

# OFFICIAL MINUTES, BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday – February 21, 2017

ESU #13 Center – 4215 Avenue I, Scottsbluff, NE

The regular meeting of the Board of Educational Service Unit No. 13 was called to order by President Ray Richards on Tuesday, February 21, 2017 at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE, and at the following videoconference sites: Alliance Public Schools Adm. Bldg. – 1604 Sweetwater, Alliance, NE; Hay Springs High School – 407 N. Baker, Hay Springs, NE; and ESU #13 satellite office – 1114 Toledo, Sidney, NE. Previous public notice was given in the Star-Herald on Thursday, February 16, 2017. Agenda was uploaded to the ESU #13 website on Friday, February 17, 2017 for Board Members.

President Richards referenced the Nebraska Open Meetings Act as posted and noted that the Board reserves the right to rearrange the order of the agenda and to convene an executive session in accordance with § 84-1410.

**Present:** Scottsbluff site: Steve Diemoz, Bill Knapper, Tom Millette, Ray Richards, Mark Sinner, Dr. Jeff West-Administrator, Jodi Walker-Business Manager.  
Guests: Donna Jenne and Diane Coon.  
Alliance site: Pat Dobry, Patricia Jones, Rosalene Tollman  
Hay Springs site: Kim Marx (arrived at 7:30 p.m.)  
Sidney site: Don Egging

**Absent:** Scott Marsh, Desira Martin-Treasurer.

Moved by Millette, seconded by Egging that absent Board member Scott Marsh be excused. Kim Marx will be arriving later. Aye: Diemoz, Dobry, Jones, Knapper, Richards, Sinner, Tollman. Nay: none. Absent: Marsh, Marx. Motion passed.

Moved by Jones, seconded by Millette, that the agenda be approved as presented. Aye: Dobry, Egging, Knapper, Richards, Tollman, Diemoz, Dobry. Nay: none. Absent: Marsh, Marx. Motion passed.

Moved by Dobry, seconded by Diemoz, that consent action items be approved as listed (minutes of regular meeting, treasurer's report, fund balance report, budget summary, and claims). Aye: Egging, Jones, Knapper, Millette, Richards, Sinner, Tollman. Nay: none. Absent: Marsh, Marx. Motion passed. The following General Fund claims were approved for payment:

Ck. No.	Payee	Amount
6826	Payroll Account	708,363.12
6827	Allo Communications	925.87
6828	Allo Communications	2,490.21
6829	Allo Communications	895.33
6830	Black Hills Energy	1,350.96
6831	Black Hills Energy	367.98
6832	Centurylink Communications	2,008.88

6833	Centurylink Communications	1,862.81
6834	Charter Communications	459.90
6835	Charter Communications	145.77
6836	City of Bridgeport	243.90
6837	City of Gering	241.42
6838	City of Terrytown	42.60
6839	Nebraska Public Power District	107.80
6840	NPPD	1,881.49
6841	Viaero Wireless	1,863.67
6842	Wells Fargo	11,116.20
6843	City of Sidney	722.52
6844	NPPD	59.18
6845	Verizon Wireless	885.70
6846	Verizon Wireless	333.94
6847	Verizon Wireless	195.19
6848	Verizon Wireless	434.28
6849	Birch Communications	294.97
6850	3 Dimensional Coaching	550.00
6851	Advertainment Productions, LLC	228.00
6852	Aguallo, Maria	29.70
6853	Ahlers Baking, Inc.	234.81
6854	Alliance Public Schools	400.00
6855	Alliance Times Herald	78.00
6856	Autozone	113.44
6857	Banner County Clerk	109.67
6858	Banner County Public Schools	200.00
6859	Baumann, Jennifer	240.00
6860	Bayard Public Schools	200.00
6861	Bayard Public Schools	1,900.00
6862	Beam, Jadie	82.32
6863	Benzel Pest Control	95.00
6864	Benzel Pest Control	290.00
6865	Jacynth Berreth	361.66
6866	Best Heating and Cooling, LLC	309.00
6867	Best Western W. Hills Inn	445.00
6868	Billingsley, Lesley	9.60
6869	Black Hills Energy	675.18
6870	Bradley, Samantha	1,402.42
6871	Bridgeport News Blade	30.00
6872	Bridgeport Public Schools	200.00
6873	Brown & Saenger	648.94
6874	Bureau of Educ. & Research	6,649.00
6875	Capital Business	1,550.74
6876	Cardmember Service	2,193.72
6877	Carolina Biological Supply	177.83
6878	Carter, Ivisann	202.60
6879	Cash-Wa Distributing	1,743.57
6880	CDW Government, Inc.	570.74
6881	Chadron Public Schools	300.00
6882	Chadron Record	74.95
6883	Chappell Register	26.00
6884	Cheney, Amy	958.18
6885	Chuck Elley Presentations	1,492.77
6886	City of Sidney	212.69
6887	Community Action Partnership	11,759.00

