal:** Develop and implement a procedure for hosting hybrid sessions by May 2021

**Psychology Goal:** Work with four school districts to complete valid, reliable, and ethical evaluations during the 20-21 year

**Speech Goal:** Create individual plans for service delivery by meeting 4/4 objectives at proficient or distinguished level

**Technology Goal:** Work toward equalizing tech knowledge and abilities among team members during the 20-21 school year

**Vision Goal:** Create a Google doc with each team member providing one resource/monthly of ideas for services

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**Component 4. Educational Leadership**

- Superintendent Meetings: Bi-weekly in September, October, November, and December.
- SIMPL training and ongoing correspondence all ESUs with monthly Meetings
- Meetings with Lakeview and Columbus Public School Leadership: Monthly
- Agency Team Meetings: September, November, and December
- Director Meetings: Multiple times a week in September, October, November, and December.
- Software development meetings for SIMPL: ESU 10 Partnership Ongoing Bi-Weekly
- Chair of ESUCC Special Populations Committee and a member of PD and Executive Committees
- NNNC meetings: Monthly
- ESUCC President (2019-2021)
- Participated in Nebraska ELLC Meetings: October, November, and December
- Participated in Statewide Teacher and Principal Support Conversations
- Member of NRCSA (Nebraska Rural Council of School Administrators) Legislative Committee
- Member of Commissioner's Advisory Group
- Member of Nebraska Schoolmasters Club
- Member of DLRT (Diverse and Learner Ready Teachers) Initiative
- Stakeholder for Nebraska Teacher and Principal Performance Standards
- Co-Facilitate Goal Setting and Data Analysis for High Plains Community Schools Board
- Coordinate ESSA Designations Conversation with ESU 7 Executive Committee and NDE
- Attend and facilitate Services Inventory Bold Step Committee Meetings (Monthly)
- Member of the Ramble Learning Steering Committee: October, November, and December
- Chair and facilitate the Communications Committee Campaign Meeting: October and November
- Chair and facilitate the Strategies for Providing Special Services Committee: November and December

Attended the 2020 Educator's Call to Action virtually in September

- Attended the AESA Midwest CEO Meetings virtually in October
- Attended the Labor Relations Conference virtually in October
- Attended the NASB State Education Conference virtually in November
- Attended the AESA Annual Conference virtually in December

Partnership Opportunities since March 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2x/wk, East Central District Health Department with Superintendents 2-4x/wk, Central District Health Department with Merrick Foundation and Superintendents 1-2x/wk, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 3-6 x/wk, Agency Team 1-2 x/wk, and Communications Campaign.

**Board Goal 1:** Use data to ensure quality and efficiency of current and future services to its stakeholders

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

**Director Goal 2:** Complete leadership and evaluation training by August 2021

**Administrator Goal 2:** Establish partnerships with local media to assist in communicating ESU 7 services and supports.

**Administrator Goal 3:** Engage in strategic communication efforts among staff and stakeholders re: programs and services.

**Learning Academy Goal:** Improve ability to identify and meet student academic, behavioral, and mental health needs.

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**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 3:** Examine short and long term financial projections to ensure long term financial stability

**Administrator Goal 2:** Establish partnerships with local media to assist in communicating ESU 7 services and supports.

**Director Goal 1:** System processes will be developed, trained, and operational for every agency department by August 2022

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**Component 6. Professional/Personal Qualities**

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

**Director Goal 2:** Complete leadership and evaluation training by August 2021

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**Component 7. Professional Growth**

- ESUCC Committees and ESUCC/Board Meetings: October, November, and December
- NNNC Tech Budgeting Discussions: Monthly
- Books Read: 100+ Leaders
- GIANT Time: Multiple times in October and November

**Director Goal 2:** Complete leadership and evaluation training by August 2021

---

| Stakeholder Satisfaction | Leadership Practices Inventory | Services Available | Services Accessed | Implementation Objectives Met |
|--------------------------|--------------------------------|--------------------|-------------------|-------------------------------|
| 2.51                     | Reported in March 2020         | 66                 | 56                | Reporting under construction  |
| 0=Unsatisfactory         | 1=Basic                        | 2=Proficient       | 3=Distinguished   |                               |

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

# Admin Report - December Spotlight

- Tricia Spieker - SLP Board Presentation



# Admin Report - Facilities Update

- Server Bids
  - DakTech Bid = \$29,477.00
  - Dell EMC Bid = \$33,480.40



# Admin Report - Legislative Update

- Legislative Update
  - 2021 Legislative Session begins on 1.6.2021



RESOLUTION

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

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

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

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

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

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

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

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

\_\_\_\_\_.

The following members voted against the same:

\_\_\_\_\_.

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

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

DATED this 21st day of December, 2020.

