

DATE:

TO: ESU #1 Board of Directors

FROM: Bill Heimann, Administrator

RE: Tuesday, April 9, 2024 Board Meeting

There will be a meeting of the ESU #1 Board of Directors, on Tuesday, April 9, 2024, at 5:30 PM in the

ESU #1 Conference Room
211 Tenth Street
Wakefield, NE 68784-5014

Consideration, discussion and any action necessary will be taken on the following items.

- A. Notification of Open Meetings Law
- B. Roll Call*
- C. Consent Agenda*
 - C.1. Previous Minutes (copy attached)
 - C.2. Financial Reports*
 - C.2.a. Revenue Report/Treasurer's Report
 - C.2.b. Cash Summary/Expenditure Report
 - C.3. Bills for April
 - C.4. Administrator's Monthly Report
 - C.4.a. NPERS Correspondence
 - C.4.b. ESU1 Personnel Contracts
 - C.4.c. Tower School Facility
- D. Public Comment
- E. Nebraska Liquid Asset Fund Membership
- F. Property/Liability Insurance
- G. Legislation Update
- H. Migrant Education Program Coordinator Job Description
- I. School Psychology Assistant Job Description
- J. Filemaker Pro License Contract
- K. Supplemental Contract for Teaching and Learning Team
- L. Classified Staff Compensation for 2024-25
- M. Personnel*
 - M.1. Consider, discuss, and take necessary action on employee contracts and personnel changes.
 - M.1.a. Resignation(s)
 - M.1.b. New Hire(s)
 - M.1.c. Contract Change(s)
 - M.1.d. Termination(s)
- N. Adjournment

This agenda contains a list of subjects known at the time of its distribution on . A copy of the agenda reflecting any changes will be kept in the ESU #1 Administrative office and will be readily available for public inspection during normal office hours. Except for items of

emergency nature, the agenda will not be enlarged later than twenty-four hours before the scheduled commencement of the meeting. The Board reserves the right to change the order of business discussed.

*Action Items



MINUTES OF MEETING

A _____ meeting of the governing body of _____ a Nebraska Public Agency ("Public Agency"), was held at _____ on the ____ day of _____, 20____, at _____ o'clock __.m.

The meeting was called to order by the presiding official. Governing body members present were:

Governing body members absent were: _____.

Notice of the meeting was given in advance thereof by reasonable advanced publicized notice according to a designated method of giving advance notice of the Public Agency's meetings. A copy of such notice and the method of its being publicized are attached to these minutes. Notice of this meeting was also given in advance to all governing body members and a copy of their Acknowledgment of Receipt of Notice of Meeting and the agenda for such meeting is also attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the governing body members of this meeting. All proceedings of the governing body were taken while the convened meeting was open to the attendance of the public. The governing body makes 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 this meeting, the presiding official announced and informed the public about the location of the posted information.

A discussion was held with regard to becoming a participant in the Nebraska Liquid Asset Fund ("Fund"). After discussion, governing body member _____ offered the following resolution and moved for its passage and adoption, and the same was seconded by governing body member _____:

WHEREAS, Nebraska law, including but not limited to §77-2341, R.R.S., expressly allows Public Agencies and other governmental subdivisions to invest surplus or excess funds; and

WHEREAS, the Interlocal Cooperation Act §13-801 to §13-827, R.R.S., provides that two or more Public Agencies and other governmental subdivisions may jointly cooperate in the exercise or in the performance of their respective governmental functions, powers or responsibilities and may enter into joint agreements as may be deemed appropriate for such purposes when such agreements have been adopted by appropriate action by the governing bodies of the participating public agencies; and

WHEREAS, the **Declaration of Trust** (Interlocal Agreement) and a current information statement relating to the Fund have been presented to this governing body; and

WHEREAS, the Declaration of Trust authorizes public agencies and other governmental subdivisions to adopt and enter into the Declaration of Trust and become participants of the Fund; and

WHEREAS, this governing body deems it advisable for this Public Agency to adopt and enter into the Declaration of Trust and become a participant of the Fund for the purpose of the joint investment of this Public Agencies surplus or excess funds with those other Public Agencies and other governmental subdivisions so as to enhance the investment earnings accruing to each such Public Agency.

