Regular Board of Directors Meeting

Educational Service Unit 7, Oak Room
2657 44th Ave
Columbus, NE 68601-8537
Monday, November 21, 2022 at 5:30 PM
Posted Locations:

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

Posted Date: MM/DD/YYYY

Attendance Taken at 5:33 PM.

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

Present: 9, Absent: 3.
Attendance Update Taken at 5:34 PM.
Dan Hoesly: Present
Present: 10, Absent: 2.

1. **Call the Meeting to Order**

LEADERSHIP • SERVICE • SUPPORT

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public on ESU 7 website www.esu7.org and posted at location of meeting. Notice of this meeting was also given in advance to all members of the Board of Education of Educational Service Unit 7. Availability of the agenda and purpose of the hearing was communicated in the advance notice of the meeting and in the notice to the members of this hearing. All proceedings of the Board of Education of Educational Service Unit 7 were taken while the convened hearing was open to the attendance of the public.
Roll call was taken at 5:33pm
Board President conducted the meeting.

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

1.1. Notification of Open Meetings Law

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

1.2. Roll Call

1.3. Absent Board Members

Board members Marni Danhauer and Richard Luebbe will be absent for the November board meeting. They notified the Administrator prior to the meeting.

Recommendation: Discuss, consider and take action to approve the Board member absences.
Approval of Board Member absences as presented Passed with a motion by Jack Young and a second by Dawn Lindsley.

Marni Danhauer:	Absent
Richard Luebbe:	Absent
Donald Ellison:	Abstain (Without Conflict)
Dan Hoesly:	Abstain (Without Conflict)
Bob Arp:	Yea
Joyce Baumert:	Yea
Dawn Lindsley:	Yea
Jennifer Miller:	Yea

Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 8, Nay: 0, Absent: 2, Abstain (Without Conflict): 2
Board members Marni Danhauer and Richard Luebbe were absent for the November board meeting. They notified the Administrator prior to the meeting.

1.4. Pledge of Allegiance All members present participated in the Pledge of Allegiance.

2. Approval of Agenda

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

Recommendation: Discuss, consider and take any necessary action to approve agenda as presented.
Agenda as presented Passed with a motion by Joyce Baumert and a second by Gary Wieseler.
Marni Danhauer: Absent
Richard Luebbe: Absent
Donald Ellison: Abstain (Without Conflict)
Bob Arp: Yea
Joyce Baumert: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 9, Nay: 0, Absent: 2, Abstain (Without Conflict): 1

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

Recommendation: Discuss, consider and take any necessary action to approve the virtual conferencing option for the _______ board meeting. There will not be a virtual conferencing option for December.

4. Welcome Visitors No visitors present.

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

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

6. **Consent Agenda**

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

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

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

Marni Danhauer:	Absent
Richard Luebbe:	Absent
Donald Ellison:	Abstain (Without Conflict)
Bob Arp:	Yea
Joyce Baumert:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Jennifer Miller:	Yea
Doug Pauley:	Yea
Richard Stephens:	Yea
Gary Wieseler:	Yea
Jack Young:	Yea

Yea: 9, Nay: 0, Absent: 2, Abstain (Without Conflict): 1

6.1. Minutes

This is a consent item.

6.2. Presentation of Bills #75101 through #75271 totaling $940,189.05

6.3. The summary of bills for the current month total:$940,189.05 - Bills #75101 through #75271

6.4. Inservice bills total: $30.00

6.5.	6.6. Amount	6.7. Vendor	6.8. Description

6.9. 75115	6.10. $23,078.00	6.11. Central NE Rehab Services	6.12. SPED SLP services
6.13. 75117	6.14. $11,604.00	6.15. Chartwells Food Service	6.16. Latino Summit
6.17. 75130	6.18. $30,006.94	6.19. Eakes Office Solutions	6.20. Copier Maintenance/Migrant furniture
6.21. 75141	6.22. $9,529.30	6.23. ESU 2	6.24. NNNC 1st Quarter
6.25. 75143	6.26. $16,700.00	6.27. ESUCC	6.28. SRS Annual/MSA 22-23 PDO fees
6.29. 75172	6.30. $14,400.00	6.31. Marzano Resources LLC	6.32. Title II Consultant
6.33. 75174	6.34. $10,691.85	6.35. Miotees Custom T-shirts	6.36. Latino Summit canvas bags and t-shirts

This is a consent item.

6.37. Reading of Article II, Section 9, E Access to Written Materials

This is a consent item.

6.38. Reading of Article II, Section 9, F Public Comment

This is a consent item.

6.39. Reading of Article II, Section 10, A When Closed Sessions May Be Held

This is a consent item.

6.40. Reading of Article II, Section 10, B Procedure for Closed Sessions

This is a consent item.

6.41. Reading of Article II, Section 11, A Voting and Board Operating Procedures

This is a consent item.

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

This is a consent item.

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

This is a consent item.

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

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

9. Marni Danhauer:	10. Absent
11. Richard Luebbe:	12. Absent
13. Donald Ellison:	14. Abstain (Without Conflict)
15. Bob Arp:	16. Yea
17. Joyce Baumert:	18. Yea
19. Dan Hoesly:	20. Yea
21. Dawn Lindsley:	22. Yea
23. Jennifer Miller:	24. Yea
25. Doug Pauley:	26. Yea
27. Richard Stephens:	28. Yea
29. Gary Wieseler:	30. Yea
31. Jack Young:	32. Yea

Yea: 9, Nay: 0, Absent: 2, Abstain (Without Conflict): 1

33. Reading of Article III, Section 11, Media and Public Relations

Reading of the newly included Article III, Section 11, Media and Public Relations, which includes the below policies:

- Article III, Section 11, A Media and Public Relations
- Article III, Section 11, B News Conferences and Interviews
- Article III, Section 11, C Communication Relations
- Article III, Section 11, D Crisis Management Communications

Recommendation: Discuss, consider and take all necessary action to approve Article III, Section 11, Media and Public Relations as presented.
Discuss, consider and take all necessary action to approve Article III, Section 11, Media and Public Relations as presented Passed with a motion by Jennifer Miller and a second by Doug Pauley.

Marni Danhauer:	Absent
Richard Luebbe:	Absent
Richard Stephens:	Nay
Bob Arp:	Yea
Joyce Baumert:	Yea

Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Jennifer Miller: Yea
Doug Pauley: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 9, Nay: 1, Absent: 2

Administrator Polk reviewed the attached policies with the Board. Section 11 is a new section in the policy manual. There was a lot of discussion as to the need to have this policy in order to communicate with the media. Administrator Polk described our Crisis Team and the guidelines in development for crisis scripts and communication. After lengthy discussion, action was taken.

34. Board Memorial Contribution
The ESU 7 Board provides monetary memorial to immediate family members of ESU 7 staff.

Recommendation: Discuss, consider, and take any necessary action to adjust the amount of the memorial to $75 and give the Administrator the authority to give said amount as memorial or plant/flower

35. Discuss, consider, and take any necessary action to adjust the amount of the memorial to $75 and give the Administrator the authority to give said amount as memorial or plant/flower. Evaluate annually for inflation. Family will be defined as immediate family members Passed with a motion by Jennifer Miller and a second by Jack Young.
36. Marni Danhauer:
37. Absent
38. Richard Luebbe:
39. Absent
40. Bob Arp:
41. Yea
42. Joyce Baumert:
43. Yea
44. Donald Ellison:
45. Yea
46. Dan Hoesly:
47. Yea
48. Dawn Lindsley:
49. Yea
50. Jennifer Miller:
51. Yea
52. Doug Pauley:
53. Yea
54. Richard Stephens:
55. Yea
56. Gary Wieseler:
57. Yea
58. Jack Young:
59. Yea

Yea: 10, Nay: 0, Absent: 2
Administrator Polk reminded the Board, the current memorial amount is $20. Board Secretary Jennifer Miller recommended including all immediate family (consistent as defined in the leave policy) for the memorial.

60. Board Self-Assessment Administrator Polk will email the Board a self-assessment to be completed by the second week in December. Administrator Polk will send the Board Self-Assessment to the board on November 22, 2022. Administrator Polk asked

for the Board to have the self-assessments completed and submitted by the December board meeting.