6888	Conway, Joleen	60.00
6889	Copley, James	45.55
6890	Cornhusker Marriott Hotel	312.00
6891	Corwin Press	1,802.72
6892	Cottrell, Sara	100.00
6893	Crawford Clipper/Harrison Sun	32.00
6894	Creek Valley Schools	300.00
6895	Culligan	1,750.00
6896	Culligan of Scottsbluff	303.02
6897	Culligan Water Conditioning	29.90
6898	Cytek Media Systems, Inc	195.10
6899	D & H Electronic Supply	12.40
6900	DAS State Accounting-Central	433.63
6901	Daylight Donut Bakery	7.99
6902	Dell Marketing	16,588.97
6903	Dept. Health/Human Services	75.00
6904	Diemoz, Steve	445.17
6905	Douglas, Kelly, Ostdk & Ossian	245.00
6906	E3 Diagnostics	765.00
6907	Eakes Office Solutions	199.98
6908	ED Service Unit No. 10	640.70
6909	Ed Service Unit No. 13	6,049.46
6910	Ed Service Unit No. 13	16,935.71
6911	Ed Service Unit No. 13	48,493.24
6912	EL Achieve	313.50
6913	Fairfield Inn by Marriott	273.00
6914	Fastenal Company	14.05
6915	Fisher, Samantha	421.89
6916	Fremont Motor Company	578.31
6917	Frenchman Valley Coop	642.89
6918	Full Spectrum Laser	3,624.00
6919	G & T Reichert	12.25
6920	Garden County Public Schools	300.00
6921	Garden County News	30.00
6922	Garza, Brenda	58.64
6923	Gering Public Schools	900.00
6924	Gering Public Schools	2,352.00
6925	Gering Public Schools	700.00
6926	Golden Child Development	185.00
6927	Gordon-Rushville Public School	100.00
6928	GovConnection, Inc.	2,079.16
6929	Gurrola, Hector	65.00
6930	Gurue, Cynthia	300.00
6931	Hampton Inn-Kearney	1,446.04
6932	Hampton Inn-North Platte	91.00
6933	Hampton Inn & Suites	455.00
6934	Hay Springs Public Schools	200.00
6935	H. Alvarado & J. Chesnut	150.00
6936	Heilbrun's Farm Ind. Supply	40.45
6937	Helen's Restaurant	180.00
6938	Hemingford Public Schools	200.00
6939	Here We Grow Child Develop	540.00
6940	Hernandez, Cora	71.82
6941	Hi-Performance Car Wash	58.80
6942	Hilliard, Jaymie	722.09