NOW, THEREFORE, be it resolved as follows:

1 This Public Agency shall and does hereby join with other Public Agencies and other governmental subdivisions in accordance with the provisions of Nebraska law and in accordance with the Interlocal Cooperation Act, as applicable, by becoming a participant of the Fund by entering into a Declaration of Trust, which Declaration of Trust and Interlocal Agreement is hereby approved and adopted by this reference with the same effect as if it had been set out verbatim in this resolution. A copy of the Declaration of Trust is attached hereto and incorporated herein

by this reference and shall be filed with the minutes of the meeting at which this resolution was adopted.

2 This Public Agency is hereby authorized to invest its available funds from time to time and to withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust. This Public Agency hereby delegates all authority and duties which the law otherwise authorizes it to delegate in accordance with the Declaration of Trust. The following officers and officials of this Public Agency are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry by this Public Agency into the Declaration of Trust and Interlocal Agreement and the approval and adoption thereof by this Public Agency:

_____	_____	_____
Print Name	Title	Signature
_____	_____	_____
Print Name	Title	Signature
_____	_____	_____
Print Name	Title	Signature

3. The following officers and officials of this Public Agency and their respective successors in office each are hereby designated as "authorized officials" with full power and authority to effectuate the investment and withdrawal of monies of this Public Agency from time to time in accordance with the Declaration of Trust:

_____	_____	_____
Print Name	Title	Signature
_____	_____	_____
Print Name	Title	Signature
_____	_____	_____
Print Name	Title	Signature

The Secretary of this Public Agency shall advise the Fund of any changes in authorized officials in accordance with procedures established by the Fund.

4 The Trustees of the Fund have retained U.S. Bank N.A. as Custodian for the Fund, As such, U.S. Bank N.A. in its capacity as Custodian has official custody of this Public Agency's money which is invested in accordance with the Declaration of Trust.

5 Authorization is hereby given for members of the Governing Body and officials of this Public Agency to serve as Trustees of the Fund from time to time if elected as such pursuant to the Declaration of Trust.

6 All other resolutions and parts of resolutions in so far as they conflict with the provisions of this resolution being the same are hereby rescinded.

The foregoing resolution having been read in its entirety, and a motion having been duly made and seconded for its passage and adoption, the roll was called thereon and the following members voted in favor of passage and adoption of said resolution: _____

_____. The following voted against the same: _____
_____. The following were absent or not voting: _____.

The above resolution having been consented to by a majority of all members of the Governing Body was declared as duly passed and adopted by the President.

DATED this ____ day of _____, 20 ____.

(Insert legal name of public agency)

BY: _____
Authorized Official

ATTEST: _____
Authorized Official

January 31, 2024

Fund Fact Sheet

NEBRASKA
LIQUID
ASSET FUND

NLAF was established in 1988 to provide Nebraska public agencies and political subdivisions with professional investment services.

NEBRASKA LIQUID ASSET FUND

Provides a short-term liquid portfolio rated AAAM⁴ by Standard and Poor's and permitted as an investment for Nebraska public agencies under Nebraska law.

INVESTMENT OBJECTIVE

To earn a high rate of return while preserving principal, providing liquidity and seeking a stable NAV of \$1.00.

INVESTMENT PHILOSOPHY

Through diligent market analysis and careful duration management, we can help public agencies, typically limited to a conservative investment universe, maximize their income potential while maintaining stability of principal and liquidity.

FUND FACTS

As of January 31, 2024

7-Day Net Yield ¹	5.08%
Monthly Distribution Yield ²	5.06%
Weighted Average Maturity ³	36 Days
Fund Rating ⁴	AAAM by Standard and Poor's

SERVICE PROVIDERS

Investment Adviser and Administrator:

PFM Asset Management LLC

Marketing Agent: PFM Fund Distributors, Inc

Depository and Custodian: U.S. Bank, N.A.

