

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

Wednesday, November 12, 2014 7:00 PM
Conference Room
1501 Front Street
Henderson, NE 68371-8929

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

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

1. Preliminary Procedures

1. Call to Order

2. Public Notice of the Meeting

3. Roll Call

2. Public Comments on Agenda Items

3. Public Comments on Topics Not on the Agenda

4. Reports

1. Superintendent's Report

Mr. Best reported that the annual report will be ready for next month's meeting. A preliminary list of the building projects for the second half of this year and next summer will also be ready for the next meeting. Board self-evaluation surveys will be sent out to board members within a couple of weeks.

2. Principals' Reports

Mrs. Houck listed the October students of the month. Clark Ribble was named the October Teacher of the Month. She reported that the 2nd grade won the Box Top collection challenge and recently had a popcorn party. She also reported that last in-service meeting with April Kelley from ESU #6 was well received. Mr. Carr reported that Digital Citizenship Classes have begun. He also discussed exceptional student performances, professional development, the recent safety drill at the school, and that Henderson Health Care Services recently held a fundraiser for

Heartland student scholarships. The National Honor Society Food Drive will begin December 8th.

5. Discussion Items

1. Multicultural Report

2. NASB State Convention

Deb Wilhelm will represent the board as our delegate to the convention delegate assembly.

3. January Board Retreat

6. Old Business

1. 2nd Reading Policy IDDE - Seclusion & Restraint

2. To approve the second reading of Policy IDDE Passed with a motion by Mr. Glenn Larson and a second by Mr. Paul Brune.

3. Mr. Kent Allen: Yea, Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

4. 2nd Reading of Policy DJED - Bid Solicitation

5. To approve the 2nd reading of Policy DJED Passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson.

6. Mr. Kent Allen: Yea, Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

7. Scoreboard

8. To approve the latest quote on scoreboards in the old gym Passed with a motion by Mr. Boyd Stuhr and a second by Mr. Kent Allen.

9. Mr. Kent Allen: Yea, Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

7. New Business

1. 2013-14 Financial Audit

2. To accept the 2013-14 financial audit conducted by Mierau & Associates Passed with a motion by Mr. Kent Allen and a second by Mr. Paul Brune.

3. Mr. Kent Allen: Yea, Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

8. Future Agenda Items

9. Consent Agenda

10. Motion to approve the consent agenda Passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson.

11. Mr. Kent Allen: Yea, Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

1. Approval of Minutes

2. Approval of Treasurer's Report

3. Approval of Claims

4. Financial Reports

5. Out of State Travel Requests

12. Executive Session

Chairman Braun declared the executive session ended at 8:28 p.m.

13. To enter into Executive Session for the purpose of discussing Superintendent Evaluation at 8:07 p.m.

Passed with a motion by Mr. Gary Braun and a second by Mrs. Debra Wilhelm.

14. Mr. Kent Allen: Yea, Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

15. Adjournment

The next scheduled meeting to be held on December 8, 2014 at 7:00 p.m.

16. Motion to adjourn the meeting at 8:28 p.m. Passed with a motion by Mr. Paul Brune and a second by Mrs. Debra Wilhelm.

17. Mr. Kent Allen: Yea, Mr. Gary Braun: Yea, Mr. Paul Brune: Yea, Mr. Glenn Larson: Yea, Mr. Boyd Stuhr: Yea, Mrs. Debra Wilhelm: Yea

Board President

Board Secretary

Policy IDDE - RESTRAINT AND SECLUSION OF STUDENTS

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

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

I. Seclusion

A. Definition

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

B. Timeout

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

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

D. Time and Duration

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

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

E. Staff Requirements

While using seclusion, staff must:

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

II. Restraint

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

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

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

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

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

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

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

III. Limitations in Use

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

IV. Recurring Behavior

- A. If a pattern of behavior emerges, or is anticipated, which may require the use of emergency seclusion, the school personnel must:
1. conduct a functional behavioral assessment;
 2. call a meeting of the student's IEP team to develop or revise a positive behavior intervention plan to facilitate the reduction or elimination of the use of seclusion and/or restraint

- B. Given the limited size and training of the school district's staff, students whose behavior routinely requires seclusion and restraint may not be able to be served in the school district and may require a placement out of the school district.