61. **Administrator's Report General**

- ESUCC Update
- Annual Report (linked)
- School Based Mental Health Grant Report
- Technology Report - Director Ellsworth
    - Cyber Security Information
- Upcoming Events
    - AESA Annual Conference 11.30.22-12.2.22
    - NCSA Legislative Preview 12.1.22
- Administrator Leave Report

Administrator Polk notified the Board there will be more cyber security discussions in December. School Based Mental Health competitive grant was submitted in conjunction with Columbus Public. The grant will include all of the ESU 7 districts, except Schuyler, and it includes Madison. The grant would pay for two licensed mental health practitioners plus a secretary to help manage the grant. The grant was submitted on November 3, 2022. We should find out if we receive the grant in December and the grant starts January 1, 2023.

Director Ellsworth provided a technology update. Director Ellsworth and the tech team are working on addressing cyber security vulnerabilities.

61.1. Goal Update

Goals - Attached for your Review

- Goal 1:
    - Reminder: The June 2023 Board Meeting has been moved to Tuesday, June 20, 2023 at 4:00pm
    - Board Orientation document complete (linked)
        - Presented outline to ESUCC 11.16.2022
- Goal 2:
    - Chart attached.
    - Board members who have a * behind their name indicates events that have not taken place as of yet but have been registered for.
- Goal 3:
    - School District Board Meetings Completed:
        - David City - 10/10/2022
        - Osceola - 10/10/2022
        - East Butler - 10/12/2022
        - Boone Central - 11/14/2022
    - School District Board Meeting confirmed in December and January:
        - Columbus Public - December 12th at 5:30pm.

- Administrator Polk to attend.
- Which Board Member to attend?

▪ High Plains Public - January 9th at 6:30pm.

- Administrator Polk to attend.
- Which Board Member to attend?

Administrator Polk reviewed the attached flip book of the Board Orientation Manual. Board members Bob Arp and Jack Young will attend the Columbus Public Board Meeting with Administrator Polk in December. Board Secretary Jennifer Miller will attend the High Plains Board Meeting with Administrator Polk in January.

61.2. Services Update

SIMPL Update

- Service Planning continues in December with Superintendents and Principals reviewing quantitative data. Service Plan for 23-24 will be presented to School District Superintendents in January and to the ESU 7 Board in February for approval.

61.3.

Items inside this item include visit updates, quarterly report, director reports, etc. The Service Planning process will take place in the December Superintendent and Principal meeting. There will be a more digital solution for the data dig. Both of the senator-elects will be in attendance. The Board is more than welcome to attend the meeting and will need to notify Secretary to the Board, Mindy Reed.

61.4. Facilities Update The focus group for the playground addition is its planning stages. The Administrator will provide an update on the kitchen remodel. The contractor for the kitchen remodel reached out and asked for dates in the next month to get some demo done.

61.5. Legislative Update

During this item, the Administrator will provide a Legislative Update to members of the Board.

- NCSA Legislative Preview - December 1, 2022 at the Cornhusker Marriott
- January 4, 2023 at 10:00am is the first day of the Legislative Session
- Retirement Plan clarification

The Legislative Session will start at 10:00am on January 4, 2023. There will be rules discussion including secret ballots. There was clarification regarding the retirement plan.

62. **Committee Reports**

62.1. Negotiations Committee Report Reports of activities and discussions from the Negotiations Committee will take place during this item. Negotiations Committee Chairperson Jennifer Miller provided an update to the Board. The committee is negotiating for the second year of the two-year agreement. Insurance is going to go up 6.92%. Last year, the committee already agreed to do a 4.5% increase for 22-23. The committee will start looking at other groups next month. There will be a benefits survey sent out to staff this week and the results will be discussed in December.

62.2. Administrator Evaluation Committee Report A report of activities from the Administrator Evaluation Committee will be given during this item. Administrator Evaluation Committee: Marni Danhauer, Dawn Lindsley, Donald Ellison, and Joyce Baumert.

Evaluation Timeline:
- **August:** Evaluation Committee to meet in September to go through comments and create a summary. Larianne will meet with the Evaluation Committee chair.
- **September:** Full Board is provided a copy of the Administrator Evaluation
- **October:** Administrator sends digital evaluation and evaluation resources to the Evaluation Committee Chair in the first week of October. The chair then forwards on to full Board for completion by October Board Meeting. Administrator completes Evaluation Tool as self-assessment and sends to Evaluation Committee on or before October 31.
- **November:** Committee Chair will send the completed Administrator self-assessment to full Board after November 1. Evaluation Committee compiles results of full Board completed evaluations prior to the November Board Meeting.
- **December:** Evaluation Committee meets prior to December Board Meeting to review with Administrator the results of evaluation. Report to full Board in December Board Meeting following Closed Session requirements with Administrator present.
- **January:** Confirm Evaluation Committee members. Administrator provides Evaluation Committee with goals and shares with Board at January Board Meeting.

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

- NASB State Education Conference - clip linked

Board member Dawn Lindsley appreciated the ESU sessions. Board member Bob Arp felt good and proud to be a part of ESU 7. Board member Joyce Baumert thought the State Education Conference was one of the better conferences she attended. Board member Don Ellison stated there is no longer NESUBA, it has been dissolved. NESUBA has a balance in their account. ESU 7 has been carrying the balance for years. ESU 7 will provide the dollars to the ESUCC and they will distribute the funds to ESU boards for legislative advocacy training. Administrator Polk and Director Marci Ostmeyer presented two sessions.

64. Adjournment Meeting adjourned at 7:10pm.

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

NEBRASKA OPEN MEETINGS ACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

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

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

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

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

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

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

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

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

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

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

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

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

Revised 4-2022

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Regular Board of Directors Meeting

Educational Service Unit 7, Oak Room
2657 44th Ave
Columbus, NE 68601-8537
Monday, October 17, 2022 at 5:30 PM
Posted Locations:

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

Posted Date: 10/10/2022

Attendance Taken at 5:31 PM.

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

Present: 10, Absent: 2.

1. **Call the Meeting to Order**

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

Roll call was taken at 5:31pm
Board President conducted the meeting.

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

1.1. Notification of Open Meetings Law

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

1.2. Roll Call

1.3. Absent Board Members

Board Secretary Jennifer Miller will be absent for the board meeting. She notified the Administrator prior to the meeting.

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

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

Richard Luebbe:	Absent
Jennifer Miller:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea

Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

Board Secretary Jennifer Miller was absent for the board meeting. She notified the Administrator prior to the board meeting. Board member Richard Luebbe was absent for the board meeting without prior notification.

1.4. Pledge of Allegiance
All members present participated in the Pledge of Allegiance.

2. Approval of Agenda

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

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

Agenda as presented Passed with a motion by Richard Stephens and a second by Donald Ellison.
Richard Luebbe: Absent
Jennifer Miller: Absent
Bob Arp: Yea
Joyce Baumert: Yea
Marni Danhauer: Yea
Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

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

Recommendation: Discuss, consider and take any necessary action to approve the virtual

conferencing option for the _______ board meeting.
The November board meeting will not have a virtual conferencing option.

4. Welcome Visitors
No visitors present.

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

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

6. **Consent Agenda**

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

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

Consent Agenda Includes:

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

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

Consent agenda as presented Passed with a motion by Bob Arp and a second by Joyce Baumert.

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

Yea: 10, Nay: 0, Absent: 2

6.1. Minutes

This is a consent item.

6.2. Excess Lodging and Meals
Excess Lodging and Meals: The Admin Department has one travel excess while attending the 2022 AESA Educators' Call to action Conference in Washington DC.

Larianne Polk - $133.14

This is a consent item.

6.3. Presentation of Bills #74910 through #75100 totaling $932,706.50

The summary of bills for the current month total:$932,706.50 - Bills #74910 through #75100

Inservice bills total: $0

	Amount	Vendor	Description
74929	$8,880.25	Central NE Rehab Services	SPED SLP services
74941	$10,817.00	Daktech Computers	Tech school flow through
74942	$9,000.00	David Lorden	Title II Consultant
74954	$6,499.00	ESU 16	DL zoom licences
74970	$20,459.16	Holiday Inn Kearney	CCLC Conference Venue
74974	$18,150.00	Imagine Learning	Title III Software
75003	$12,800.00	Marzano Resources LLC	Title II Consultant
75023	$7,205.00	Reliant IT Solutions	Technology consultant for High Plains
75033	$9,525.20	State of NE - Dept. of Admin.	Network Service Charges

This is a consent item.