EDUCATIONAL SERVICE UNIT 7

ATTEST:

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

\_\_\_\_\_  
Secretary

**1.23 Board of Directors Responsibilities** (adopted 11/15/05, amended 11/14/07, 6/18/16, 3/28/20)

A. Responsibilities

1. Meetings

- a. NASB Board of Directors Meetings - Attend and participate in all meetings (normally January, March, June, August and November). Note: The first four meetings are held on a Saturday in Lincoln at the NASB office; the November meeting is held in conjunction with State Conference in Omaha. To be excused from a Board meeting, Directors should notify the NASB office before the meeting date. In the event of inclement weather, infectious disease situation or any other situation that could put the health and wellbeing of our Board at risk, the Executive Committee has the authority to change any given board meeting from an in person meeting to a remote meeting via conference call or other technology.
  - b. Annual Planning Meeting - The annual planning meeting is generally held in conjunction with the January Meeting.
  - c. Area Membership Meetings - Participate in the Area Membership Meetings that serve your NASB Region, and fulfill related duties as assigned. Directors from the Metro districts, as well as the Executive Board, could expand their roles to assist with other larger regions. These duties would be assigned by the President.
  - d. Annual State Conference - Held in November of each year.
  - e. Educational seminars sponsored by the Association - especially those held in your respective region.
2. Serve as a member of one or more standing committees to which appointed. Committees include: Audit, Board Development, Executive, Legislation, Membership Relations, Nominating, Programs and Oversight and any special committees deemed necessary.
3. Act as liaison between the school districts within the NASB Region and the NASB Board of Directors.
- a. Provide a direct connection to the board for the local school district(s) in the Director's region.
  - b. Promote the services provided by the Association for the individual needs of each board within a region.

- c. A relative representative who represents a shared perspective of the issues impacting local school districts.
  - d. A resource.
  - e. Contact the NASB member school districts within the region you serve.
  - f. Be prepared at each Board of Directors Meeting to give a brief report on the contacts, responses and information shared with your member school districts.
4. Maintain contact with state senators representing the NASB Region to which the director is elected.

## B. Duties

The Board of Directors shall:

1. implement the purposes of the Association and exercise general supervision over its affairs;
2. attend the annual Delegate Assembly and implement policies and programs adopted by that body;
3. enter into such agreements with other agencies to plan, implement, and administer projects, activities, and services designed to improve its member boards as it deems necessary;
4. act upon the Nominating Committee's recommended candidate for Vice President;
5. act upon appointments to committees;
6. recommend establishment of committees;
7. review boundaries of districts and make necessary adjustments in accordance with the Bylaws of the Association;
8. employ and evaluate the Executive Director under such terms of employment and at such salary as it may determine, to manage the affairs of the Association;
9. act upon the employment, evaluation, and salary of other personnel;
10. employ an independent certified public accountant to audit the financial records of the Association and submit an annual audit report to the Board of Directors for its adoption; and
11. adopt an annual budget.



## NASB Board of Directors Nomination Form for Region #16

**THIS FORM MUST BE RECEIVED AT NASB BY DECEMBER 18, 2020**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home

Work

Cellular

Email Address: \_\_\_\_\_

### Local Board Service

Name of local school board: \_\_\_\_\_

Years of service on local board: \_\_\_\_\_

Attendance record on local board: (past 3 yrs.) \_\_\_\_\_

Current office held on local school board: \_\_\_\_\_

Past offices held on local school board: \_\_\_\_\_

\_\_\_\_\_

### Association Participation

State Conferences: \_\_\_\_\_

National Conventions: \_\_\_\_\_

Workshops: \_\_\_\_\_

\_\_\_\_\_

Awards Received: \_\_\_\_\_

## Other Education-Related Public Service

Commissions, Task Forces, and Committees: \_\_\_\_\_

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## Personal Information

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

Educational Background: \_\_\_\_\_

---

Community Activities: \_\_\_\_\_

---

Awards and Recognitions: \_\_\_\_\_

---

Hobbies and Activities: \_\_\_\_\_

---

### **This nomination is submitted by:**

Name of NASB Member District or ESU: \_\_\_\_\_

Name of Board President or Vice President: \_\_\_\_\_

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

By checking this box, I assert the board president or vice president has read the completed Nomination Form and verifies its authenticity.

**THIS FORM MUST BE RECEIVED AT NASB BY DECEMBER 18, 2020**

**Return to: NASB  
Sallie Svatora  
1311 Stockwell St.  
Lincoln, NE 68502  
Or via e-mail to [ssvatora@nasbonline.org](mailto:ssvatora@nasbonline.org)**



## Board Self Assessment Summary Report December 21, 2020

### **Responses:**

January 2020: 8/12 Members

October 2020: 4/12 Members

| Totals for January 2020 | 0 Not Met | 1 Basic | 2 Proficient | 3 Distinguished | Totals | Average Score |
|-------------------------|-----------|---------|--------------|-----------------|--------|---------------|
| Responses               | 10        | 53      | 99           | 68              | 230    | 1.98          |
| Scores                  | 0         | 53      | 198          | 204             | 455    |               |

| Totals for October 2020 | 0 Not Met | 1 Basic | 2 Proficient | 3 Distinguished | Totals | Average Score |
|-------------------------|-----------|---------|--------------|-----------------|--------|---------------|
| Responses               | 2         | 5       | 50           | 73              | 130    | 2.49          |
| Scores                  | 0         | 5       | 100          | 219             | 324    |               |

### **Physical Setting**

**Distinguished/Proficient Jan 100% / Oct 100%**

**Commendations: (areas with no Basic or Needs Improvement score)**

- Jan:** Physical arrangement of board meetings is conducive to board members interacting with each other.