6943	Holiday Inn of Kearney	99.95
6944	Hometown Leasing	646.95
6945	HRdirect	74.99
6946	Hullinger Glass and Locks	27.25
6947	Hyannis Area Schools	89.50
6948	Ideal Linen	828.96
6949	Ideal Linen	526.17
6950	Imagine Learning	6,150.00
6951	J. Bernal Catering	240.00
6952	J. Rundell-ESU 13 Petty cash	53.74
6953	Jacob's Auto Glass	225.00
6954	Johnson Cashway Lumber	11.18
6955	Johnson, Brad	500.00
6956	Johnson, Jed	400.00
6957	JourneyEd.Com, Inc.	4,581.85
6958	Juarez, Katie	9.63
6959	Julius, Denita	160.00
6960	Kepler, Amanda	17.82
6961	Kid's Korner	510.00
6962	Kimball County Hospital	2,302.00
6963	Kimball Public Schools	400.00
6964	Kimball Public Schools	200.00
6965	Kinoshita, Sheryl	44.71
6966	Kizzire, DeAnn	236.00
6967	Kriz-Davis Company	4,263.56
6968	KSB School Law, Pc LLO	750.00
6969	Lakeshore Learning Materials	459.91
6970	Leyton Public Schools	100.00
6971	LR4, LLC	500.00
6972	Lundgren-Carrizales, Katherine	148.27
6973	Luppen, Angela	96.30
6974	Marie's Embroidery	148.48
6975	Martin, Desira	60.65
6976	Mason, Alan	150.00
6977	Matheson Tri-Gas	3,005.61
6978	McBride, Todd	106.88
6979	Meat Shoppe	823.61
6980	Menard's	140.79
6981	Minatare Public Schools	100.00
6982	Minatare Public Schools	1,500.00
6983	Mitchell Public Schools	400.00
6984	Mitchell Public Schools	6,840.00
6985	Mobius Communications	120.00
6986	Moreno, Isabel	100.00
6987	Morrill County Clerk	544.89
6988	Morrill Public Schools	2,700.00
6989	Moss Enterprises	2,191.26
6990	NCECBVI	324.00
6991	NDE-Early Child Train Center	85.00
6992	NE Distance Learning Assoc.	95.00
6993	NE Association of School Board	355.00
6994	NE Council of School Admin	330.00
6995	NE Safety and Fire Equip	379.00
6996	Nebraska Safety Center	450.00
6997	Nebraska Total Office	14,670.00

6998	Nebraska U C Fund	345.96
6999	Nebraska Link	11,794.48
7000	NMC Exchange, LLC	1,315.04
7001	Ochoa, Sarah	1,425.00
7002	Off Broadway Business Prod.	72.04
7003	Options in Psychology	675.00
7004	O'Reilly Automotive	260.20
7005	Oriental Trading Company	106.79
7006	Oxford University Press	2,023.56
7007	Panhandle Coop	2,444.20
7008	Panhandle Coop Assoc.	3,241.32
7009	Panhandle Health Group	185.00
7010	Panhandle Partnership	140.00
7011	Payroll Acct-NE withholding	316.00
7012	PITSCO Education	113.25
7013	Pizza Hut of Scottsbluff	67.41
7014	Platte Valley Creamery	714.95
7015	Platte Valley Vacuum & Sew	12.50
7016	Potter-Dix Public Schools	400.00
7017	Prairie Winds Comm. Center	67.00
7018	Print Express	113.20
7019	Purchase Power	59.45
7020	Quick Care Medical Services	250.00
7021	Randy's Auto Care, LLC	791.64
7022	Reinhardt, Diane	18.13
7023	Retzlaff, Lori	260.00
7024	Rockler Woodworking	4,883.95
7025	Roods Tire Center, LLC	497.60
7026	Rosetta Stone	132.50
7027	R-Pad Apartment Program	200.00
7028	Rutherford, Shana	618.89
7029	Sandhills News, Inc.	45.00
7030	Schlothauer, George	38.84
7031	School Nurse Supply	385.65
7032	Scotts Bluff Handi Bus	238.00
7033	Scotts Bluff County Consolid.	85.00
7034	Scottsbluff Family YMCA	975.00
7035	Scottsbluff Public Schools	105.00
7036	Scottsbluff Public Schools	1,900.00
7037	Scottsbluff Public Schools	900.00
7038	Scottsbluff Public Schools	846.10
7039	Scottsbluff/Ger Unit. Chamber	200.00
7040	Shady Rest Motel	65.00
7041	Sidney Public Schools	3,590.07
7042	Sidney Public Schools	3,388.00
7043	Sidney Sun Telegraph	138.00
7044	Sioux County Public Schools	200.00
7045	Sioux Villa	100.00
7046	Soar Pediatric Therapy	4,646.70
7047	Software Unlimited, Inc.	288.04
7048	Sonny's Bike Shop	4,799.98
7049	Sonny's Superfoods	88.98
7050	Sonny's Superfoods-Bridgeport	862.65
7051	Staples Credit Plan	875.40
7052	Star-Herald	1,088.95

