

ESU #1 BOARD MEETING
June 10, 2014

A meeting of the ESU #1 Board of Directors convened in open and public session on Tuesday, June 10, 2014, at 5:30 p.m. at ESU #1 in Wakefield, Nebraska.

Present: Joy Bock, Adrian (AJ) Johnson, Nancy Kirkholm, Sally Reinert, Dave Dowling, Fred Boelter, Ronnie Wenstrand, Rod Garwood, and Rhonda Heise. **Absent:** Rich Higgins and Tom Luxford

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Directors. The Recording Secretary maintains a list of news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Directors, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

Audience: None

Call Meeting to Order.

A. Notification of Open Meetings Law

At the beginning of this meeting, the Chairman announced and informed the public that a current copy of the Open Meetings Act is available at the meeting site.

B. Board Member Roll Call. Recording secretary completed roll call of board members. Motion by Boelter, second by Wenstrand, to excuse the absence of Tom Luxford and Rich Higgins. After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

C. Approval of Agenda. Motion by Heise, second by Reinert, to approve the June 10, 2014, agenda as presented. After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

D. Consent Agenda. Motion by Wenstrand, second by Boelter, to approve all items on the consent agenda as provided (May 13, 2014 Minutes; Financial Reports; Treasurer's Report, June 15, Bill Listing of \$719,192.67 and Administrator's Report). After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

E. Public Comment.

F. July Board Meeting. Motion by Dowling, second by Boelter, to approve payment of usual/ordinary bills required to close grants ending June 30 (estimated at \$55,000) and July payroll and usual/ordinary bills (estimated at \$700,000) as required, due to the decision not to hold a July Board meeting. A listing of all bills paid will be presented at the August 12, meeting. After discussion, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

G. Native School Grants. Motion by Garwood, second by Kirkholm, to approve Administrator Uhing's recommendation that the administrative fee from the PEP Grant and NA Demonstration Grant fund payment of \$250/month to Lisa Salmon and Diane Keim for the additional work involved in the maintenance and reporting requirements of the two grants. After discussion, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

H. Grant Writer Fees. Motion by Garwood, second by Reinert, to approve a 5% grant award commission fee for grant writer Diane Wolfe. The fee will be paid in annual installments over the course of a grant period and be contained in the ESU #1 bill listing. After discussion, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

I. ESUCC Master Agreement. Motion by Garwood, second by Heise, to approve the 2014-15 ESUCC Master Agreement for all education initiatives, services and projects the ESUCC supplies to ESU #1 for the 2014-15 school year. Copies of the Master Agreement will be maintained at ESU #1. After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

J. Construction Policy. Motion by Dowling, second by Wenstrand, to amended Board Policy Article 3 (Services & Operations); Section 5 (Purchasing); D. (Construction Projects); 6. (Retention of an Architect or Engineer) as shown in attachment. The attachment will be considered part of the minutes as though contained herein. This is the first reading of the policy change and, due to the amendment being a revision of state statute, the policy will be approved after one reading. After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

K. Transportation Policy. Motion by Garwood, second by Boelter, to amended Board Policy Article 5 (Equity & Legal Compliance); Section 11 (Transportation); A. (Safe Pupil Transportation Plan); Insert *Procedures in the event the drop-off location is uncertain or appears unsafe to leave students* and renumber as noted in the attachment. The attachment will be considered part of the minutes as though contained herein. This is the first reading of the policy change and, due to the amendment being a revision of state statute, the policy will be approved after one reading. After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

L. Concussion Policy. Motion by Boelter, second by Johnson, to adopt a Concussion Policy; Article 5 (Equity & Legal Compliance); Section 8 (Student Health); G. (Concussions). The attachment will be considered part of the minutes as though contained herein. This is the first reading of the policy and, due to state statute, the policy will be approved after one reading. After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None; **Not Voting:** None; **Motion Carried:** 9-0.

M. Tower Facility Upgrades. Motion by Boelter, second by Heise, to approve the recommended Tower School building and grounds maintenance and upgrades as recommended.

- Replace entry carpet;
- Install entry buzzer and security camera;
- Install wall to divide classroom; and
- Replace broken up concrete (driveway and around building)

After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None;
Not Voting: None; **Motion Carried:** 9-0.

- N. Administrator Pay Transparency Act. Administrator Uhing provided each Board member with a copy of the 2014-15 Administrator Contract and updated the Board on compliance with LB 470 (Superintendent Pay Transparency Act). A copy of the contract will be forwarded to NDE as required and a link to the document will be added to the ESU #1 website prior to the August 1, deadline.
- O. Budget Parameters. Administrator Uhing presented a rough draft summary of the 2014-15 budget and asked the Board for input.
- P. Negotiations. Motion by Boelter, second by Heise, to approve the 2014-15 classified staff proposal, EDN and COTA proposal and custodian proposal as presented and recommended by Administrator Uhing. After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None;
Not Voting: None; **Motion Carried:** 9-0.

- Q. Personnel. Motion by Dowling, second by Reinert, to approve the 2014-15 contracts with School Psychologist Jenny Pattee (190 days) and Winnebago Early Childhood Special Education Teacher Jessica Bertschinger (185 days) and P.E. Teacher Caleb Mattson (185 days). After discussion and on roll call vote, the Board voted as follows:

For: Bock, Johnson, Kirkholm, Reinert, Dowling, Boelter, Wenstrand, Garwood and Heise; **Against:** None;
Not Voting: None; **Motion Carried:** 9-0.

The Board was informed of the following classified staff changes:

New Hire: Kara Anderson ~ Wakefield School Paraeducator and Kayla Nejedly ~ Winnebago School Paraeducator

- R. Adjournment. As there were no additional agenda items, Chairman Dowling declared the meeting adjourned at 6:12 p.m.



Lisa Salmon, Recording Secretary

Ronnie Wenstrand, Board Secretary

Next Meeting ~ Tuesday, August 12, 2014 @ 5:30 p.m.

Article 3; Section 5

D. Construction Projects ...

6. Retention of an Architect or Engineer. The ESU shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed ~~eighty-six thousand dollars (\$86,000)~~, **one hundred thousand dollars (\$100,000)** or such minimum amount as established by law from time to time.

Legal Reference:	§ 52-118 (construction performance and payment bonds) § 73-101 to § 73-106 (bidding construction projects) § 81-3445 (architect or engineer)
Date of Adoption:	November 11, 2008; Amended June 10, 2014

Article 5; Section 11

A. Safe Pupil Transportation Plan ...

Insert the following as #8 and renumber the current #8-10 to #9-11

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.
In the event the drop-off location is uncertain or appears unsafe to leave student, the driver will make every attempt to:
- Radio transportation dispatch or otherwise communicate with dispatch to notify them of the situation if possible.
 - Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were released to the school.
 - Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

Legal Reference:	§§ 79-318, 79-602, 79-607 and 79-608 NDE Rule 91
Date of Adoption:	January 19, 2009; Amended June 10, 2014

Article 5 (Equity & Legal Compliance) Section 8 (Student Health)

G. Concussions

1. Training.

The Administrator or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all teachers and/or designees of Tower School.

2. Education.

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

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

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from any playground or physical activities when he or she is reasonably suspected of having sustained a concussion or brain injury after observation by a teacher or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a playground or physical activities as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised activities involving physical exertion, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

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

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

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Administrator or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Students and Parents.

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

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of ESU #1 adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,”¹ and accompanying Appendix,² as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Legal Reference:	§ 79-9102 to 71-9106
Date of Adoption:	June 10, 2014