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

This is a consent item.

6.5. Reading of Article II, Section 9, A Open Meetings Act Poster

This is a consent item.

6.6. Reading of Article II, Section 9, B Attend

This is a consent item.

6.7. Reading of Article II, Section 9, C Hear

This is a consent item.

6.8. Reading of Article II, Section 9, D Record

This is a consent item.

7. Board Spotlight - Learning Academy
Student Services Principal Cara Neesen will provide the Board Spotlight on the Learning Academy.
Cara Neesen, Student Services Principal for the Cen7ter and Learning Academy, reviewed the attached presentation.

- Questions asked by the board members:
    - Are hours the same as regular school hours? School hours are 9:30am-2:30pm.
    - How successful is the program once the student transfers out? Wants to work on the transition plan with the adults and how to support the school district. There has been one student who transferred back and this student transferred successfully.
    - When the student comes to the Learning Academy, before transitioning, what correspondence goes to their home district? If there is a significant incident, the school district is notified by the end of the school day. The goal is to have communication with the school weekly. It is required bi-weekly.
    - What is your male/female ratio? There are currently 21 students, four of them female.
    - What are the criteria to qualify for the program? Principal Neesen described the process for admission.
    - Are you worried about reaching the max number of students with the staff you currently have? It is difficult to put a number on it because every student has different needs. There is a weighted rubric score sheet utilized during the application to assist in determining viability of placement.

8. Treasurer's Report
Review the breakdown of the Treasurer's Report
Discuss, consider and take any action necessary to approve the Treasurer's Report as presented. Passed with a motion by Gary Wieseler and a second by Joyce Baumert.

Richard Luebbe:	Absent
Jennifer Miller:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea

Marni Danhauer: Yea
Donald Ellison: Yea
Dan Hoesly: Yea
Dawn Lindsley: Yea
Doug Pauley: Yea
Richard Stephens: Yea
Gary Wieseler: Yea
Jack Young: Yea
Yea: 10, Nay: 0, Absent: 2

9. Nebraska Association of School Boards Ballot for Region Director #16

Two individuals within ESU 7 area have been nominated for NASB Region 16 Board. President Pauley will submit the ballot representing ESU 7.

10. **Administrator's Report General**

- ESUCC Update
  - AESA Regional Presentation
- Professional Development Report - Director Ostmeyer
  - External Visits - Visits will be March 28-30, 2023. Continuous Improvement Team Chair Director Ostmeyer will provide an update.
- Special Education Report - Director Clay
- Technology Report - Director Ellsworth
- Upcoming Events
  - NASB State Education Conference, Nov 16-18, 2022
  - AESA Annual Conference, Nov 29-Dec 2, 2022

ESUCC Update - Administrator Polk reviewed the attached AESA Regional Presentation. There were six states represented at the AESA Central Region Symposium. Administrator Polk found the symposium beneficial to leadership at ESU 7. Continued attendance is recommended.

Professional Development Report - Director Ostmeyer updated the board regarding the flurry of activity surrounding the grants. The Grant Coordinators and Bookkeeper Carolyn Koch submitted the grants. The Accreditation Core Team, which consists of Director Ostmeyer, Resource Coach Amy Mazankowski, and MEP Coordinator Cynthia Alarcon, continues to meet to get prepared for the on-site visit.

Special Education Report - Director Clay notified the board that October is the busiest time for Special Education with Financial Financials and IDEA both being due. There are great new additions to the Special Education Department, Student Principal Cara Neesen and Bookkeeper Susan Olmer.

Tech Report - Director Ellsworth and the Tech Department have been busy as well. In

August, Director Ellsworth presented to the Superintendents the Help Desk tickets. Tech created another position to handle the Tier 2 tickets.

10.1. Goal Update
Goals - Attached for your Review

- Goal 1:
  - Reminder: The June 2023 Board Meeting has been moved to Tuesday, June 20, 2023 at 4:30pm - Can we change to 4:00pm?
- Goal 3:
  - School District Board Meetings Completed:
    - David City - 10/10/2022
    - Osceola - 10/10/2022
    - East Butler - 10/12/2022
  - School District Board Meeting confirmed in November:
    - Boone Central - November 14th at 7:30pm. Board Member Richard Stephens and Administrator Polk to attend.

Discuss, consider, and take any necessary action to move the June 2023 board meeting from Tuesday, June 20, 2023 at 4:30pm to Tuesday, June 20, 2023 at 4:00pm Passed with a motion by Doug Pauley and a second by Jack Young.

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

Yea: 10, Nay: 0, Absent: 2

Handbook approvals will be moved to May 2023 and not June due to the NASB event following the June board meeting.

Goal 2 - Next month, there will be a graphic for the board to show where everyone is at with the two professional learning events goal.

Goal 3 - Board members and Directors have been to three school district board meetings; David City, Osceola, and East Butler.

10.2. Facilities Update

- Learning Academy - In June 2022, a motion was passed to install a sink, countertop, cabinet and dishwasher in the behavioral health center locker room area in the Learning Academy.

Discuss, consider, and take any steps necessary to increase the approval of the kitchen remodel for the Learning Academy to the attached proposal, in the amount of $31,766. Passed with a motion by Gary Wieseler and a second by Richard Stephens.

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

Yea: 10, Nay: 0, Absent: 2

Director Tami Clay reviewed the attached proposal and explained the options included in the proposal. The bid is good for 30 days from September 26, 2022.

10.3. Personnel

New Hires:

- James Lee - High Plains District Technology Coordinator. Started October 6, 2022.
- Adilene Perez - Migrant Education Recruiter. Started October 10, 2022.

Retirement:

- Nancy Smith - Production Personnel submitted her retirement. Last day will be January 10, 2023.

Resignations:

- Tyler Schrant - District Technology Coordinator. Last day was October 7, 2022.

Administrator Polk reviewed the personnel section.

10.4. Legislative Update

During this item, the Administrator will provide a Legislative Update to members of the Board.

Administrator Polk notified the board there is going to be a legislative kick off. Administrator Polk attended a question and answer forum earlier in the day which NASB was facilitating regarding gubernatorial candidates. The Q&A was around educator shortage, school funding, thoughts on underfunded mandates, student achievements, local control. This is a long session in the legislature, going until June. There is estimated to have approximately 800-900 bills to come out this year. There will be regular legislative updates to the Board starting in January.

11. **Committee Reports**

11.1. Administrator Evaluation Committee Report

A report of activities from the Administrator Evaluation Committee will be given during this item. Administrator Evaluation Committee: Marni Danhauer, Dawn Lindsley, Donald Ellison, and Joyce Baumert.

Evaluation Timeline:

- **August:** Evaluation Committee to meet in September to go through comments and create a summary. Larianne will meet with the Evaluation Committee chair.
- **September:** Full Board is provided a copy of the Administrator Evaluation
- **October:** Administrator sends digital evaluation and evaluation resources to the Evaluation Committee Chair in the first week of October. The chair then forwards on to full Board for completion by October Board Meeting. Administrator completes Evaluation Tool as self-assessment and sends to Evaluation Committee on or before October 31.
- **November:** Committee Chair will send the completed Administrator self-assessment to full Board after November 1. Evaluation Committee compiles results of full Board completed evaluations prior to the November Board Meeting.
- **December:** Evaluation Committee meets prior to December Board Meeting to review with Administrator the results of evaluation. Report to full Board in December Board Meeting following Closed Session requirements with Administrator present.
- **January:** Confirm Evaluation Committee members. Administrator provides Evaluation Committee with goals and shares with Board at January Board Meeting.

11.2. Negotiations Committee Report

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

Negotiations Committee member Richard Stephens provided an update to the board. The Negotiations Committee met and reviewed information approved last year.

12. Conference Report

- AESA Educators' Call to Action
- NASB Labor Relations Conference

- AESA Central Region Symposium

AESA Educator's Call to Action - Senators appreciated the information for the Nebraska ESUs.

NASB Labor Relations Conference - Administrator Polk, Business Manager Linda Shefcyk, and Board Secretary Jennifer Miller attended the Labor Relations conference. Director Clay attended to learn additional information on negotiations.