**Recommendations/Comments:**

- Jan:** More table space to spread out, but bring the table closer so it is easier to hear.
- Oct:** Covid has dictated this issue this fall

### **Meeting Protocol**

**Distinguished/Proficient Jan 79% / Oct 92%**

**Basic Jan 17% / Oct 8%**

**Needs Improvement Jan 5% (1 area)**

- Jan:** The board uses methods to study and gain deeper understanding of ESU issues (ie: work sessions, board learning, committees).

**Commendations:**

1. **Jan & Oct:** The board meeting agendas and minutes provide meaningful details regarding the business of the board in a way that the public can understand the issues and the decisions made.
2. **Oct:** The board meeting follows/adheres to the meeting agenda.
3. **Oct:** The board addresses agenda items in accordance with policies.
4. **Oct:** The board understands and complies with the Nebraska Open Meetings Law.

**Recommendations/Comments were:**

1. **Jan:** The board does a good job of following the right protocol in conducting its meetings.
2. **Jan:** There could be more discussion in meetings
3. **Jan:** Unsure if members read board packet before meetings
4. **Jan:** Continue to learn as a board in workgroups and/or outside opportunities.
5. **Oct:** Sometimes I think Larianne does too much for board members and should ask board members to do their own homework

## Leadership

**Distinguished/Proficient Jan 63% / Oct 95%****Basic Jan 32% / Oct 3%****Needs Improvement Jan 4% (4 areas) / Oct 4% (2 areas)**

1. **Jan:** The board and administrator share the responsibility for the orientation of new board members and work together to form a new inclusive team.
2. **Jan & Oct:** Board members reach out to board leadership and/or ESU 7 leadership with questions prior to the meeting.
3. **Jan & Oct:** Board packets are read prior to the meeting.
4. **Jan:** The board demonstrates knowledge and understanding of their roles and responsibilities.

**Commendations:**

1. **Jan & Oct:** The board demonstrates respectful, ethical and professional behavior.
2. **Oct:** The board demonstrates transparency in their decision-making.

**Recommendations/Comments:**

1. **Jan:** The board-administration interaction is very professional and respectful. The board seems to take their responsibility very seriously and prides itself in being well-informed by the administration of the issues that come up
2. **Jan:** Some board members rely too much on certain board members to take leadership roles. Board members could do a better job of coming to our meetings better prepared.
3. **Jan:** Not sure the Board really understands or knows the vision of the ESU, other than the behavioral center.
4. **Jan & Oct:** Not sure that many members do any prior preparation for the meetings. It seems like most "rubber stamp" what the administrator says with little independent evidence gathering, need to be better at reviewing the agenda before the meeting and asking any questions I may have after reviewing it, I think some board members including myself could come to board meetings better prepared, come to board meetings better prepared
5. **Jan:** The Administrator was very generous with her time with regard to new member orientation. There does not appear to be a process by which existing board members assist with new member orientation. It might be helpful to assign an existing member with new members to provide assistance with orientation.
6. **Jan:** As a Board there are some opportunities for improvement in supporting our leadership team at a new level and some opportunities for more open or engaged teamwork on our committees.
7. **Jan:** Board members could be more involved in the orientation of new board members.
8. **Oct:** Very helpful and informative to have staff give presentations at the board meeting on the different services provided.

## Policy Governance

**Distinguished/Proficient Jan 83% / Oct 96%****Basic Jan 17% / Oct 4%****Commendations:**

1. **Jan & Oct:** The board delegates through written policy authority to the administrator to manage ESU operations and implement policy.
2. **Oct:** The board policies enable the administrator and directors to hire, evaluate, and retain qualified staff to meet the needs of the school districts.