Independent Audit Firm:

Ernst & Young LLP

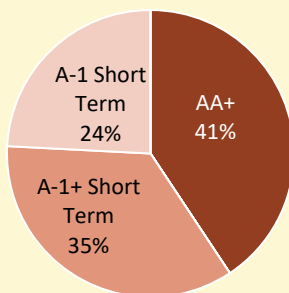
Legal Counsel:

Perry, Guthery, Haase & Gessford, P.C.

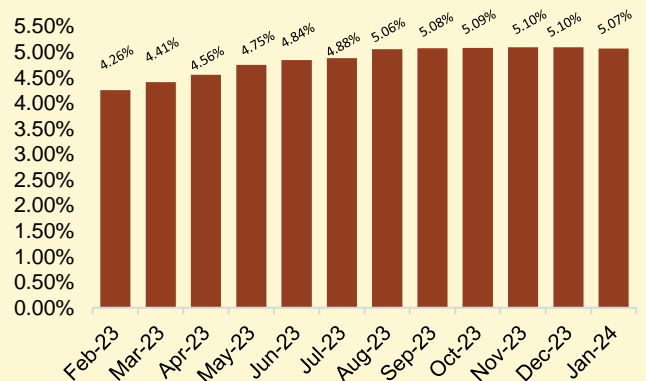
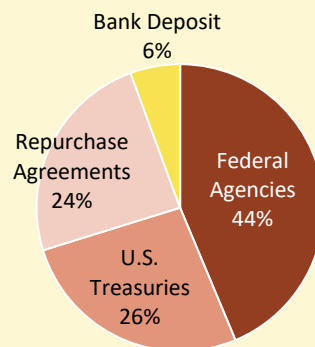
Fund Diversification as of January 31, 2024⁶

Performance (30-Day Net Yield⁵ %)

Credit Quality Distribution
(Standard & Poor's Fund Ratings)



Sector Composition



¹ 7-day net yield, also known as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7.

² The monthly distribution yield represents the net change in the value of a hypothetical account with a value of one share (normally \$1.00 per share) resulting from all dividends declared during a month by the Pool expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

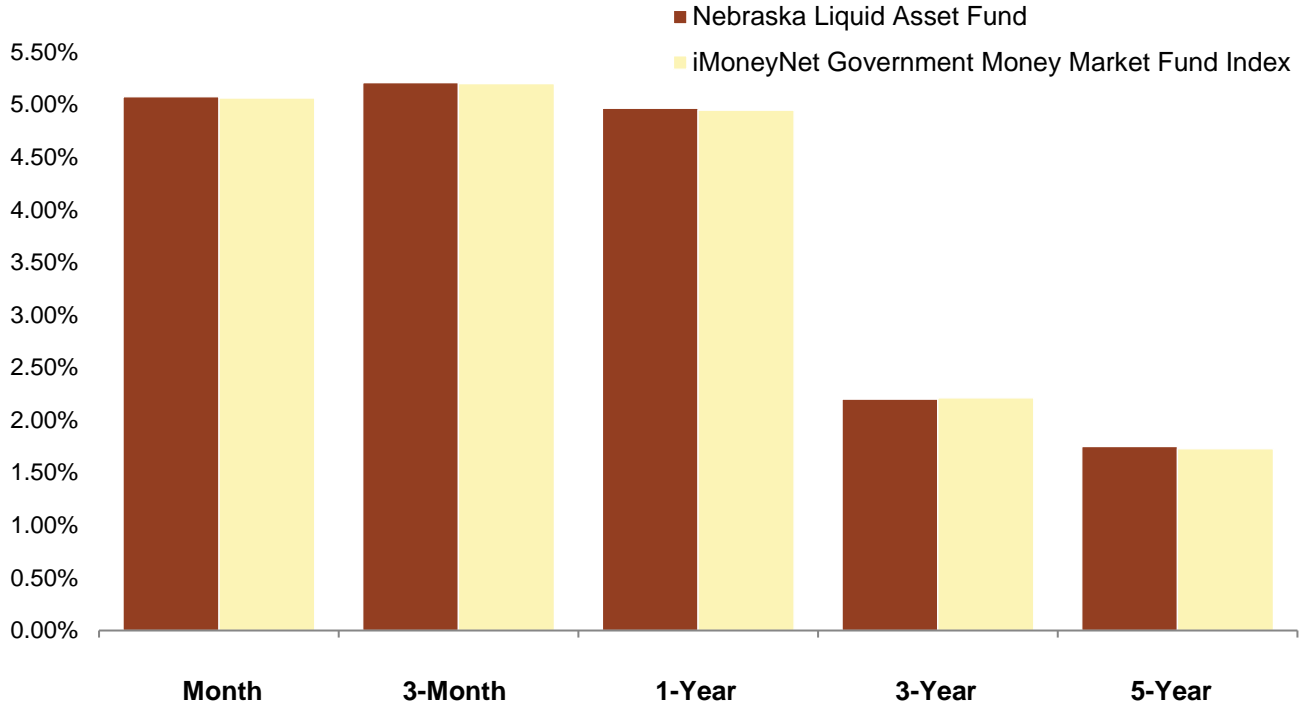
³ Weighted Average Maturity: Calculated by the final maturity for a security held in the portfolio and the interest rate reset date. This is a way to measure a fund's sensitivity to potential interest rate changes.