13. Adjournment
Meeting adjourned at 6:51pm.

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	00075101	5,340.00	11/20/22	10080	AESA REGISTRATION	C
10	00075102	204.00	11/20/22	190428	ALMQUIST, MALTZAHN, GALLOWAY & LUTH, PC	C
10	00075103	12,644.76	11/20/22	10391	AMAZON	C
10	00075104	81.78	11/20/22	10391	AMAZON	C
10	00075105	411.25	11/20/22	120155	AMY J SLAMA	C
10	00075106	756.50	11/20/22	130180	AMY MAZANKOWSKI	C
10	00075107	320.00	11/20/22	388	APPLIED CONNECTIVE TECHNOLOGIES	C
10	00075108	2,987.70	11/20/22	19090	B&H PHOTO-VIDEO	C
10	00075109	390.00	11/20/22	20428	BOONE CENTRAL SCHOOLS	C
10	00075110	14,474.89	11/20/22	30039	CAPITAL ONE BANK (USA), N.A.	C
10	00075111	2,382.69	11/20/22	30039	CAPITAL ONE-L.P.	C
10	00075112	517.49	11/20/22	30039	CAPITAL ONE-POLK	C
10	00075113	197.50	11/20/22	13870	CARMEN YAEL SEGUNDO URSULZI	C
10	00075114	527.03	11/20/22	1996	CASEY'S MAIL SERVICE LLC	C
10	00075115	23,078.00	11/20/22	8940	CENTRAL NE REHAB SERVICES	C
10	00075116	702.04	11/20/22	892	CHARTWELLS DINING SERVICES	C
10	00075117	11,604.00	11/20/22	30328	CHARTWELLS FOOD SERVICE CCC - COLUMBUS	C
10	00075118	197.50	11/20/22	13862	CHRISTIAN FRANCISCO ALTAMIRANO AREVALO	C
10	00075119	182.57	11/20/22	30540	CITY OF COLUMBUS	C
10	00075120	220.10	11/20/22	30550	CITY OF COLUMBUS WATER & SANIT	C
10	00075121	140.00	11/20/22	13838	CITY OF WEST POINT	C
10	00075122	180.00	11/20/22	30610	CLARKSON PUBLIC SCHOOLS	C
10	00075123	2,583.00	11/20/22	31029	COLUMBUS PUBLIC SCHOOLS LUNCH FUND	C
10	00075124	156.50	11/20/22	5851	CONNIE A. CRONIN	C
10	00075125	436.75	11/20/22	31290	CORNHUSKER MARRIOTT HOTEL	C
10	00075126	259.90	11/20/22	12769	CROWNE PLAZA (JM HOSPITALITY)	C
10	00075127	696.75	11/20/22	4812	CUBBY'S, INC.	C
10	00075128	122.98	11/20/22	1830	CURRICULUM ASSOCIATES	C
10	00075129	5,208.43	11/20/22	40725	EAKES OFFICE SOLUTIONS	C
10	00075130	30,006.94	11/20/22	40725	EAKES OFFICE SOLUTIONS	C
10	00075131	679,018.49	11/20/22	50825	ED SERVICE UNIT 7-PAYROLL	C
10	00075132	157.50	11/20/22	13730	EDUARDO LUCAS IBANEZ	C
10	00075133	102.90	11/20/22	50582	EMBASSY SUITES - LA VISTA	C
10	00075134	2,610.00	11/20/22	13439	EMILIE VANCE BRUGGER	C
10	00075135	1,250.00	11/20/22	12173	EMPOWERING STUDENT LEADERS LLC	C
10	00075136	1,375.00	11/20/22	50595	ENGINEERED CONTROLS	C
10	00075137	767.99	11/20/22	50630	ERNST AUTO CENTER	C
10	00075138	60.21	11/20/22	7560	ESI HOSTED SERVICES	C
10	00075139	120.42	11/20/22	7560	HOSTED SERVICES	C
10	00075140	945.35	11/20/22	50640	ESU 1	C
10	00075141	9,529.30	11/20/22	50645	ESU 2	C
10	00075142	250.00	11/20/22	50650	ESU 3	C
10	00075143	16,700.00	11/20/22	50652	ESUCC	C
10	00075144	50.00	11/20/22	5533	FAS-BREAK WINDSHIELD REPAIR	C
10	00075145	372.00	11/20/22	7226	FIREGUARD	C
10	00075146	46.69	11/20/22	13684	FLEETCOR TECHNOLOGIES, INC	C
10	00075147	318.90	11/20/22	7013	GREAT PLAINS COMMUNICATIONS	C
10	00075148	1,502.99	11/20/22	80147	HAMPTON INN	C
10	00075149	1,197.50	11/20/22	11460	HAYLEY MURPHY	C
10	00075150	13.46	11/20/22	4944	HOBBY LOBBY	C
10	00075151	294.00	11/20/22	80524	HOLIDAY INN EXPRESS-FREMONT	C
10	00075152	243.00	11/20/22	80543	HOMETOWN LEASING	C
10	00075153	180.00	11/20/22	80860	HUMPHREY PUBLIC SCHOOL	C
10	00075154	213.92	11/20/22	80880	HY-VEE	C
10	00075155	1,003.64	11/20/22	80880	HY-VEE	C

A/P Summary Check Register FPREG01A

Bank	Check No	Amount	Date	Vendor		Type
10	00075156	63.96	11/20/22	90088	INDOFF INCORPORATED	C
10	00075157	359.94	11/20/22	90088	INDOFF INCORPORATED	C
10	00075158	973.13	11/20/22	3387	JENNIFER FISTLER	C
10	00075159	470.63	11/20/22	260092	JUDY A ZADINA	C
10	00075160	875.00	11/20/22	12424	KASEYA US, LLC	C
10	00075161	600.00	11/20/22	11673	KATHLEEN A MILLER	C
10	00075162	75.00	11/20/22	13900	# 3 Timberwood Drive	C
10	00075163	3,824.25	11/20/22	4839	KSB SCHOOL LAW	C
10	00075164	245.92	11/20/22	120124	LAKESHORE	C
10	00075165	540.00	11/20/22	120129	LAKEVIEW COMMUNITY SCHOOLS	C
10	00075166	23.23	11/20/22	120314	LINCOLN JOURNAL STAR	C
10	00075167	933.13	11/20/22	40545	LISA DURANSKI	C
10	00075168	2,165.77	11/20/22	120550	LOUP POWER DIST	C
10	00075169	103.13	11/20/22	13854	LUISA MARIA CABALLERO CORTES	C
10	00075170	400.00	11/20/22	220090	LYNN VOLLBRACHT	C
10	00075171	117.07	11/20/22	5410	MARK BRADY	C
10	00075172	14,400.00	11/20/22	477	MARZANO RESOURCES, LLC	C
10	00075173	1,450.00	11/20/22	10499	MICHELLE RUPIPER	C
10	00075174	10,691.85	11/20/22	11355	MIOTEES CUSTOM T-SHIRTS	C
10	00075175	1,900.90	11/20/22	130547	MNJ TECHNOLOGIES	C
10	00075176	185.00	11/20/22	140044	NAMTC(NAT'L ASSN OF MEDIA/TECH	C
10	00075177	2,275.00	11/20/22	140351	NCSA	C
10	00075178	2,586.62	11/20/22	140066	NE ASSOC OF SCHOOL BOARDS	C
10	00075179	138.91	11/20/22	140570	NEBRASKA TECHNOLOGY & TELECOM.	C
10	00075180	220.00	11/20/22	140705	NORTHEAST COMMUNITY COLLEGE	C
10	00075181	80.00	11/20/22	140078	NSTA(NAT'L SC TEACHERS ASSOC)	C
10	00075182	55.00	11/20/22	12122	ONE SOURCE THE BACKGROUND CHECK COMPANY	C
10	00075183	134.25	11/20/22	150523	OVERHEAD DOOR CO. OF COLUMBUS	C
10	00075184	2,500.00	11/20/22	13820	PATTY'S PRIMARY SONGS	C
10	00075185	389.00	11/20/22	160095	PERRY,GUTHERY, HAASE& GESSFORD P.C.,L.L.	C
10	00075186	307.63	11/20/22	160450	PIZZA RANCH	C
10	00075187	194.55	11/20/22	160672	PRESTO-X	C
10	00075188	32.83	11/20/22	170029	QUALITY SOUND	C
10	00075189	60.00	11/20/22	21001	RACHEL BURGESS	C
10	00075190	125.00	11/20/22	13919	RAFAEL ANTONIO CONDARCURI MENDEZ	C
10	00075191	392.00	11/20/22	4189	RAMADA COLUMBUS RIVER'S EDGE CONVENTION	C
10	00075192	3,025.00	11/20/22	12084	RELIANT IT SOLUTIONS	C
10	00075193	888.41	11/20/22	20250	RUTT'S HEATING & AIR	C
10	00075194	450.45	11/20/22	30268	SANDY CERNY	C
10	00075195	791.25	11/20/22	981	SARAH WACHA	C
10	00075196	4,545.36	11/20/22	190164	SCHUYLER COMMUNITY SCHOOLS	C
10	00075197	159.99	11/20/22	190322	SEARS AUTHORIZED DEALER	C
10	00075198	158.13	11/20/22	13846	SHAIRA HERNANDEZ AGUILAR	C
10	00075199	14.98	11/20/22	11061	SHANNA GRIFFITH	C
10	00075200	675.00	11/20/22	8524	SHAYNA CEPEL	C
10	00075201	345.00	11/20/22	190390	SHELBY-RISING CITY PUBLIC SCHOOL	C
10	00075202	1,704.00	11/20/22	3379	SOLARWINDS	C
10	00075203	135.87	11/20/22	190675	SRA/MCGRAW-HILL	C
10	00075204	119.22	11/20/22	3816	STAPLES ADVANTAGE	C
10	00075205	4,762.60	11/20/22	190850	STATE OF NEBRASKA - DEPARTMENT OF ADMIN	C
10	00075206	313.00	11/20/22	13889	STUHR MUSEUM	C
10	00075207	526.13	11/20/22	191085	SUPER SAVER	C
10	00075208	15.00	11/20/22	2674	TIRE OUTLET, INC	C
10	00075209	112.25	11/20/22	200606	U & I SANITATION	C
10	00075210	125.00	11/20/22	6289	UNIV OF NEBR STATE MUSEUM	C