**Recommendations/Comments:**

1. **Jan:** The constant review of policies by the board-administration is really helpful to keep up-to-date on the policies. The board does a good job of letting administration "do their job" and do it very well.
2. **Jan:** We score well in this area because of the effort and time that our Administrator places on these topics
3. **Jan:** We go through the policies but sometimes just seems like it's something we cross off the list and vote.
4. **Jan:** It sometimes appears that the board depends solely on the administrator for information (current laws, best practices) but maybe this is just my lack of experience with the board. The continuing education offered has been helpful but topics tend to be very broad. Focused training, especially for new members, would be very helpful. I feel a bit inadequate when it comes to generating the "hard questions" that good board members should present.
5. **Jan:** As a complete Board we do a good job of going through the policies that need updating/review due to the leadership of our Administrator. Policy is typically on our agenda so the opportunity to keep them fresh and relevant to today is abundant.
6. **Jan:** We are well informed of policies and review policies on a monthly basis.
7. **Oct:** I understand the need, but sometimes it seems we are "policied" to death. With issues and the environment constantly changing, keeping up with meaningful policies that say what you want them to say and cover all possibilities is difficult.
8. **Oct:** We probably rely too much on what Larianne tells us, not that she is leading us astray, but we should do some research on our own

## Service Delivery

**Distinguished/Proficient Jan 69% / Oct 95%**

**Basic Jan 25% / Oct 5%**

**Needs Improvement Jan 9% (3 responses)**

1. **Jan:** The board focuses on service delivery and service access to achieve the vision and goals of the agency.
2. **Jan:** The board is knowledgeable about services that impact teaching and learning.
3. **Jan:** The board conducts transparent discussions regarding the agency's services.

**Commendations:**

1. **Oct: The board focuses on service delivery and service access to achieve the vision and goals of the agency.**
2. **Oct: The board conducts transparent discussions regarding the agency's services.**

**Recommendations/Comments:**

3. **Jan:** The continuous updates on how the various districts use the ESU services gives the board good feedback on whether expectations and needs are being met.
4. **Jan:** Because of regular reports by our Coordinators and updates from SIMPL data our board is very informed in these areas
5. **Jan:** Overall I think the board should learn and understand more about the services we offer. I think the open house was an excellent way to start educating the Board. I think having departments come in and talk is also a good addition.
6. **Jan:** SIMPL has been very helpful in showing some of the needs of my districts, however I do not feel I have a firm grasp of the comprehensive needs of my districts.
7. **Jan:** As a Board Member it is beneficial to have an overall understanding of the services we offer our schools so we can be a proficient supporter of those advantages/savings that are available for the schools to take advantage of.
8. **Jan:** We were very well informed with the policies and procedures of the Learning Center.
9. **Oct:** This is achieved by having staff members present to us what they are doing each monthly meeting has been very helpful

## Resources

**Distinguished/Proficient Jan 79% / Oct 100%**

**Basic 14%**

**Needs Improvement 7% (1 area)**

1. **Jan:** The board determines equitable resource distribution based on the needs of all departments.

**Commendations:**

1. **Jan & Oct:** The board aligns decisions to the vision and goals of the agency.

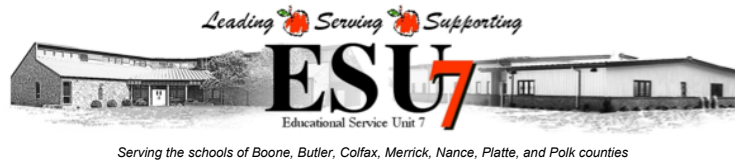
## **Other Comments**

**Commendations:**

- **Jan:** Healthy rapport with administration
- **Jan:** Administrator keeps board informed
- **Jan:** Continuing education is a focus
- **Jan:** Consistent systematic review of policies
- **Jan:** Board who cares about schools and students
- **Jan:** Proficiently functioning board
- **Oct:** Knowledgeable and diverse board
- **Oct:** Provide guidance and support but let the administrator and staff "do their job"

**Recommendations/Comments:**

- **Jan:** Approving things of little value to the organization, superficial, little oversight, little discussion/questions/collaboration by members



## Board Member Self-Evaluation

This tool is adapted from a similar instrument published by LRP in the Board & Administrator newsletter, December 2020 issue. Use this self-assessment as a reflection tool for your own personal growth.

| Board member self-evaluation   |
|--|
| <p>1. Have you reviewed board organization and procedures? Are you familiar with:</p> <ul style="list-style-type: none"> <li>• The ESU's current vision and mission statement, goals, and objectives?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>• The ESU board policies?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>• The ESU organizational chart?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>• The board's job description?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>• The board committee descriptions?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul>   |
| <p>2. Do you prepare for each meeting by analyzing the supporting documentation the Administrator provides in advance of the meeting?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>   |
| <p>3. Rate your attendance and participation in:</p> <ul style="list-style-type: none"> <li>• Board meetings and discussion.<br/> <input type="checkbox"/> Poor    <input type="checkbox"/> Fair    <input type="checkbox"/> Good    <input type="checkbox"/> Excellent</li> <li>• Committee meetings and discussion.<br/> <input type="checkbox"/> Poor    <input type="checkbox"/> Fair    <input type="checkbox"/> Good    <input type="checkbox"/> Excellent    <input type="checkbox"/> N/A</li> <li>• Work sessions and discussion.<br/> <input type="checkbox"/> Poor    <input type="checkbox"/> Fair    <input type="checkbox"/> Good    <input type="checkbox"/> Excellent    <input type="checkbox"/> N/A</li> <li>• Retreats and discussion.<br/> <input type="checkbox"/> Poor    <input type="checkbox"/> Fair    <input type="checkbox"/> Good    <input type="checkbox"/> Excellent    <input type="checkbox"/> N/A</li> <li>• Professional Development/Conference Attendance.<br/> <input type="checkbox"/> Poor    <input type="checkbox"/> Fair    <input type="checkbox"/> Good    <input type="checkbox"/> Excellent</li> </ul> |
| <p>4. Do you always voice your concerns about or vote against proposals with which you do not agree?<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |
| <p>5. Once a vote is taken by the board, do you always support the decision even if you did not vote in the majority?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>   |
| <p>6. Have you suggested new or beneficial ideas in the past year for improving board performance?<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |
| <p>7. Have you contributed directly to achievement of one or more of the board's objectives for the district in the past year?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |
| <p>8. Is your service on the board free of conflicts of interest and do you support the board's operating procedures and code of ethics?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |
| <p>9. What steps can you take in the coming year to increase your knowledge of and participation in board and committee activities?</p> <p>_____</p> <p>_____</p> <p>_____</p>   |



