

Board of Education Regular Meeting

Monday, September 8, 2014 8:10 PM

Conference Room
1501 Front Street
Henderson, NE 68371-8929

Agenda

1. Preliminary Procedures
 1. Call to Order
 2. Public Notice of the Meeting
 3. Roll Call
2. Public Comments on Agenda Items
3. Public Comments on Topics Not on the Agenda
4. Reports
 1. Superintendent's Report
 2. Principals' Reports
5. Discussion Items
 1. Safety Drills
 2. State Testing Data
 3. Newsletter
 4. Breakfast Program
 5. School Board Conferences
 6. Professional Development
 7. Committee Assignments
6. Old Business
 1. Final Reading Policy IO - Concussions
7. New Business
 1. Seclusion & Restraint Policy

2. 2014-2015 Budget
3. Tax Request Resolution
4. Policy JBA - Appendix
8. Future Agenda Items
9. Consent Agenda
 1. Approval of Minutes
 2. Approval of Treasurer's Report
 3. Approval of Claims
 4. Financial Reports
 5. Out of State Travel Requests
10. Adjournment

PROFESSIONAL DEVELOPMENT SCHEDULE 2014 - 2015

| Sept. 15 | Oct. 20 | Jan. 5 | Feb. 16 | Mar. 23 |
|--|---|--|--|---|
| <ul style="list-style-type: none">  Review school improvement goals  Committee discussions on strategies for goals  Book study discussion  Safety procedures | <ul style="list-style-type: none">  Book study discussion  April Kelley works with K-6 on reading groups & intervention strategies  7-12 Digital Citizenship  Math Curriculum Update Discussion | <ul style="list-style-type: none">  Book study discussion  Data Review  Math Curriculum Update Discussion  Curriculum Alignment  Academic Vocabulary | <ul style="list-style-type: none">  Book study discussion  April Kelley follow-up on reading interventions  Academic Vocabulary  Math Curriculum | <ul style="list-style-type: none">  Book study discussion  Math Curriculum  Curriculum Alignment  Academic Vocabulary |

**Heartland Community Schools
School Board Committee Assignments
2013-14 School Year**

Negotiations

P. Brune, G. Braun, G. Larson

School Board Policy

P. Brune, K. Allen, B. Stuhr

Superintendent Evaluation Tool

K. Allen, G. Braun, D. Wilhelm

Americanism

B. Stuhr, G. Larson, D. Wilhelm

Policy IO - Concussions

Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- the signs and symptoms of a concussion;
- the risks posed by sustaining a concussion; and
- the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

Response to Concussions.

Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption:

Policy IDDE - RESTRAINT AND SECLUSION OF STUDENTS

Restraint and seclusion are behavioral interventions, not educational techniques. They are limited to exigent circumstances and situations that necessitate their use to protect the safety of the student, other students, staff and property. When used as safety intervention, they should be used as methods of last resort. When used as behavior intervention, they must be used according to the terms of this policy.

This policy does not cover interventions such as voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider have indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

I. Seclusion

A. Definition

1. Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student.
2. A room or area used for seclusion:
 - a. must not be locked;
 - b. must not prevent the student from exiting the area should staff become incapacitated or leave that area;
 - c. must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

B. Timeout

1. Timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable.
2. Timeout should not be confused with seclusion because a student's movement in a timeout setting is not physically restricted.
3. Timeout lies within a continuum of procedures that help students self-regulate and control their behavior.

C. Seclusion is inappropriate for students who are severely self-injurious or suicidal.

D. Time and Duration

1. Emergency seclusion should be used only as long as necessary to allow a student to regain control of his/her behavior, but generally:
 - a) Elementary school students – no longer than 15 minutes; and
 - b) Middle and high school students – no longer than 20 minutes.
 - c) If an emergency seclusion lasts longer than the suggested maximum time, the staff member should:

- (1) summon additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and
- (2) document the need to explain the extension beyond the time limit.

E. Staff Requirements

While using seclusion, staff must:

1. involve appropriately-trained key identified personnel to protect the care, welfare, dignity, and safety of the student;
2. continually observe the student in seclusion for indications of physical distress and seek medical assistance if there is a concern; and
3. document observations.

II. Restraint

There are three types of restraint: physical, chemical, and mechanical.

A. Physical restraint involves direct physical contact that prevents or significantly restricts a student's movement.

1. Restraint is a last resort emergency safety intervention. Restraint is an opportunity for the student to regain self-control.
2. This policy on physical restraint is not intended to forbid actions undertaken:
 - a. to break up a fight
 - b. to take a weapon away from a student
 - c. to hold a student briefly in order to calm or comfort
 - d. to escort a student physically from one area to another location within the school building
 - e. to assist a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration.
 - f. to hold a student briefly in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

B. Chemical restraint is the administration of medication for the purpose of restraint.

1. The school district will not, under any circumstances, engage in chemical restraint.
2. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician.