A/P Summary Check Register FPREG01A

Bank	Check No	Amount	Date	Vendor		Type
10	00075211	450.00	11/20/22	210143	UNIVERSITY OF NEBRASKA - LINCOLN	C
10	00075212	250.00	11/20/22	4960	UNIVERSITY OF NEBRASKA AT KEARNEY	C
10	00075213	60.00	11/20/22	210400	US POST OFFICE	C
10	00075214	1,027.97	11/20/22	10320	VERIZON WIRELESS	C
10	00075215	45.06	11/20/22	10320	VERIZON WIRELESS	C
10	00075216	300.04	11/20/22	230049	CAPITAL ONE-WALMART (SPED)	C
10	00075217	197.21	11/20/22	230051	WALMART CAPITAL ONE - MIG	C
10	00075218	42.57	11/20/22	13420	WOODRIVER ENERGY LLC	C
10	00075219	42.04	11/20/22	13420	WOODRIVER ENERGY LLC	C
10	00075220	1,028.38	11/20/22	10510	ABBY PFISTER	A
10	00075221	977.63	11/20/22	12629	ABIGAIL FOCHT	A
10	00075222	149.71	11/20/22	13897	ADILENE PEREZ	A
10	00075223	2,081.19	11/20/22	190945	AMANDA STUTHMAN	A
10	00075224	678.56	11/20/22	10030	ANA KAREN GARCIA MEDINA	A
10	00075225	775.96	11/20/22	7633	ANA SANTOS	A
10	00075226	311.25	11/20/22	1082	ANGEL D MAYBERRY	A
10	00075227	611.25	11/20/22	990	BRANDY ROSE	A
10	00075228	335.63	11/20/22	13528	CARA NEESEN	A
10	00075229	979.38	11/20/22	5967	CASSANDRA RUTH	A
10	00075230	817.50	11/20/22	9512	CASSIE KRINGS	A
10	00075231	594.00	11/20/22	13510	CHRISTINA HANCOCK	A
10	00075232	148.13	11/20/22	70017	CYNTHIA ALARCON	A
10	00075233	1,685.99	11/20/22	180474	DARLENE RODRIGUEZ	A
10	00075234	760.00	11/20/22	10529	DAVID VANDERHEIDEN	A
10	00075235	305.63	11/20/22	60033	ELISSA HEIBEL	A
10	00075236	705.00	11/20/22	7099	HALEY KUNZE	A
10	00075237	1,256.67	11/20/22	20135	ISAURA BARRETO	A
10	00075238	315.00	11/20/22	8559	JACLYN TERNUS	A
10	00075239	262.50	11/20/22	13927	JAMES LEE	A
10	00075240	75.00	11/20/22	9580	JASON TROTTER	A
10	00075241	625.63	11/20/22	11223	JILL WIELGUS	A
10	00075242	906.25	11/20/22	8540	JOLYNN KAHLANDT	A
10	00075243	1,307.69	11/20/22	11932	JOSH ARIAS	A
10	00075244	213.75	11/20/22	6459	KAISE RECEK	A
10	00075245	36.71	11/20/22	11983	KENDRA GUSTAFSON	A
10	00075246	81.90	11/20/22	100521	KRIS JOHNSON	A
10	00075247	382.88	11/20/22	160636	LARIANNE POLK	A
10	00075248	633.13	11/20/22	13480	LETISHIA KLEINSCHMIT	A
10	00075249	105.25	11/20/22	190385	LINDA SHEFCYK	A
10	00075250	779.06	11/20/22	13471	LINDSEY CLAREY	A
10	00075251	703.13	11/20/22	190434	LORI SIMANEK	A
10	00075252	290.00	11/20/22	2267	MARCIA OSTMEYER	A
10	00075253	1,901.16	11/20/22	11797	MARIA RODRIGUEZ	A
10	00075254	709.38	11/20/22	11479	MEGAN WELCH	A
10	00075255	411.69	11/20/22	4650	MELINDA VELECELA	A
10	00075256	790.82	11/20/22	12246	MERRIDIE KAUP	A
10	00075257	793.56	11/20/22	12254	MOLLIE MORROW	A
10	00075258	535.63	11/20/22	8788	NATHALIE VARGAS	A
10	00075259	535.00	11/20/22	13498	RACHEL BECK	A
10	00075260	430.00	11/20/22	5983	RACHEL GARNER	A
10	00075261	223.44	11/20/22	10375	RONELLE JACKSON	A
10	00075262	1,073.13	11/20/22	130708	SHARON M BROWN	A
10	00075263	620.63	11/20/22	10740	SHELLI EICKMEIER	A
10	00075264	635.94	11/20/22	12165	STEPHANIE FOREMAN	A
10	00075265	395.63	11/20/22	11436	TAMRA CLAY	A

A/P Summary Check Register FPREG01A

Bank	Check No	Amount	Date	Vendor		Type
10	00075266	948.75	11/20/22	13536	TERI OPFER	A
10	00075267	57.50	11/20/22	10774	TRICIA SPIEKER	A
10	00075268	145.63	11/20/22	70018	VANESSA GASCON-GUARCAS	A
10	00075269	671.88	11/20/22	230361	WENDY WOLFE	A
10	00075270	885.00	11/20/22	10545	YARIBEY RODRIGUEZ	A
10	00075271	1,000.00	11/20/22	140066	NE ASSOC OF SCHOOL BOARDS	C

Total Bank No 10 940,189.05

Total Manual Checks	**.00**
Total Computer Checks	**907,504.54**
Total ACH Checks	**32,684.51**
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 940,189.05

Number of Checks 171

Batch Yr	Batch No	Amount
23	000011	1,107.25
23	000141	89,349.23
23	000150	71,481.36
23	000158	95,732.72
23	000172	679,018.49
23	000179	2,500.00
23	000181	1,000.00

	Transaction/Explanation	Receipt	Expenditures	Balance
10/11/22	Platte Co. Treasurer - Chrysler title fee		$10.00	$7,737.58
10/12/22	Platte Co. Sheriff - Ford Transit VIN Inspection		$10.00	$7,727.58
10/28/22	Platte Co. Treasurer - Ford Transit title fee		$10.00	$7,717.58
		Expenditures	$30.00	

Article II, Section 9, E Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	§ 84-1412 (8)
Date of Adoption:	May 21, 2018
Date(s) of Review:	November 21, 2022

Return to Table of Contents

Article II, Section 9, F Public Comment

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the President. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

The President shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against an ESU employee are not to be made for the first time at a public Board meeting without having followed the ESU complaint procedure, except in the case of a personnel hearing before the Board.