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2657 44th Avenue • Columbus, NE 68601

402.564.5753 • FAX 402.563.1121

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

Larianne Polk, Administrator

---

Don Ellison  
2657 44th Avenue  
Columbus, NE 68601

December 1, 2020

Dear Mr. Ellison,

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,

A handwritten signature in blue ink, appearing to read "Larianne Polk", is written over the typed name.

Larianne Polk

## Board Insurance

| 12/1/2020          | CERTIFIED | CLASSIFIED | EMPLOYEE PORTION | BOARD   | BOARD PORTION    | TOTAL     |                    |
|--------------------|-----------|------------|------------------|---------|------------------|-----------|--------------------|
|                    | BC125     | BC125      | 10 mo. deduction | BCBEN   | 10 mo. deduction |           | COVERAGE           |
| HOESLY, DAN        |           | \$ 62.00   |                  | \$ -    |                  | \$ 62.00  | Emp-Sp Dental      |
| YOUNG, JACK        |           | \$ 62.00   |                  | \$ -    |                  | \$ 62.00  | Emp-Sp Dental      |
|                    |           |            |                  |         |                  |           |                    |
|                    |           |            |                  |         |                  |           |                    |
| <b>GRAND TOTAL</b> | \$ -      | \$ 124.00  | \$ -             | \$ 0.02 | \$ -             | \$ 123.97 |                    |
|                    |           |            |                  |         |                  | \$ -      |                    |
|                    |           |            |                  |         |                  | \$ 124.05 | <b>Total Check</b> |



# ESU 7 Goals

## Board of Directors

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

## Administrator

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

## Directors

- Goal 1: By August 2022, system processes will be developed, trained, and operational for every agency team department.
- Goal 2: By August 2021, complete leadership and evaluation training.

## Agency Team

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

## Departments

- Administration: Communication - By May 2021 the Admin Team will have a communication system in place and will use it effectively. Common Invoicing System - By May 2021 will have similar or combined invoicing systems agency wide.
- Cen7ter: The jobsite component of the Cen7ter program will be reorganized to be accessible and beneficial for all Cen7ter staff by May 2021.
- Early Childhood: Our department selected staffing and retaining staff as our goal, so we can maintain a fully staffed EC team. By May 2021 we will have 3 things our Team can do to encourage new team



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members to stay and 3 things we can share with the Agency team to encourage retention for employees.

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



# Quarterly Update

September 2020 – December 2020

## Administrator: Dr. Larianne Polk

### Component 1. Relations with the Board

- Administrator Board Report: October and November.
- Policy reviews and revisions:
  - Article I, Section 2, B Duties and Function of the Board
  - Article I, Section 3, D Orientation of New Board Members
  - Article II, Section 6, A Notice to Public
  - Article II, Section 6, D Notice to Board Members
  - Article IV, Section 1, A Recruitment and Selection
  - Article IV, Section 8, A Fair Labor Standards Act (Minimum Wage & Overtime) Policy
  - Article IV, Section 5, E Professional Boundaries Between Employees and Students
- ESUCC Updates to Board: November
- Committee Meetings
  - Budget: September, October (joint Budget/Negotiations Committee Meeting)
  - Negotiations: October (joint Budget/Negotiations Committee Meeting) with the ESUEA Representatives. October and November.
- Email Communication: COVID Correspondence, Legislative updates, Board packets, NASB Board, and DYKs
- Monthly Meeting with the Board President: September, October, and November
- Monthly Meeting with the Board Vice President: September, October, and November
- Board Members that utilize Health Insurance: Dan Hoesly and Jack Young utilizes Dental

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



### Component 2. Community Relationships

- Attend and Participate in ESUCC/NDE Collaborative Planning Meetings: Ongoing
- Polling location for the Election: November
- Partnership with CCC regarding Distance Learning
- Partnership Opportunities since September 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2x/wk, East Central District Health Department with Superintendents 2-4x/wk, Central District Health Department with Merrick Foundation and Superintendents 1-2x/wk, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 3-6x/wk, Agency Team 1-2x/wk, and Communications Campaign.