C. Mechanical restraint means the use of any device or material attached to or adjacent to a student's body that restricts normal freedom of movement and which cannot be easily removed by a student.

1. Mechanical restraint does not include:
 - a. an adaptive or protective device recommended by a physician or therapist (when it is used as recommended).
 - b. safety equipment used by the general student population as intended (for example, seat belts, safety harness on school transportation).

III. Limitations in Use

- A. Seclusion and/or restraint shall not be used:
1. for the convenience of staff;
 2. as a substitute for an educational program; or
 3. as a form of discipline/punishment.

IV. Recurring Behavior

- A. If a pattern of behavior emerges, or is anticipated, which may require the use of emergency seclusion, the school personnel must:
1. conduct a functional behavioral assessment;
 2. call a meeting of the student's IEP team to develop or revise a positive behavior intervention plan to facilitate the reduction or elimination of the use of seclusion and/or restraint
- B. Given the limited size and training of the school district's staff, students whose behavior routinely requires seclusion and restraint may not be able to be served in the school district and may require a placement out of the school district.

V. Prohibited Practices

- A. The following are prohibited under all circumstances, including emergency situations:
1. corporal punishment;
 2. the deprivation of basic needs;
 3. anything that constitutes child abuse;
 4. the seclusion of preschool children; and
 5. the intentional application of any noxious substance(s) or stimuli which result in physical pain or extreme discomfort.

Adopted:

Revised:

Reviewed:

| 2014-2015 BUDGET ADOPTED | | | | | | | | | |
|---------------------------------------|---------------------------------------|---|--|--|---|---|--|--------------------------------------|---|
| | TOTAL BEGINNING BALANCE (Column 1) | TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2) | PERSONAL AND REAL PROPERTY TAXES (Column 3) | TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4) | TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5) | TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6) | TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7) | NECESSARY CASH RESERVE (Column 8) | TOTAL REQUIREMENTS (Col 7 + Col 8) (Column 9) |
| General | 1,800,000.00 | 2,449,847.00 | 4,347,665.00 | 6,797,512.00 | 907,280.00 | 5,441,233.00 | 6,348,513.00 | 448,999.00 | 6,797,512.00 |
| Depreciation | 1,185,725.00 | 1,341,625.00 | | 1,341,625.00 | | | 1,341,625.00 | | 1,341,625.00 |
| Employee Benefit | 2,961.00 | 2,961.00 | | 2,961.00 | | | 2,961.00 | - | 2,961.00 |
| Contingency | - | - | | - | | | - | | - |
| Activities | 124,834.00 | 250,000.00 | | 250,000.00 | | | 250,000.00 | - | 250,000.00 |
| School Lunch | 3,156.00 | 140,093.00 | | 140,093.00 | | | 140,093.00 | - | 140,093.00 |
| Bond | - | - | - | - | | | - | - | - |
| Special Building | 375,559.00 | 375,559.00 | 39,441.00 | 415,000.00 | | | 415,000.00 | | 415,000.00 |
| Qualified Capital Purpose Undertaking | 89,887.00 | 90,387.00 | 204,710.00 | 295,097.00 | | | 295,097.00 | - | 295,097.00 |
| Cooperative | - | - | | - | | | - | - | - |
| Student Fee | - | 20,000.00 | | 20,000.00 | | | 20,000.00 | - | 20,000.00 |
| | | | | - | | | | | - |
| TOTAL ALL FUNDS | 3,582,122.00 | 4,670,472.00 | 4,591,816.00 | 9,262,288.00 | 907,280.00 | 5,441,233.00 | 8,813,289.00 | 448,999.00 | 9,262,288.00 |

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets.

| PERSONAL AND REAL PROPERTY TAX RECAP | General Fund | Bond Fund(s) [Total Of All Bond Funds] | Special Building Fund | Qualified Capital Purpose Undertaking Fund |
|---|---------------------|---|-----------------------|--|
| PERSONAL AND REAL PROPERTY TAXES FROM COLUMN 3 (Line A) | 4,347,665.00 | - | 39,441.00 | 204,710.00 |
| COUNTY TREASURER'S COMMISSION AT 1% (Line B) | 43,915.76 | - | 398.39 | 2,067.78 |
| DELINQUENT TAX ALLOWANCE (If over 5% of Line A, see Instructions) (Line C) | - | - | - | - |
| TOTAL PERSONAL AND REAL PROPERTY TAXES (Line A + Line B + Line C) (Line D) | 4,391,580.76 | - | 39,839.39 | 206,777.78 |

| CERTIFIED STATE AID | MOTOR VEHICLE TAXES |
|----------------------------|----------------------------|
| \$ 17,747.00 | \$ 140,000.00 |

| COUNTY TREASURER'S BALANCE, 9-1-2014 | | | |
|---|---|---|---|
| 800,000.00 | - | - | - |

**2014 - 2015 Tax Request Resolution
for
Heartland Community Schools District 93-0096**

WHEREAS, public notice was given at least five days in advance of a special public hearing called for the purpose of discussing and approving or modifying the district's tax requests for the 2014 - 2015 school fiscal year for the General Fund, Special Building Fund, and Qualified Capital Purpose Undertaking Fund of York County School District 93-0096; and,