Legal Reference:	§ 84-1412 (1) (2) and (3)
Date of Adoption:	March 19, 2018
Date(s) of Revision:	August 16, 2021 May 16, 2022
Date(s) of Review:	November 21, 2022

Return to Table of Contents

Section 10 - Closed Sessions

Article II, Section 10, A <u>When Closed Sessions May Be Held</u>

The Board 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.

Items for which closed sessions may be held include but are not be limited to:

1. strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
2. discussion regarding deployment of security personnel or devices;
3. investigative proceedings regarding allegations of misconduct; and
4. 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.

A closed meeting may not be held for the purpose of discussing the appointment or election of a new member to the Board.

The term “closed session” includes within its meaning any “executive session” or “executive meeting,” all of said terms being interchangeable.

Legal Reference:	§ 84-1410 (1)
Date of Adoption:	May 21, 2018
Date(s) of Review:	November 21, 2022

Return to Table of Contents

Article II, Section 10, B Procedure for Closed Sessions

1. Vote to Hold Closed Session: The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The motion requires the affirmative vote of a majority of the voting members and shall be taken in open session.

2. Restate Subject Matter Limitation: If the motion to close passes, the President shall restate on the record the limitation of the subject matter of the closed session immediately prior to the closed session.

3. Restrict Discussions in Closed Session: The Board will restrict its consideration of matters during the closed session to only those purposes set forth in the motion to close as the reason for the closed session.

4. No Action in Closed Session: The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this policy, 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. Formal action shall not, however, include negotiating guidance given by Board members to legal counsel or other negotiators in closed sessions relating to 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 ESU.

5. Challenge to Continuation of Closed Session: Any Board member 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 Board. Such challenge and its disposition shall be recorded in the minutes.

6. Minutes of Closed Session: The minutes of a meeting at which a closed session is held will set forth 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. Minutes of matters discussed in closed or executive sessions need not be kept.

Legal Reference:	§ 84-1410 (2) and (3)
Date of Adoption:	May 21, 2018
Date(s) of Review:	November 21, 2022

Section 11 - Voting and Board Operating Procedures

Article II, Section 11, A Voting and Board Operating Procedures

Any action taken on any question or motion duly moved and seconded shall be by roll call vote in open session. Each Board member must vote on all matters, except when the member has a conflict of interest that precludes voting.

The roll shall be called and votes recorded for or against each motion. 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 may be satisfied by the use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

A majority vote of the quorum present shall be sufficient to adopt a motion or other action except where the law or Board policy specifies otherwise.

Legal Reference:	§ 84-1413 (2)
Date of Adoption:	May 21, 2018
Date(s) of Review:	May 17, 2021 November 21, 2022

Return to Table of Contents

Article III, Section 3, F Audits

A complete and comprehensive audit shall be made of the books, accounts, records, and affairs of the ESU. The audits shall be conducted annually, unless the Auditor of Public Accounts determines an audit of less frequency to be appropriate.

The ESU Board may contract with the Auditor of Public Accounts or select a licensed public accountant or certified public accountant or firm of accountants to conduct the audit. The auditor shall meet the minimum competency standards established by the Auditor of Public Accounts. The audit shall be completed in accordance with law and the standards established by the Auditor of Public Accounts.

The original copy of the audit shall be filed in the office of the Auditor of Public Accounts.

Legal Reference:	§ 79-1229 NDE Rule 84, section 7 § 84-304.01 to .03
Date of Adoption:	August 20, 2018
Date(s) of Review:	November 21, 2022

Return to Table of Contents

Article III, Section 4, F **Internal Controls**

The ESU will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the ESU receives federal awards, grants, or other funds, the ESU will:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the ESU manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The ESU will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);

(b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;

(c) Evaluate and monitor the ESU 's compliance with statutes, regulations and the terms and conditions of federal award;

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the ESU considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference:	2 C.F.R. § 200.303.

Management requirements: The ESU will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the ESU disposes of such equipment. The ESU will, as a minimum, meet the following requirements:

1. Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
2. Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
3. Implement a control system procedure;

4. Continue to develop and implement adequate maintenance procedures for the equipment;
5. Continue to develop and implement sales procedures for the equipment; and
6. Continue to develop and implement disposition procedures for the equipment.

Legal Reference:	2 C.F.R. §§ 200.313 & 200.33

Procurement: The ESU will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

1. A procedure for micro-purchases (Under $10,000);
2. A procedure for small purchases (between $10,000 to $250,000);
3. A procedure for sealed bids;
4. A procedure for competitive proposals; and
5. A procedure for noncompetitive bids.

Legal Reference:	2 C.F.R. §§ 200.317 through 200.326
Cross-Reference:	Policies 3130 & 3131

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a Federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

For all other records, the ESU will retain such records for the length of time as required by law.

Legal Reference:	2 C.F.R. §§ 200.333

Suspension and Debarment: The ESU will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. Before entering into a contract regarding a Federal award, the ESU will verify that a vendor has not been debarred, suspended or otherwise excluded, and the ESU will maintain a copy of said verification.

Legal Reference:	2 C.F.R. §§ 200.213

Financial Management: The ESU will maintain financial management systems to account for the Federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the Federal award. These records will be sufficient to permit the ESU to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

1. Identifying all of the Federal awards received and expended and the federal programs under which they were received;
2. Ensuring that accurate, current, and complete disclosure of the financial results of each Federal award or program are maintained in accordance with reporting requirements;
3. Identifying adequately the source and application of funds for federally-funded activities;
4. Ensuring effective controls over and accountability for all funds, property, and other assets;
5. Comparing actual expenditures with budget amounts for each Federal award'
6. Ensuring payments of Federal funds are made in accordance with applicable law, including 2 C.F.R. § 200.302; and
7. Determining the allowability of costs in accordance with applicable law and the conditions of the Federal award.

Legal Reference:	2 C.F.R. § 200.302

Program Income: The ESU will consult with the Federal awarding agency and refer to the applicable law and Federal program terms and conditions to determine how to account for, deduct and otherwise handle income from Federal programs.

Legal Reference:	2 C.F.R. § 200.307

Cost Sharing or Matching: For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the ESU's cost sharing or matching, when such contributions meet all of the following criteria:

1. Are verifiable from the ESU's records;
2. Are not included as contributions or any other Federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under the applicable Cost Principles requirements;
5. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;

6. Are provided for in the approved budget when required by the Federal awarding agency; and
7. Conform to other provisions of the law or terms and conditions of the Federal award, as applicable.

Legal Reference:	2 C.F.R. § 200.306

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the Federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under Federal law and the Federal grant to the extent that they satisfy the following requirements:

1. Is reasonable for the services rendered; and
2. Conforms to the established written expectations of the ESU, as applied consistently to both Federal and non-Federal activities.

If the ESU intends to charge compensation to Federal awards, such charges will be based on records that accurately reflect the work performed, and will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the ESU;
3. Reasonably reflect the total activity for which the employee is compensated by the ESU, not exceeding 100% of compensated activities;
4. Encompass both federally-assisted and all other activities compensated by the ESU on an integrated basis, but may include the use of subsidiary records as defined in the ESU's written procedures;
5. Comply with the established accounting policies and practices of the ESU; and
6. Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support for charges to Federal awards but may be used for interim accounting purposes.