**Board Goal 2:** Exploration of potential expansion of educational behavioral health offering

**Administrator Goal 2:** Establish partnerships with local media to assist in communicating ESU 7 services and supports.

**Administrator Goal 3:** Engage in strategic communication efforts among staff and stakeholders re: programs and services.

**Center Goal:** Jobsite components of the program will be reorganized to be accessible and beneficial by May 2021.



### Component 3. Staff and Personnel Relationships

- Agency Team meetings: September, November, and December
- Committee Meetings: All Staff, Safety, Return to School and Services
- All Staff Meeting: October
- Director Meetings: Multiple times a week in September, October, November, and December.
- Ongoing Staff Evaluation and Goal Setting
- Production Department Transition: Ongoing
- Did You Knows: September, October, November, and December
- Suicide Prevention Training for all staff: October
- Participated in Breakthrough Coach Training with Executive Secretary virtually in October

**Administrator Goal 3:** Engage in strategic communication efforts among staff and stakeholders re: programs and services.

**Director Goal 1:** System processes will be developed, trained, and operational for every agency department by August 2022

**Agency Team Goal 1:** Revise and implement the Return to Services/School plan during the 20-21 school year

**Administration Goal:** By May 2021, a communication system and common invoicing system will be in place

**Early Childhood Goal:** By May 2021 have three things the team can do to encourage new team members to stay

**Grants Goal:** By May 2021, devise a plan to describe and disseminate individual services provided by the Grant Dept.

**Mental Health Goal:** Strengthen the foundation and awareness by clarifying therapeutic roles, exceptions, and support.

**Migrant Goal:** Increase the percentage of eligible migrant students receiving instructional services during the school year.

**Production Goal:** Create a process to eliminate the need for multiple teacher interactions for clarifying and pick up.

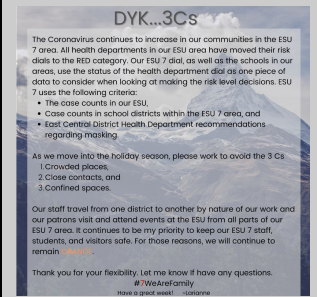
**Professional Development Goal:** Develop and implement a procedure for hosting hybrid sessions by May 2021.

**Psychology Goal:** Work with our school districts to complete valid, reliable, and ethical evaluations during the 20-21 year.

**Speech Goal:** Create individual plans for service delivery by meeting 4/4 objectives at proficient or distinguished level.

**Technology Goal:** Work toward equalizing tech knowledge and abilities among team members during the 20-21 school year.

**Vision Goal:** Create a Google doc with each team member providing one resource monthly of ideas for services



### Component 4. Educational Leadership

- Superintendent Meetings: Bi-weekly in September, October, November, and December.
- SIMPL training and ongoing correspondence all ESUs with monthly Meetings
- Meetings with Lakeview and Columbus Public School Leadership: Monthly
- Agency Team Meetings: September, November, and December
- Director Meetings: Multiple times a week in September, October, November, and December.
- Software development meetings for SIMPL: ESU 10 Partnership Ongoing Bi-Weekly
- Chair of ESUCC Special Populations Committee and a member of PD and Executive Committees
- NNNC meetings: Monthly
- ESUCC President (2019-2021)
- Participated in Nebraska ELLC Meetings: October, November, and December
- Participated in Statewide Teacher and Principal Support Conversations
- Member of NRCSA (Nebraska Rural Council of School Administrators) Legislative Committee
- Member of Commissioner's Advisory Group
- Member of Nebraska Schoolmasters Club
- Member of DLRT (Diverse and Learner Ready Teachers) Initiative
- Stakeholder for Nebraska Teacher and Principal Performance Standards
- Co-Facilitate Goal Setting and Data Analysis for High Plains Community Schools Board
- Coordinate ESSA Designations Conversation with ESU 7 Executive Committee and NDE
- Attend and facilitate Services Inventory Bold Step Committee Meetings (Monthly)
- Member of the Remote Learning Steering Committee: October, November, and December
- Chair and facilitate the Communications Committee Campaign Meeting: October and November
- Chair and facilitate the Strategies for Providing Special Services Committee: November and December

- Attended the 2020 Educator's Call to Action virtually in September
- Attended the AESA Midwest CEO Meetings virtually in October
- Attended the Labor Relations Conference virtually in October
- Attended the NASB State Education Conference virtually in November
- Attended the AESA Annual Conference virtually in December
- Partnership Opportunities since March 1: Problem solving with Nebraska Department of Education and ESU Coordinating Council 2-3x/wk, ESU Coordinating Council Leadership Meetings 1-2x/wk, East Central District Health Department with Superintendents 2-4x/wk, Central District Health Department with Merrick Foundation and Superintendents 1-2x/wk, Four Corners District Health Department with Superintendents 1x/wk, Director meetings 3-6 x/wk, Agency Team 1-2 x/wk, and Communications Campaign.