WHEREAS, such special public hearing was held before the board of education (hereinafter "the board") of Heartland Community Schools District 93-0096 (hereinafter "the district") at the time, date, and place announced in the notice published in a newspaper of general circulation, a copy of which notice and proof of publication of which is attached hereto as required by law; and,

WHEREAS, the board, after having reviewed the district's tax requests for each said fund, and after public consideration of the matter, has determined that the final tax requests as listed below are necessary in order to carry out the functions of the school district, as determined by the board for the 2014 - 2015 school fiscal year.

NOW BE IT THEREFORE RESOLVED that (1) the tax request for the General Fund should be, and hereby is set at \$4,391,580.76 for the 2014 - 2015 fiscal year; (2) the tax request for the Special Building Fund should be, and hereby is set at \$39,839.39 for the 2014 - 2015 fiscal year; (3) the tax request for the Qualified Capital Purpose Undertaking Fund should be, and hereby is set at \$206,777.78 for the 2014 - 2015 fiscal year.

It was so moved by _____ and seconded by _____ this 8th day of September, 2014.

Role call vote as follows:

| | | |
|----------|---------|-----------------|
| _____yes | _____no | Kent Allen |
| _____yes | _____no | Gary Braun |
| _____yes | _____no | Paul Brune |
| _____yes | _____no | Glenn Larson |
| _____yes | _____no | Boyd Stuhr, Jr. |
| _____yes | _____no | Deb Wilhelm |

The undersigned herewith certifies, as Secretary of the Board of Education of Heartland Community Schools District 93-0096, that the above resolution was duly adopted by a majority of said board at a duly constituted public meeting of said board.

Boyd Stuhr, Jr., Secretary

**Minutes for
Heartland Community Schools
Board of Education Regular Meeting**

August 11, 2014 8:00 PM
Conference Room

MISSION STATEMENT: Heartland Community Schools - Henderson/Bradshaw is dedicated to educating all students by providing challenging opportunities to learn according to individual needs.

1. Preliminary Procedures

- 1.1. Call to Order**
- 1.2. Public Notice of the Meeting**
- 1.3. Roll Call**

2. Public Comments on Agenda Items

3. Public Comments on Topics Not on the Agenda

4. Reports

- 4.1. Superintendent's Report**
- 4.2. Principals' Reports**

Discussion:

Mrs. Houck and Mr. Carr briefly discussed beginning of school meetings and other activities.

5. Discussion Items

5.1. NASB Area Membership Meeting

Discussion:

Area meeting is scheduled for September 3rd at York.

5.2. Labor Relations Conference

Discussion:

The Labor Relations Conference is scheduled for September 10th - 11th in Lincoln.

5.3. NASB State Conference

Discussion:

The NASB State Conference is scheduled for November 19th - 21st in Omaha.

5.4. eRate Update

6. Old Business

6.1. Final Reading - Policy CBRJ

Motion Passed: To approve the final reading of Policy CBRJ passed with a motion by Mr. Glenn Larson and a second by Mrs. Debra Wilhelm.

| | |
|----------------|-----|
| Mr. Kent Allen | Yes |
| Mr. Gary Braun | Yes |
| Mr. Paul Brune | Yes |

Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

6.2. 2nd Reading - Policy IO - Concussions

Motion Passed: To approve the 2nd reading of Policy IO passed with a motion by Mr. Paul Brune and a second by Mr. Boyd Stuhr.

Mr. Kent Allen Yes
Mr. Gary Braun Yes
Mr. Paul Brune Yes
Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

7. New Business

7.1. Option Enrollment Request

Discussion:

There being no formal paper request submitted, the board did not take any action.

7.2. Preliminary Review of 2014-15 Budget

7.3. Striv TV Agreement

Motion Passed: To approve the agreement with Striv TV for the 2014-15 school year at the \$2,975/ year category passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson .

Mr. Kent Allen Yes
Mr. Gary Braun Yes
Mr. Paul Brune Yes
Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

7.4. Local Sub Request

Motion Passed: To approve Cathy Wismer as a local substitute passed with a motion by Mr. Glenn Larson and a second by Mr. Paul Brune.

Mr. Kent Allen Yes
Mr. Gary Braun Yes
Mr. Paul Brune Yes
Mr. Glenn Larson Yes
Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

7.5. Archway Lighting

Discussion:

No action taken as another bid will be sought. The board was in agreement that this is a worthy project.