⁴ Standard & Poor's fund ratings are based on analysis of credit quality, market price exposure, and management. According to Standard & Poor's rating criteria, the AAAM rating signifies excellent safety of investment principal and a superior capacity to maintain a \$1.00 per share net asset value. However, it should be understood that the rating is not a "market" rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology, visit Standard & Poor's website (http://www.standardandpoors.com/ratings/en_US/web/guest/home).

⁵ As of the last day of the month. The 30-day yield represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a thirty-day base period expressed as a percentage of the value of one share at the beginning of the thirty-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 30.

⁶ Percentages may not add to 100% due to rounding.

Average Annual Return as of January 31, 2024



Nebraska Liquid Asset Fund

5.07%

5.21%

4.96%

2.20%

1.75%

iMoneyNet Government Money Market Fund Index¹

5.06%

5.20%

4.95%

2.21%

1.73%

Must be preceded or accompanied by an Information Statement. For a current Information Statement, which contains more complete information, please visit <http://www.nlafpool.org/> or call 877-667-3523. Before investing, consider the investment objectives, risks, charges and expenses of the pool carefully. This and other information can be found in the Information Statement. Read the Information Statement carefully before you invest or send money.

¹Source: iMoneyNet Government Institutional Money Market Fund Average. This index is comprised of funds rated in the top grade that invest in high-quality financial instruments with dollar-weighted average maturities of less than 60 days. It is not possible to invest directly in such an index.

Past performance is no guarantee of future results. Yields will fluctuate as market conditions change. The current fund performance may be higher or lower than that cited. The yields shown may reflect fee waivers by service providers that subsidize and reduce the total operating expenses of the Pool. Pool yields would be lower if there were no such waivers.

This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Fund's investment objectives, risks, charges and expenses before investing in the Fund. This and other information about the Fund is available in the Fund's current Information Statement, which should be read carefully before investing. A copy of the Fund's Information Statement may be obtained by calling 1-877-667-3523 or is available on the Fund's website at www.nlafpool.org. While the Fund seeks to maintain a stable net asset value of \$1.00 per share, it is possible to lose money investing in the Fund. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Fund are distributed by **PFM Fund Distributors, Inc.**, member Financial Industry Regulatory Authority (FINRA) (www.finra.org) and Securities Investor Protection Corporation (SIPC) (www.sipc.org). PFM Fund Distributors, Inc. is an affiliate of PFM Asset Management LLC.