**Board Goal 1:** Use data to ensure quality and efficiency of current and future services to its stakeholders



**Administrator Goal 1:** Develop and deploy a Board Self-Assessment tool to use in establishment of Board goal.  
**Director Goal 2:** Complete leadership and evaluation training by August 2021  
**Administrator Goal 2:** Establish partnerships with local media to assist in communicating ESU 7 services and supports.  
**Administrator Goal 3:** Engage in strategic communication efforts among staff and stakeholders re: programs and services.  
**Learning Academy Goal:** Improve ability to identify and meet student academic, behavioral, and mental health needs.

**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 3:** Examine short and long term financial projections to ensure long term financial stability  
**Administrator Goal 2:** Establish partnerships with local media to assist in communicating ESU 7 services and supports.  
**Director Goal 1:** System processes will be developed, trained, and operational for every agency department by August 2022

**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 and Mindy)
- Growth and planning meetings with Production as needed
- Daily Admin Meetings

**Director Goal 2:** Complete leadership and evaluation training by August 2021

**Component 7. Professional Growth**

- ESUCC Committees and ESUCC/Board Meetings: October, November, and December
- NNNC Tech Budgeting Discussions: Monthly
- Books Read: 100+ Leaders
- GIANT Time: Multiple times in October and November

**Director Goal 2:** Complete leadership and evaluation training by August 2021

| Stakeholder Satisfaction | Leadership Practices Inventory | Services Available | Services Accessed | Implementation Objectives Met |
|--------------------------|--------------------------------|--------------------|-------------------|-------------------------------|
| 2.51                     | Reported in March 2020         | 66                 | 56                | Reporting under construction  |
| 0=Unsatisfactory         | 1=Basic                        | 2=Proficient       | 3=Distinguished   |                               |

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

*Leading*  *Serving*  *Supporting*



**ESU7**

Educational Service Unit 7

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

# Speech Language Pathologists

Presented by Tricia Spieker

# Who are Speech Language Pathologists (SLPs)?

- Experts in communication
- Work with people of all ages from baby to adult
- Treat many types of communication and swallowing disorders in many different settings including:
  - Schools
  - Early intervention
  - Colleges/Universities
  - Hospitals
  - Long-Term Care Facilities
  - Skilled Nursing Facilities
  - Rehabilitation
  - Private Practice
  - Teletherapy

#8

41,900  
Job Openings



1 of the 15 FASTEST  
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# Day in the Life #1

27 Students on the Monday Schedule

Due to COVID, all students seen in the classroom in this district.

Monday:

7:40--get to school, unload bag, make copies/get materials out, open Google Drive and open MIPS form (update as needed), check school announcements/emails

8:00-11:00--Therapy, no breaks

I go to high school resource, to 6th grade, to 3rd grade, to 1st grade, to library for articulation students, to 2nd grade, then to high school resource in that time (sanitizing things in between)

11:00-11:30--pickup daughter from preschool, take to daycare, go back to school for lunch in my office, check emails.

11:30-12:00--Go to high school English to see student for inclusion

12:00-3:25--therapy with no breaks

I go to 4th grade, to 5th grade, to high school resource, to library for Kindergarten articulation, to high school resource, to library for articulation students, to elementary resource to see a student individually, to high school resource to see student individually. (sanitizing things in between)

3:30-3:45--clean up materials, help checkout Resource students, prep for upcoming IEP/MDT meeting

3:45-5:00--Typically, I have a meeting to attend. If not, I work in my office on lesson planning, sanitizing, prepping for next day, typing reports, entering MIPS minutes, entering IEP info into SRS (online database), make parent phone calls, laminate/cut materials, schedule and set up ZOOM meetings, check quarantine students list to plan hybrid learning, meet with Resource teachers to discuss students, work on progress notes if due, find new therapy materials, etc. (I rarely leave work before 4:45-5:00pm.)

# Speech Language Pathologists at ESU #7

## School-Age SLPs

- 6 Full-Time (1 contracted through CNRS)
- 1 Part-Time
- 1 Part-Time coordinator

## Early Childhood SLPs

- 4 SLPs (1 contracted through CNRS)



\*The remaining content will focus on the 6.5 school SLPs

# School-Age (Kind-12th grade + 18-21 programs)

## Districts Served Directly for 2020-2021

- St. Edward (2 days)
- Fullerton (3 days)
- Humphrey (includes 2 private schools) (5 days)
- Leigh (approx 1 day)
- Howells-Dodge (includes 1 private school) (4 days)
- East Butler (2.5 days)
- Schuyler (3 full time SLPs)

\*\*16 different buildings visited

## Assessment Rental as of 11/20/2020

- Boone Central
- Twin River
- Osceola

Available to all ESU #7 schools. Social Language and Written Language assessments most often rented for small fee for a two week period.