8. Future Agenda Items

9. Consent Agenda

Motion Passed: To approve the consent agenda passed with a motion by Mr. Paul Brune and a second by Mr. Kent Allen.

| | |
|--------------------|-----|
| Mr. Kent Allen | Yes |
| Mr. Gary Braun | Yes |
| Mr. Paul Brune | Yes |
| Mr. Glenn Larson | Yes |
| Mr. Boyd Stuhr | Yes |
| Mrs. Debra Wilhelm | Yes |

9.1. Approval of Minutes

9.2. Approval of Treasurer's Report

9.3. Approval of Claims

9.4. Financial Reports

9.5. Out of State Travel Requests

10. Tour of Facility Updates

11. Adjournment

Discussion:

The next scheduled meeting to be held on August 25, 2014 @ 8:00 p.m. for budget review.

Motion Passed: To adjourn the meeting at 9:58 p.m. passed with a motion by Mrs. Debra Wilhelm and a second by Mr. Kent Allen.

| | |
|--------------------|-----|
| Mr. Kent Allen | Yes |
| Mr. Gary Braun | Yes |
| Mr. Paul Brune | Yes |
| Mr. Glenn Larson | Yes |
| Mr. Boyd Stuhr | Yes |
| Mrs. Debra Wilhelm | Yes |

Board President

Board Secretary

**Minutes for
Heartland Community Schools
Board of Education Special Meeting**

August 25, 2014 8:00 PM
Conference Room

MISSION STATEMENT: Heartland Community Schools - Henderson/Bradshaw is dedicated to educating all students by providing challenging opportunities to learn according to individual needs.

1. Preliminary Procedures

1.1. Call to Order

Discussion:

Declare meeting to be open, legal, and properly advertised with all members having been informed of the nature of the meeting and having received related information. Announce the Open Meetings Act as posted in the front of the conference room.

1.2. Public Notice of the Meeting

Discussion:

Notices for the meeting were posted in multiple locations within the communities of Henderson and Bradshaw on Friday, August 22, 2014.

1.3. Roll Call

2. Public Comments on Agenda Items

Discussion:

This is your opportunity to speak to items on the agenda. If you are not part of the presentation of the agenda, please speak now. Thank you for your participation.

3. Public Comments on Topics Not on the Agenda

Discussion:

This is your opportunity to speak to any topic concerning the school district. Since this topic is outside of the agenda, the board cannot discuss or take action on the matter at this time. Discussion at a future meeting can be requested as an agenda item. Thank you for your participation.

4. Discussion Items

4.1. Discussion of Proposed 2014-15 Budget

5. New Business

5.1. Authorize Superintendent as Fiscal Agent

Motion Passed: To authorize Superintendent Best as the district's fiscal agent passed with a motion by Mr. Glenn Larson and a second by Mr. Paul Brune.

| | |
|--------------------|-----|
| Mr. Kent Allen | Yes |
| Mr. Gary Braun | Yes |
| Mr. Paul Brune | Yes |
| Mr. Glenn Larson | Yes |
| Mr. Boyd Stuhr | Yes |
| Mrs. Debra Wilhelm | Yes |

5.2. Van Purchase

Motion Passed: To authorize the superintendent to purchase a 12 passenger van for student transportation for an amount up to \$30,000 passed with a motion by Mr. Kent Allen and a second by Mr. Glenn Larson .

| | |
|--------------------|-----|
| Mr. Kent Allen | Yes |
| Mr. Gary Braun | Yes |
| Mr. Paul Brune | Yes |
| Mr. Glenn Larson | Yes |
| Mr. Boyd Stuhr | Yes |
| Mrs. Debra Wilhelm | Yes |

5.3. Approval of Claims

Motion Passed: To approve final claims for the 2013-14 school year passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson .

| | |
|--------------------|-----|
| Mr. Kent Allen | Yes |
| Mr. Gary Braun | Yes |
| Mr. Paul Brune | Yes |
| Mr. Glenn Larson | Yes |
| Mr. Boyd Stuhr | Yes |
| Mrs. Debra Wilhelm | Yes |

6. Adjournment

Discussion:

The next scheduled meeting to be held on September 8, 2014 at 8:00 p.m.

Motion Passed: Motion to adjourn the meeting at 9:09 pm. passed with a motion by Mr. Boyd Stuhr and a second by Mr. Glenn Larson .

| | |
|--------------------|-----|
| Mr. Kent Allen | Yes |
| Mr. Gary Braun | Yes |
| Mr. Paul Brune | Yes |
| Mr. Glenn Larson | Yes |
| Mr. Boyd Stuhr | Yes |
| Mrs. Debra Wilhelm | Yes |

Board President

Board Secretary