CONDITIONAL

Personalized Proposal Prepared for



EDUCATIONAL SERVICE UNIT 1

Your Business

EDUCATIONAL SERVICE UNIT 1
211 10TH ST
WAKEFIELD, 68784-5014 NE

Your Agent

NORTHEAST NEBRASKA
INSURANCE AGENCY INC
PO BOX 100
WAYNE, NE 68787-0100

Your Quote

Quote: 8X55392 001
Prepared on 03/26/2024
Policy Term: 04/02/2024-04/02/2025

Valid Through: 05/10/2024

Your Account Summary

Your Premium Estimate

Commercial Property (Version #4)	\$23,975.00
General Liability (Version #1)	\$9,462.00
Cyber (Version #2)	\$1,330.00
Workers Compensation (H-02)	\$37,446.00
Business Auto (E-01)	\$804.00
Commercial Umbrella (J-02)	\$5,073.00
Govt Crime/Fidelity Package (F-01)	\$527.00
Linebacker - Claims Made (K-02)	\$7,459.00
Total Account Premium Estimate	\$86,076.00

82,462

Your Policy Benefits Include...

- 1 Industry leading loss control services to help protect your business
- 2 Flexible payment options designed to fit your needs
- 3 Fast, responsive claims service when you need it

Your Payment Options



Electronic Funds Transfer (EFT)

Set up automatic payments and skip transaction fees with EFT. Sign up In Policyholder Access or contact your agent to get started.



Online

www.emcIns.com
Visit our website to make a single payment by eCheck or credit/debit card.



Mail

Submit check, money order or cashier's check to our centralized lockbox.

James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight***
Charles Kaplan
Haleigh B. Carlson
Sara J. Tonjes



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

Of Counsel
Thomas M. Haase

*Also admitted in Iowa
** Also admitted in Kansas
***Also admitted in Colorado

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

April 2, 2024

Via Email: klofquist@esucc.org

Dr. Kraig Lofquist
Executive Director, ESUCC

Dr. Lofquist:

Thank you for your March 27th email where you asked the following questions. After researching and reviewing your questions, please find our analysis, below:

Q1. Does *each* ESU have to list their lobbying fees, or can the ESUCC list them all, because the ESUCC makes one payment for the lobbying services?

Currently, the ESUCC bills each ESU for lobbying fees and pays them in one lump sum.

A1: Each political subdivision is required to post its lobbying fees on its own website. But this requirement only applies to an “individual lobbyist or lobbying firm” contracted with the political subdivision. If the contract with the lobbying firm is between the ESUCC and that lobbying firm, then only the ESUCC would need to disclose the lobbying contract/fees on the ESUCC website. But if the lobbying contract includes all ESU’s as covered clients, then each ESU will need to list its proportionate lobbying fees paid on its website.

Q2. Do we have to add speech/language pathology national annual memberships paid to the American Speech/Language and Hearing Association (ASHA)? School psychologist Association, etc.

Q3. Do we have to list every administrator's (superintendent, principal, sped director, business office manager, etc.) annual membership to NCSA? Association of Educational Service Agencies (AESA)? NRCSA? NASB? or attendance at state and national conferences?

Q4. Do membership dues reimbursed to employees still require disclosure? We reimburse our SLPs for their ASHA dues, we don’t pay the organization directly.

A2,3&4: As I read LB 304, only those memberships of an ESU's Board (NRCSA, NASB, etc.) are covered. Individual memberships by ESU employees (such as NCSA, AASA, and the like) are not covered and would not need to be disclosed, even if the ESU reimburses its employees for those individual membership dues. If the ESU Board is a dues paying member of AESA, then AESA would need to be listed on the ESU website.

Q5. ESUCC Annual Master Service Agreement fees?

Note: Each year the ESUCC creates a master service agreement (MSA). The master (MSA) is a comprehensive document that includes services that are both optional and required. For example, all service units must participate in ESUPDO (three meetings each year). Conversely, ESUs can opt out of services such as the online IEP system known as SRS.

A5: In my opinion, the Annual MSA fees are not covered by LB 304 and do not need to be disclosed on the ESUCC's or any ESU's websites. Only those "membership dues" are required to be disclosed, and (in my view) optional service fees are not the same as "membership dues."