# Numbers as of November 20th, 2020

- Serving 359 students in 7 districts
  - 55.2 Average Caseload per SLP
- 68 evaluations completed
  - 10.5 evaluations on average per SLP
  - Some districts considerably lower than normal and others higher than average due to COVID
- 269 IEP (Individualized Education Plan) & MDT (Multidisciplinary Team) meetings attended
  - 41.4 meetings on average per SLP



## Day in the Life #2

27 Students on the Monday Schedule

2 buildings approx. 10  
miles apart

### Typical Monday Schedule

7:30-40 Arrive at rural elem. School

7:30-7:50 Meet with Kindergarten teacher to modify weekly spelling list for artic. Student, touch base with teachers.

7:50-8 Print/prep materials for sessions

8-8:20 5<sup>th</sup> grade student (pull-out: language and social comm.)

8:20-8:45 Kindergarten small group (pull-out: language and artic.)

8:45-8:55 Clean, sanitize, update data, MIPS tracker, check emails, pick up IEP signatures, etc.

8:55-9:20 4<sup>th</sup> grade student (push-in to classroom: language)

9:20-9:50 1<sup>st</sup> grade artic. Group (push-in and pull-out, work in class one day a week, out of class one day a week)

9:50-10:05 Drive back to middle school

10:10-11 8<sup>th</sup> grade ELA class (4 students, push-in: language)

11-11:30 6<sup>th</sup> grade high needs student (self-contained classroom, developing intentional communication, basic AAC, teaching cause and effect etc.)

11:30-11:40 Touch base with high needs teacher

11:40-12:05 6<sup>th</sup> grade small group (pull out, language)

12:05-12:24 7<sup>th</sup> grade small group (pull out, language)

12:24-12:45 8<sup>th</sup> grade small group (in Spec. Ed. Classroom during intervention time)

12:45-1:12 7<sup>th</sup> grade small group (pull out, language)

1:12-2 Lunch, paperwork, planning

2-2:30 6<sup>th</sup> grade high needs student (pull-out or while doing her job like delivering fruit, washing desks, etc. Work on social skills, language)

2:30-2:50 paperwork, planning

2:50-3:10 8<sup>th</sup> grade high needs student (pull-out: language)

3:10-3:30 8<sup>th</sup> grade ELA class (3 students, push-in: language, usually work on writing)

3:30-4:30 IEP meeting, or consult with teachers, or paperwork, or planning

# Service Delivery Models Currently Used

- Traditional Pull-Out
- Inclusion (in the classroom)
- Consultation
- Virtual
- Collaboration with teachers
- 1:1 (individual)
- Small groups
- Mixed groups
- AAC tech support
- Co-teaching
- Hybrid in-person+virtual small groups
- Parent consult for remote learners
- Work packets for remote learners
- Home school students

# Current Caseload Needs

- Expressive Language
- Receptive Language
- Articulation
- Voice
- Fluency
- Augmentative Alternative Communication
- Autism
- Pragmatic Language
- Social Skills
- Written Language
- Behavior Support
- Para Training to implement AAC
- Transition
- Executive Functioning
- Hearing Loss
- Apraxia



## Day in the Life #3

28 Students on the Tuesday Schedule

3 buildings in 2 towns

- 7:45 Arrive at first school
- check/reply to emails for 10-15
- kindergarten articulation group
- preschool articulation 1:1
- 4th grade written language group
- drive to second school
- 3rd grade articulation/language group
- 15 min plan
- 2nd grade articulation/language group
- 1st grade articulation group
- drive to third school
- 3rd grade AAC/language/apraxia 1:1
- high school pragmatic language/executive functioning push in
- 30 min lunch/emails/paperwork/collaboration
- 4th grade language group
- 3rd grade language push in
- 7th grade articulation/language 1:1
- 3rd grade articulation group
- 2nd grade articulation/language group
- 15 min plan/paperwork
- kindergarten articulation 1:1
- 1st grade language/behavior push in
- 6th grade language/pragmatics/executive functioning group

# Nationwide Shortage, especially in rural areas

- Nearly 42,000 job openings
- Number of work settings
- Training Jam at Universities (100s of undergraduates interested)
- Approximately 65 new SLPs graduate in Nebraska each year. How many stay?
- Fairly high burnout rate, especially in rural areas

# Recruitment Efforts

- Virtual NSLHA career fair September 2020
- Communication with Colleges -emailed every College/University with SLP program in Nebraska and surrounding states last spring. Responses from UNK, UNL, and two Universities outside of NE.
- Mock interviews with UNL SLP student teachers each semester
- Hosted a student teacher from UNK last Jan.-Mar. (signed with ESU #8 due to loan forgiveness benefit)
- Slated to host another student teacher from UNL Jan.-Mar. 2021
- Job posting on Teach Nebraska, OWH, Linked-In last spring, ESU #7 website