7053	Strategies Unlimited, Inc.	2,688.00
7054	Subway #6906	27.50
7055	Super 8 Motel	71.99
7056	Team Chevrolet	567.56
7057	Thomas, Tonya	25.00
7058	Thompson Glass	96.29
7059	Transcript Gate, LLC	18.00
7060	Twin Cities Development	50.00
7061	Twin Cities Early Childhood Cnt	184.53
7062	Univ of Nebraska-Lincoln	1,000.00
7063	UNL Extension	125.00
7064	UNL Garden/Deuel County	125.00
7065	VALTS	24.53
7066	Van Newkirk, Jan	1,300.00
7067	Verizon Wireless	108.69
7068	Visa	2,861.04
7069	Volunteers of America	140.00
7070	Volunteers of America	214.57
7071	Vyne Education	189.99
7072	Wanda Canada-Dalton	1,330.73
7073	West, Jeffrey	430.16
7074	Western Cooperative	23.97
7075	Western NE Moving & Storage	357.00
7076	West NE Community College	808.50
7077	West NE Community College	1,687.50
7078	West NE Community College	2,935.05
7079	Western Nebraska Housing	475.00
7080	Western Nebraska Observer	38.00
7081	Western Plains Bus. Solutions	1,106.35
7082	Williams, Aidalyn	978.40
7083	Wood, Wesley	433.00
7084	Chase Card Services	762.49
7085	SourceGas Distrib.-Sidney	761.01
	<b>TOTAL</b>	<b>1,028,579.83</b>

## Calendar

- **February 22, 2017** – ESU #13 Administrative Advisory Council Meeting-ESU #13 Center and offered DL, 10:00 AM. Jeff will be hosting this in Sidney.
- **February 26-27, 2017** – NASB President’s Retreat. “Developing a Board President Leadership Plan”, Kearney Holiday Inn (Richards)
- **March 7, 2017** – NASB and Nebraska Council of School Attorneys. “Back to the Basic of School Law”, Gering Civic Center, 5:15 pm to 9:00 pm
- **March 17, 2017** – Staff In-service and Department Meetings
- **March 21, 2017** – Finance Committee – 3:00 PM – ESU #13 Center (review bids for Signage)
- **March 21, 2017** – Regular Meeting – 7:00 PM ESU #13 Center-Videoconference (sites to be determined at today’s meeting)
- **April 11, 2017** – Regular Meeting (Moved up one week to accommodate Administrator’s travel schedule.)

**Public Forum** – no items.

**Reports:**

- **Abbie Winters of Winters Creative:** Abbie presented to the Board the Pre-Bid Summary of the ESU #13 signage package for the entire facility. She outlined the timeline for the project. There will be five types of signs: Pylon signs, Post and Panel Signs, Interior Wayfinding signs, Interior Room Identification Signs and misc. additional signs. Additionally, she referenced the map showing where the signs are going to be placed. The summary and map has been presented to the Directors, Maintenance and Technology. Jeff noted the colors of the signs: Blue, White and Gray. Board member Diemoz asked about “no gun” signs. This will be ordered separately and not from Abbie Winters. There were a few more questions regarding wording on the signs. These are noted and changed. Bids will begin next Friday. Opening of bids will be at the next Board meeting. Estimate for completion would be approximately 4 weeks.
- **Administrator’s Report (Jeff West):** Jeff again reviewed the Scottsbluff location facility projects which should begin in the Spring. He would like to start having the engineers begin the process for the parking lot now, however, it would be paid in the next fiscal year.