Q6. Can we pay a non-index wage to employees that they could then utilize for work related items they deem as important to their work (i.e, to cover **partial/full cell phone costs** because they use their cell phones for work from time to time, membership fees - i.e.,

A6: As long as the ESU Board and employee agree, then the ESU could make payments as you described. However, the ESU would need to review its negotiated agreement (if any) to determine if paying certificated staff a different amount than the negotiated agreement's wages would run contrary to that agreement. If it would, then the ESU would need the Association's consent to deviate from the negotiated agreement.

Q7. ESUCC pays their Executive Director and he is a registered lobbyist. Does that need to be disclosed as well?

A7: In my opinion, no. The Executive Director's salary from the ESUCC does not amount to "fees" paid to an individual lobbyist.

Q8. Where on the website do we post?

A8: LB 304 does not provide any specifics on the website posting requirements. Pursuant to the text of LB 304 itself, as long as the information is listed somewhere on the ESU's website, that satisfies the requirements of the new law. I should note that this is unlike the Superintendent Transparency Act (Neb. Rev. Stat. § 79-2402), which requires the Superintendent's contract be "prominently displayed" on the school's website.

Q9. Must the list be kept current or do we update annually for the prior year? When would we be allowed to remove a disclosure if we stopped paying that membership due?

A9: Under the wording of the new law, the list must be kept current. If an ESU enters into a new lobbying contract, those lobbying fees would need to be disclosed on the ESU's website. On the other hand, if the ESU cancelled a lobbying contract, then the ESU could remove that lobbying fee from its website.

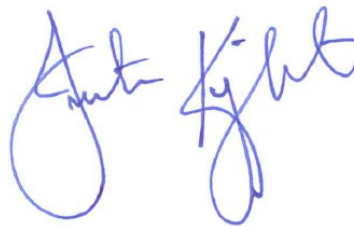
Q10. What is the start date? Is the list meant to be retrospective or starting from the date the bill is enacted?

A10: LB 304 did not include an emergency clause, so LB 304 will become effective three months after the Legislature adjourns. LB 304 also does not include any retroactive provisions, so the new law will take effect in mid-July and will only apply to memberships and lobbying fees that exist in mid-July and those moving forward.

I trust that the foregoing is helpful. Please let me know if you have any questions or concerns, and what I can do to help.

Sincerely,

PERRY, GUTHERY, HAASE
& GESSFORD, P.C., L.L.O.

A handwritten signature in blue ink, appearing to read "Justin J. Knight". The signature is stylized with large loops and a cursive-like flow.

Justin J. Knight

Educational Service Unit #1 Job Description Migrant Education Program Coordinator

It is the policy of Educational Service Unit #1 to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Administrator.

- A. Job Title:** Migrant Education (Title I-C) Program Coordinator
- B. Department:** Migrant (Title I-C) Education
- C. FLSA Status:** Exempt
- D. Education Level and Certification:** Bachelor's degree or higher required. Valuable experience would include previous work in: education, non-profit, grant experience, work with non-English speaking and/or low income populations. Bilingual (English/Spanish) preferred but not required.
- E. Reports To:** ESU 1 Administrator
- F. Essential Job Functions:** The employee has the primary duty of supporting program staff to better serve the unique needs of PK-12 migrant (Title I-C) students and migrant youth. By recognizing the demand of their migrant lifestyle, the employee works with the youth to set and achieve educational, work and personal goals. Demonstrate the ability to perform assigned tasks with minimal supervision.
- G. Essential Job Tasks:**
 - Coordinate programs, services, data and recruiting with the State Title I-C Migrant Education Program.
 - Serve as a leader and positive contributing member of the ESU 1 Title I-C Migrant Education team and the greater ESU 1 community.
 - Hire (with administrative approval), train, and supervise program Educational liaison, service providers, recruiter and Title I-C office staff.
 - Remain current on all Title I-C Migrant federal and state requirements, guidance, and standards.
 - Understand and comply with ESU 1 mission, board policies and regulations.
 - Maintain consistent contact with families and parents to communicate student needs and progress.
 - Complete a student success plan for each targeted student, update plans regularly.
 - Create a regular implementation plan for providing instructional services, including location, students served, content objectives and lesson outlines.
 - Administer and maintain records of assessments used to identify student needs and measure continual progress.
 - Maintain accurate data and demographic information for each student and services

provided in a timely and efficient manner.