Legal Reference:	2 C.F.R. §§ 200.430 & 200.431

Federal Funds for Construction Projects: For all federal awards, the ESU will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference:	34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The ESU will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, ESU staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and ESU personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the ESU is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference:	2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other ESU records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference:	2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the ESU shall ensure that it avoids any conflicts of interest regarding any federal awards. The ESU will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference:	2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all Federal awards, if the ESU does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the ESU may amend or create a policy at a later date in order to put emergency contingencies in place for Federal and non-Federal similarly situated employees. If the conditions exist for charges to be made to the Federal grant, then charges may also be made to any non-Federal sources that are used by the ESU in order to meet a matching requirement. The ESU will take other steps to comply with Federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference:	2 C.F.R. §§ 200, et seq.
Date of Adoption:	August 16, 2021
Date(s) of Revision:	May 16, 2022
Date(s) of Review:	November 21, 2022

October '22 Treasurer Report

Beginning Balance OCTOBER 1, 2022		**$99,235.62**	
RECEIPTS			
Property taxes	$136,656.60		
SPED	$371,396.24		
General/Flow Through	$199,857.77		
Grants	$61,023.22		
TOTAL RECEIPTS	$768,933.83	$768,933.83	
		$868,169.45	
Transfer to Money Market		$150,000.00	+
Total Funds Available		$1,018,169.45	
DISBURSEMENTS:			
General Fund	$299,646.72		
SPED	$389,315.12		
Grants	$243,582.85		
Total DISBURSEMENTS Check #74910 thru #75100	$932,544.69	$932,544.69	-
Ending balance, OCTOBER 31, 2022		**$85,624.76**	

Checking balance	$85,624.76	
Money Market Deposit Account at First National Bank	$4,420,000.00	
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	
TOTAL CASH ON HAND (includes the amounts below)		**$5,105,624.76**
CASH RESERVE **$1,375,100.73**		

Funds that are due to ESU 7	
Grants	($1,286,504.72)
Outstanding Receivables	($66,119.44)
Total due to ESU 7	($1,352,624.16)

	2021-22	2022-23	2021-22	2022-23
	Dollars Spent Per Month	**Dollars Spent Per Month**	**Percentage spent each month**	**Percentage spent each month**
September	$230,646.07	$266,632.91	8.65%	9.70%
October	$172,872.86	$186,072.92	6.49%	6.77%
November	$194,455.74	$0.00	7.30%	0.00%
December	$197,903.14	$0.00	7.43%	0.00%
January	$191,895.21	$0.00	7.20%	0.00%
February	$202,922.77	$0.00	7.61%	0.00%
March	$180,624.84	$0.00	6.78%	0.00%
April	$193,733.45	$0.00	7.27%	0.00%
May	$182,440.41	$0.00	6.85%	0.00%
June	$239,775.60	$0.00	9.00%	0.00%
July	$195,837.96	$0.00	7.35%	0.00%
August	$219,972.94	$0.00	8.25%	0.00%
Approved Total General Budget for Levy $			$2,664,964.08	$2,750,201.46
Total Spent to date			$2,403,080.99	$452,705.83
Dollars approved from cash reserve				$0.00

Total Budget	$15,477,199.60
30% of budget	$4,643,159.88
Earmarked set aside	$6,241,201.00
Total budget spent to date	$2,672,214.33

NOTES

Section 11 - Media and Public Relations

Article III, Section 11, A Media and Public Relations

The Board recognizes the value of and supports open, fair, and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings and other events that are open to the general public. The board president shall be the spokesperson for the board, and the Administrator shall be the spokesperson for the ESU. It shall be the responsibility of the board president and Administrator to respond to inquiries from the news media about the ESU. Any media inquiries or contacts directed to an ESU staff member need to be referred to the Administrator. Without prior administrative approval, ESU staff members may not speak on behalf of the ESU to any media outlet.

Through the support of the ESU Administration office, board members, ESU directors, and other ESU employees as necessary, will be available for news interviews.

Legal Reference:	
Date of Adoption:	November 21, 2022
Date(s) of Review:	

Return to Table of Contents

Article III, Section 11, B News Conferences and Interviews

The Administrator or designee, on behalf of the board and the ESU, may hold a news conference or respond to a request for an interview with the news media.

The Administrator shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the ESU.

News conferences and interviews planned or pre-arranged for ESU activities shall include the Administrator or his/her designee. News conferences for issues requiring an immediate response may be held by the Administrator. It shall be within the discretion of the Administrator to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

It shall be the responsibility of the Administrator to keep the board appraised of news conferences and interviews.

Information about ESU activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the ESU.

The procedures listed below will be followed in giving official information to the news media:

1. The board president will be the official spokesperson for the board, unless this duty is delegated;
2. News releases that are of ESU wide interest or that pertain to established ESU policy will be the responsibility of the Administrator;
3. The Administrator will establish regulations for the dissemination of news releases pertaining to the ESU.

When individual board members receive requests from press media representatives for information about board meetings or actions, members will refer these representatives to the board president, who is the spokesman of the board. The president may designate others to speak on behalf of the board at his/her discretion.

Press conferences will be authorized by the board president.

Nothing in this policy is intended to limit the rights of individual board members to speak their personal opinions.

Legal Reference:	
Date of Adoption:	November 21, 2022
Date(s) of Review:	

Return to Table of Contents

Article III, Section 11, C Community Relations

The ESU will inform the staff and the public on matters of ESU wide significance, through ESU sponsored mediums of communications as well as through the news media. The Administrator or designee will serve as a resource in the development and implementation of the public relations program for the ESU. ESU publications (including newsletters, newspapers, pamphlets, brochures and other similar print materials and electronic mediums) shall contain the ESU logo. Promotional materials such as pens, magnets, and coffee cups will contain the ESU branding. All staff are responsible for ensuring that any communications distributed to the general public have been previously approved by the Administrator.

Legal Reference:	
Date of Adoption:	November 21, 2022
Date(s) of Review:	

Article III, Section 11, D Crisis Management Communications

A crisis may occur at any time, may take various shapes, and may hit with varying degrees of severity. The Administrator is directed to develop a Communications Crisis Procedure to manage information more effectively and to ensure the crisis will be managed more effectively.

The procedure should include the following provisions:

1. Designation of a crisis spokesperson and description of the spokespersons duties;
2. Preparations to be taken before a crisis for dealing with the media;
3. Procedures for contacting various groups such as emergency response units, employees, parents, and the media;
4. Procedures for developing and releasing a public statement soon after the initiation of the crisis; and
5. Procedures for developing a public statement or report following the conclusion of the crisis.

Legal Reference:	
Date of Adoption:	November 21, 2022
Date(s) of Review:	

Administrator Leave Report

Start Date	Calendar	Title	Hours
7/1/22	LPolk - Leave	Vacation Time	4
7/6/22	LPolk - Leave	Vacation Time	9
7/7/22	LPolk - Leave	Vacation Time	9
7/8/22	LPolk - Leave	Vacation Time	0.5
7/8/22	LPolk - Leave	Vacation Time	2.5
7/14/22	LPolk - Leave	Vacation	3
7/15/22	LPolk - Leave	Vacation	4
7/22/22	LPolk - Leave	Vacation Time	4
7/29/22	LPolk - Leave	Vacation Out o...	4
8/26/22	LPolk - Leave	Vacation (Out...	2
9/29/22	LPolk - Leave	Vacation	2.5
9/30/22	LPolk - Leave	Vacation	4.5
10/14/22	LPolk - Leave	Vacation (Cros...	4.5
10/14/22	LPolk - Leave	Vacation (Cros...	3.5
11/4/22	LPolk - Leave	Vacation (Out...	4.5

LPolk - Leave - 7/1/22 - Vacation Time

LPolk - Leave - 7/6/22 - Vacation Time

LPolk - Leave - 7/7/22 - Vacation Time

LPolk - Leave - 7/8/22 - Vacation Time

LPolk - Leave - 7/8/22 - Vacation Time

LPolk - Leave - 7/14/22 - Vacation Time

LPolk - Leave - 7/15/22 - Vacation Time

LPolk - Leave - 7/22/22 - Vacation Time

LPolk - Leave - 7/29/22 - Vacation Time

LPolk - Leave - 8/26/22 - Vacation Time

LPolk - Leave - 9/29/22 - Vacation Time

LPolk - Leave - 9/30/22 - Vacation Time

LPolk - Leave - 10/14/22 - Vacation Time

LPolk - Leave - 10/14/22 - Vacation Time

LPolk - Leave - 11/4/22 - Vacation Time

ESU 7 Goals 2022-2023

Board of Directors

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

Administrator

- Goal 1: Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.
- Goal 2: Administrator will provide the board with an ongoing menu of available learning opportunities at each board meeting aligned to the ESU 7 vision, mission, and/or beliefs.
- Goal 3: Administrator will coordinate the scheduling of regular board visits over a rolling two year period and will organize a board member summit for ESU 7 area boards to participate in professional learning.
- Goal 4: Administrator will determine the data to best communicate to school boards their utilized services and outcomes and will draft communication materials for the board to consider, revise, and finalize.