V. Prohibited Practices

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

Adopted:

Revised:

Reviewed:

Policy DJED - SOLICITING PRICES (BIDS & QUOTATIONS)

All purchases of and contracts for supplies, materials, equipment and contractual services involving a cost of \$15,000 or more shall be based, unless determined by the superintendent to be inappropriate, on competitive quotes from at least 2 providers. The District shall formally bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for such project are \$40,000 or more. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidder, or representative of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders for any project over \$40,000 shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidder, or representative of the bidders. Bid under \$40,000 shall be sealed and shall be opened by the Superintendent in the presence of at least one or more witnesses. The Board may reject any or all bids.
4. Additional Procedures: Labor and material bonds in the amount of the contract shall be provided by the person to whom the contract is awarded in a sum not less than the contract price, except for projects with a total cost of five thousand dollars or less, unless required by the bid notice or contract documents. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.
5. Award of Contracts: All open-market orders or contracts shall be awarded to the lowest responsible, qualified bidder, consideration being given to the qualities of the articles to be supplied, their suitability to the requirements of the educational system, the delivery terms and the past performance of vendors.

Adopted: September 1, 1998

Revised: March 11, 2008

Reviewed: July 20, 2011

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

October 13, 2014 8:00 PM
Conference Room

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

Attendance Taken at 8:02 PM:

Present Board Members:

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

Updated Attendance:

Mrs. Debra Wilhelm was updated to present at: 8:08 PM

1. Preliminary Procedures

1.1. Call to Order

1.2. Public Notice of the Meeting

1.3. Roll Call

2. Public Comments on Agenda Items

3. Public Comments on Topics Not on the Agenda

4. Reports

4.1. Superintendent's Report

Discussion:

Mr. Best reported a good turnout for parent-teacher conferences. Other items will be discussed as agenda items come up.

4.2. Principals' Reports

Discussion:

Mrs. Houck discussed MAP (Measuring Academic Progress) testing results. She also reported on the Students of the Month for September for each elementary class.

Mr. Carr reported on the marching band's exceptional performance at Harvest of Harmony in Grand Island. Mr. Royce Schweitzer is the HeartlandBeat Teacher of the Month. He also reported on the student numbers in Jr. High and High School.

5. Discussion Items

5.1. Breakfast Survey

5.2. Meeting Times

Discussion:

Meeting times will begin at 7:00 p.m. beginning with the November meeting which will be held on Wednesday, November 12 instead of Monday, November 10 due to a schedule conflict.

6. Old Business

6.1. First Reading of Seclusion & Restraint Policy

Motion Passed: To approve the first reading of a Seclusion & Restraint Policy IDDE passed with a motion by Mr. Kent Allen and a second by Mr. Paul Brune.

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

6.2. Progress on Board Goals

7. New Business

7.1. Changes to Policy DJED - Bids

Motion Passed: To approve the first reading of changes to Policy DJED, Soliciting Quotes and Bids as discussed using the suggested opening paragraph with a cost figure of \$15,000 passed with a motion by Mr. Glenn Larson and a second by Mr. Boyd Stuhr.

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

7.2. Scoreboards

Motion Passed: To approve the purchase of Daktronics scoreboards for the south gym for \$8,373 passed with a motion by Mr. Kent Allen and a second by Mr. Paul Brune.

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

7.3. North Star Negotiations Software

Motion Passed: To approve the purchase of North Star Negotiations software passed with a motion by Mr. Boyd Stuhr and a second by Mr. Glenn Larson .

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes

Mr. Boyd Stuhr Yes
Mrs. Debra Wilhelm Yes

7.4. Playground

7.5. Activity Bus

Motion Passed: To approve the purchase of a used activity bus for up to \$70,000 passed with a motion by Mr. Paul Brune and a second by Mr. Glenn Larson .

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

7.6. Theater Curtains

Motion Passed: To approve the quote from Heartland Scenic Studio for stage curtains in the amount of \$4,025. passed with a motion by Mr. Glenn Larson and a second by Mr. Gary Braun.

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

8. Executive Session

Discussion:

Chairman Braun ended the executive session at 10:26 pm.

Motion Passed: To move into executive session at 10:02 pm for the purpose of collective bargaining discussions passed with a motion by Mr. Paul Brune and a second by Mr. Boyd Stuhr.

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

9. Future Agenda Items

10. Consent Agenda

Motion Passed: Motion to approve the consent agenda passed with a motion by Mr. Kent Allen and a second by Mrs. Debra Wilhelm.

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

- 10.1. Approval of Minutes
- 10.2. Approval of Treasurer's Report
- 10.3. Approval of Claims
- 10.4. Financial Reports
- 10.5. Out of State Travel Requests

11. Adjournment

Discussion:

The next scheduled meeting to be held on Wednesday, November 12 at 7:00 pm.

Motion Passed: Motion to adjourn the meeting at 10:37 pm. passed with a motion by Mr. Glenn Larson and a second by Mr. Paul Brune.

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

Board President

Board Secretary