- Evaluate needs for professional development of staff and coordinate relevant training, including state level training, meetings, or conferences.
- Attend all required professional development training and meetings to ensure effective teaching practices. Provide and coordinate necessary support services, including but not limited to health services, material resources, transportation, referrals and interpretation.
- Ensuring team members have the supplies and resources to complete assigned tasks on time and within the allotted budget.
- Administer and maintain all records and schedules as required.
- Perform other tasks as assigned by NDE or ESU 1.
- Manage marketing and outreach to the community, and develop relationships with community partners to benefit program goals.
- Serve as the liaison between the school and migrant community through regular visits with school personnel and migrant families.

H. At Will Employment: Employment with ESU #1 is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with ESU #1 is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Administrator.

I. Essential Physical Requirements: The essential functions of the Coordinator position include (1) regular, dependable attendance on the job; (2) the ability to perform the essential tasks; and, (3) the ability to perform the following identified physical requirements:

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67 +%
Standing			X	
Walking			X	
Sitting			X	
Bending/Stooping			X	
Reaching/Pushing/ Pulling			X	
Repetitive Hand Movements				X
Climbing Stairs		X		
Driving			X	

Lifting up to 50 Pounds		X		
Carrying 20 Feet		X		

Educational Service Unit #1 Job Description School Psychology Assistant

It is the policy of Educational Service Unit #1 to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Administrator.

- A. Job Title:** Psychology Assistant
- B. Department:** Special Education
- C. FLSA Status:** Exempt
- D. Educational Level and Certification:** Bachelor's degree or higher required. Must possess or be eligible for a Nebraska Teaching Certificate or license from the Nebraska Department of Health and Human Services. Experience preferred in education, special education, or counseling.
- E. Reports To:** Department Coordinator, Special Education Director
- F. Essential Job Functions:** Complete tasks and assigned responsibilities to support the work of the school psychologist.
- G. Job Tasks:**
 1. Discuss assigned duties with supervising school psychologist and administrators to coordinate work activities
 2. Assist with assessing difficulties of referred students through appropriate testing and diagnostic procedures as appropriate for the individual's level of competence and education/training.
 3. Administer tests and draft reports as directed by a school psychologist.
 4. Assist with communicating and/or implementing the recommended corrective or remedial procedures to be utilized with referred students based upon the results obtained from diagnostic testing, observation and teacher/parent input.
 5. Consult with teachers and parents whenever necessary and appropriate.
 6. Attend conferences and training to build skill development.
 7. Serve as a consultant on mental health topics for instructors in the school health program when appropriate.

8. Attend staff, professional and interagency meetings for the purpose of enhanced communication and professional growth.
9. Assist with conducting general research related to the field to assist with furthering school psychology outcomes for our schools.
10. Monitor current programs for operational effectiveness and make recommendations for improvement when requested.
11. Perform other duties as assigned by the supervisor.
12. Adhere to policies and procedures set by ESU #1.
13. May not participate in the activities assigned to a fully certified school psychologist according to Rule 51, Rule 52 and Rule 24.

P. Essential Physical Requirements: The essential functions of the position include (1) regular, dependable attendance on the job; (2) the ability to perform the essential tasks; and, (3) the ability to perform the following identified physical requirements:

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67 +%
Standing			X	
Walking			X	
Sitting			X	
Bending/Stooping			X	
Reaching/Pushing/ Pulling			X	
Repetitive Hand Movements				X
Climbing Stairs		X		
Driving			X	
Lifting up to 50 Pounds		X		
Carrying 20 Feet		X		