Directors

- Goal 1: By July 31, 2023, Directors will study job expectations and determine actionable steps as a result of the data.

Agency Team

- Goal 1: By May 18, 2023, the Agency Team will examine data to look at current staffing and deploy strategies to support recruiting and retaining staff.

Departments

- Administration: By July 2024, ESU 7 Administrative processes will be highly functional.

- Cen7ter: Obtain five new job sites by September 12, 2022 and ensure each student has experience at one new job site by the end of the school year.
- Early Childhood: By May 2023, ESU EC team will organize four informal (outside of Word) activities and incorporate four additional team building activities into already scheduled work related activities with 80% attendance.
- Grants: By December 2022, the Grants Department will send one email to ESU 7 Principals that includes the Grants brochure which outlines services and resources. Hard copies will be disseminated by Grant Coordinators at their discretion.
- Learning Academy: By December 2022, Learning Academy staff will improve program consistency as evidenced by: creating a checklist of forms for incidents, teach and reinforce rules and procedures of Learning Academy to staff and students, provide a way for staff to report concerns, praise, and collaborate, and addressing concerns submitted each week at staff meetings.
- Mental Health: By May 2023, the Mental Health Department will improve the data collection process by piloting two assessments for grades.
- Migrant: By the end of the 2022-2023 MEP Performance Period, the MEP department will build and foster relationships with community partners, schools, and MEP families.
- Network Operations: During the 2022-2023 school year, the Technology Department will develop and implement a system for handling technology requests.
- Production: By May 2023, develop and implement a process to manage workflow with limited staff.
- Professional Development: By May 2023, we will design and implement methods for supporting districts amidst the current educational landscape.
- Psychology: Capture Psych roles and responsibilities through customized data collection systems to document how we support and lead our districts through innovative change.
- Speech: By May 2023, the SLP team will provide at least two resources to all ESU 7 districts regarding roles and responsibilities of SLPs in schools.
- Vision: By May 2023, the Vision team will have met at least five times during the school year with an average of 80% attendance as measured by agenda and attendance forms.

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

ESU 7 Administrator Goals

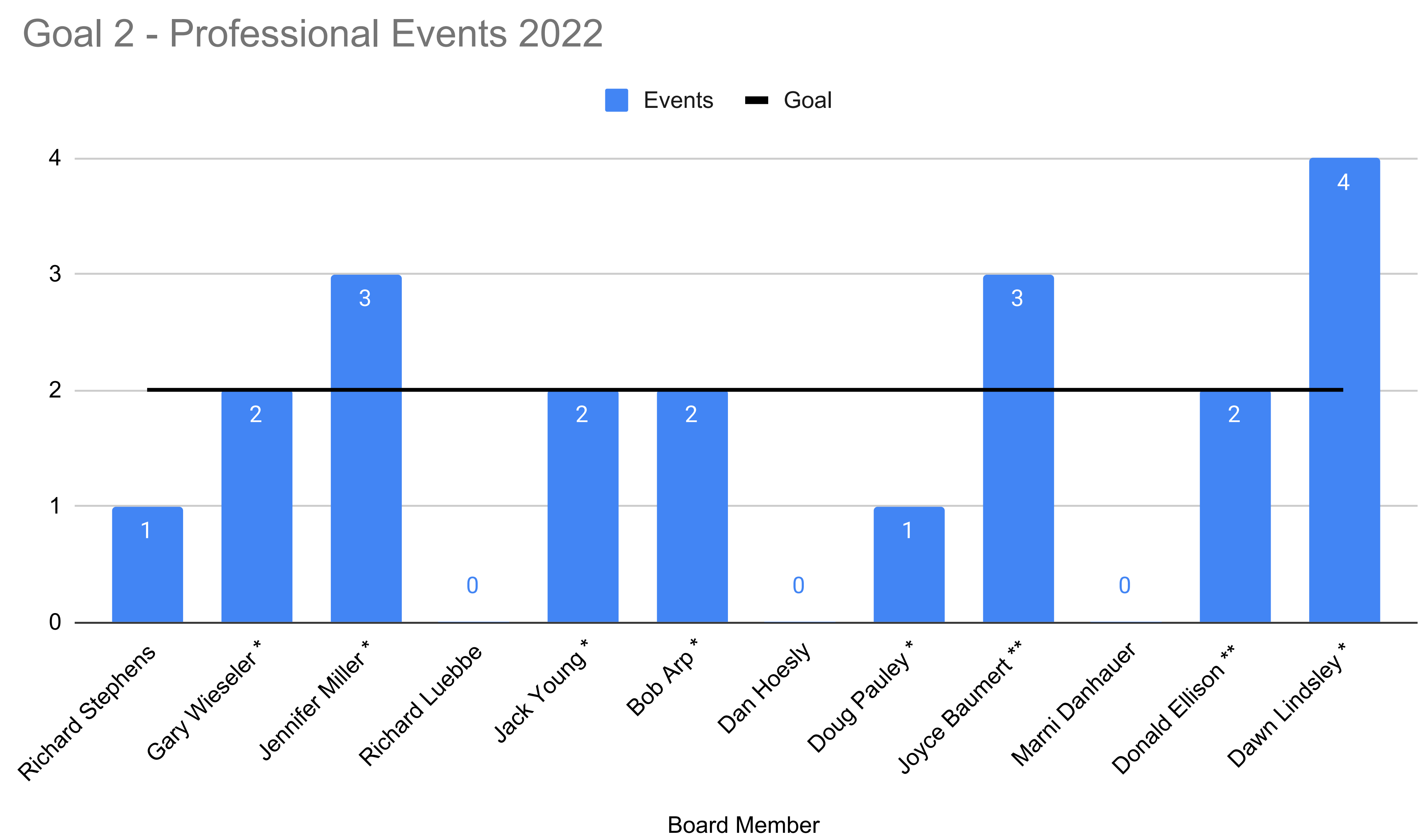
- Goal 1: Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.
  - 11/3/22 Research complete. Established a subcommittee of 2 other ESU administrators to work on the concept. Developed an outline of content. Design of booklet complete. Booklet 60% complete.

- Goal 2: Administrator will provide the board with an ongoing menu of available learning opportunities at each board meeting aligned to the ESU 7 vision, mission, and/or beliefs.
  - 11/3/22 Developed a badging system to identify the vision, mission, and beliefs as well as the four board goals. Agendas for board development are 'badged' according to VMB and/or Goals using the badges. Badge identified agendas are scanned and provided to the board in the board packet monthly. 100% complete

- Goal 3: Administrator will coordinate the scheduling of regular board visits over a rolling two year period and will organize a board member summit for ESU 7 area boards to participate in professional learning.
  - 11/3/22 Administrator has worked with executive secretary to develop a schedule of visits to school boards in the ESU 7 region.

    This schedule is built and is Google. At the time of this report, 3 of 19 board visits have occurred.
  - In partnership with NASB, a boardsmanship event has been scheduled June 20, 2023 at 5:30.
  - Goal is 60% complete

- Goal 4: Administrator will determine the data to best communicate to school boards their utilized services and outcomes and will draft communication materials for the board to consider, revise, and finalize.
  - 11/3/22 Draft of the communication document was given to the board and directors for feedback. Changes have been made and the newest revision is complete and ready for use at the next school board visit. Goal is 95% complete.


Goal 2 - Professional Events 2022
Events
Goal
4
3
2
1
0
1
2
3
0
2
2
0
1
3
0
2
4
Richard Stephens
Gary Wieseler *
Jennifer Miller *
Richard Luebbe
Jack Young *
Bob Arp *
Dan Hoesly
Doug Pauley *
Joyce Baumert **
Marni Danhauer
Donald Ellison **
Dawn Lindsley *
Board Member

Administrator Evaluation

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

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

RESOURCES FOR THE BOARD'S REVIEW
- Evaluation Policy
- Administrator's contract
- Administrator job description
- Administrator goal(s)
- Evaluation tool

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

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

<u>LEVELS DEFINED:</u>

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

QUESTIONS ON THE ELECTRONIC EVALUATION:

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

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