The agreement from Baker and Associates is on the agenda for review and approval. The only addition is the “garage additional heat and power”.

He presented the need to replace our oldest mid-bus next year. It is estimated that the cost for the bus will be about \$65,000.

When the actual report from AdvancED comes, he will go into more detail with the Board. He shared that we are above the National Average score in Teaching and Learning Impact (ESU score 293.33, National Average score 267.91) and Leadership Capacity (ESU score 309.09, National Average score 292.76). We are below average only in one area which is the Resource Allocation (ESU score 283.33, National Average score 284.48).

We will be restructuring our Finance department due to some of the suggestions made by our auditor for better internal control. The Business Manager will allocate some of her AP duties to a part time person who will also be part time for the EDN department. She will be able to provide more oversight and monitoring in the department. The Finance committee agreed to update our monthly financial reporting. The check register report will be given each month for the Board members to see, then the budget report for those payments will be given the following month.

We will be purchasing a policy manual and yearly updates from Perry Law Firm. This manual will pertain to ESU policies.

- Legislative Issues Conference/Budget & Finance Workshop (Diemoz, Knapper): Bill Knapper and Steve Diemoz attended the meeting. The Governor did not attend which caused some tension. Bill attended the pre-session “Promoting Early Childhood” and the “Medicaid” session. Steve noted LB 65 which would allow state employees to volunteer as substitutes and mentors.
- Education Forum (Millette): Tom attended several sessions at this conference including: John Cook – Dream Big Like a Champion, Career Pathways (students go there for 3 hours a day and earn dual credit hours). He attended Lion’s Decatur which has community projects for students to complete from start to finish.
- Head Start Policy Council Activity Report and Director’s Report: Nothing to add to the reports.

### **Old Business:**

Board policy regarding Weapons; Use of Metal Detectors; Searches, Seizures, and Arrests; Security; and Access to Buildings was presented as first reading with amendments. No action taken.

### **New Business:**

Moved by Richards, seconded by Marx, that the Board ratify the proposed Negotiated Agreement between ESU #13 Board of Education and the ESU #13 Education Association. Questions were answered regarding horizontal placement and release from contract. Jeff approves all horizontal placement. Aye: Jones, Knapper, Millette, Sinner, Tollman, Diemoz, Dobry, Egging. Nay: None. Absent: Marsh. Motion passed.

Moved by Knapper, seconded by Sinner that the Board approve the change in reporting of the monthly financial summary. Aye: Marx, Millette, Richards, Tollman, Diemoz, Dobry, Egging, Jones. Nay: None. Absent: Marsh. Motion passed.

Moved by Millette, seconded by Diemoz that the Board approve that ESU #13 have only one audit in 2017 which will be the State audit in October 2017. Aye: Marx, Richards, Sinner, Tollman, Dobry, Egging, Jones, Knapper. Nay: none. Absent: Marsh. Motion passed.

Moved by Egging, seconded by Millette that Board approve the agreement by Baker & Associates outlining the projects, scope of work, scheduling, method of payment and amendment of agreement. Aye: Marx, Richards, Sinner, Tollman, Diemoz, Dobry, Jones, Knapper. Nay: None. Absent: Marsh. Motion passed.

Moved by Knapper seconded by Richards that the Board extend the ESU #13 Administrator's contract for an additional year to June 30, 2020. Aye: Millette, Sinner, Tollman, Diemoz, Dobry, Egging, Jones, Marx. Nay: None: Absent: Marsh. Motion passed.

President reviewed video-conference sites for March 21, 2017 regular Board meeting places. They will be broadcast to Alliance, Crawford, Sidney and Hay Springs.

Moved by Jones, seconded by Sinner that the Board approve the above- listed minutes as read. Aye: Richards, Tollman, Diemoz, Dobry, Egging, Knapper, Marx, Millette. Nay: None. Absent: Marsh. Motion passed.

President declared regular meeting adjourned. Next regular meeting will be held Tuesday, March 21, 2017, at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE and broadcast to videoconference sites at Alliance, Crawford, Hay Springs and Sidney.

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President

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Secretary