

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

Tuesday – February 20, 2018

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

The regular meeting of the Board of Educational Service Unit #13 was called to order by President Ray Richards on Tuesday, February 20, 2018 at 7:00 PM at the ESU #13 Center, 4021 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 15, 2018. Agenda items were uploaded to the ESU #13 website on Thursday and Friday, February 15/16, 2018 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: Diane Coon, Steve Diemoz, Pat Dobry, Don Egging, Patricia Jones, Scott Marsh, Ray Richards, Tom Millette, Mark Sinner, Rosalene Tollman, Dr. Jeff West-Administrator, Jodi Walker-Business Manager and Desira Martin, Treasurer. Guests: Dr. Katie Carrizales, Donna Jenne, BJ Peters.

Absent: Bill Knapper, Kim Marx.

Moved by Millette, seconded by Marsh, that absent Board member Kim Marx be excused. Action to excuse Knapper at the end of meeting. Aye: Coon, Diemoz, Dobry, Egging, Jones, Richards, Sinner, Tollman. Nay: None. Absent: Knapper, Marx. Motion passed.

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

Moved by Coon, seconded by Diemoz, that consent action items be approved as listed (minutes of regular meeting, Treasurer's report, Fund Balance report, Budget Summary, Claims and staff travel). Aye: Dobry, Egging, Jones, Marsh, Millette, Richards, Sinner, Tollman. Nay: none. Absent: Knapper, Marx. Motion passed. The following General Fund claims were approved for payment:

<u>Check #</u>	<u>Entity Name</u>	<u>Amount</u>
9383	ALLO COMMUNICATIONS	928.05
9384	BLACK HILLS ENERGY	1,224.81
9385	CENTURYLINK	1,458.21
9386	CHARTER COMMUNICATIONS	169.65
9387	CITY OF GERING	234.32
9388	CITY OF TERRYTOWN	45.98

9389	PAYROLL ACCOUNT	744,381.86
9390	ALLO COMMUNICATIONS	1,048.11
9391	WELLS FARGO	5,726.05
9392	BIRCH COMMUNICATIONS	392.33
9393	CHARTER COMMUNICATIONS TV	43.98
9394	CITY OF SIDNEY	660.67
9395	NEBRASKA PUBLIC POWER DISTRICT	2,571.89
9396	NPPD	108.36
9397	VERIZON WIRELESS	1,218.14
9398	VERIZON WIRELESS	261.03
9399	VERIZON WIRELESS	167.65
9400	VERIZON WIRELESS	443.09
9401	VERIZON WIRELESS	166.76
9402	308 EMBROIDERY	81.18
9403	AHLERS BAKING, INC	109.58
9404	ALLIANCE TIMES-HERALD	78.00
9405	ANDERSON-SHAW CONSTRUCTION	75,549.20
9406	APPLE INC	399.00
9407	BAKER & ASSOCIATES	5,587.50
9408	MARCIA BAUER	73.33
9409	JENNIFER BAUMANN	1,584.00
9410	BAYARD PUBLIC SCHOOLS	200.00
9411	BAYARD PUBLIC SCHOOLS	1,995.00
9412	BAYBRIDGE CONSORTIUM	4,250.00
9413	STEPHANIE BAYNE	100.00
9414	BENZEL PEST CONTROL	95.00
9415	BENZEL PEST CONTROL	1,025.00
9416	JACINTH BERRETH	351.32
9417	BEST HEATING AND COOLING LLC	4,369.96
9418	BLACK HILLS ENERGY	872.19
9419	BORDER STATES	446.24
9420	BRIDGEPORT NEWS BLADE	40.00
9421	BRIDGEPORT PUBLIC SCHL	300.00
9422	BUSY BEES PRESCHOOL	50.00
9423	CAPITAL BUSINESS SYSTEMS, INC	1,384.03
9424	CARDMEMBER SERVICE	7,213.71
9425	CASH-WA DISTRIBUTING	1,696.79
9426	CDW GOVERNMENT, INC	3,133.79
9427	CENTURYLINK COMMUNICATIONS	2,691.98
9428	CHADRON PUBLIC SCHOOLS	1,345.55
9429	CHADRON STATE COLLEGE	837.00
9430	THE CHAPPELL REGISTER	26.00
9431	CHUCK ELLEY PRESENTATIONS	1,242.90
9432	CITY OF SIDNEY	193.91
9433	COMMUNITY ACTION PARTNERSHIP-WN	19,859.66
9434	JOLEEN CONWAY	1,072.00
9435	CORNHUSKER MARRIOTT HOTEL	486.00
9436	CORWIN PRESS	10,318.00
9437	CRAWFORD PUBLIC SCHOOLS	300.00

9438	CULLIGAN	47.25
9439	CULLIGAN OF SCOTTSBLUFF	2,341.53
9440	CULLIGAN WATER CONDITIONING	14.95
9441	DAS STATE ACCOUNTING - CENTRAL	449.62
9442	DELL MARKETING	1,330.17
9443	DENNIS SUPPLY CO	22.91
9444	DIAMOND VOGEL PAINT CENTER	5.59
9445	MARY DOMINGUEZ	13.63
9446	DOUGLAS, KELLY, OSTDIEK & OSSIAN, P.C.	2,756.25
9447	ED SERVICE UNIT NO 3	24.00
9448	ED SERVICE UNIT NO 10	725.75
9449	ED SERVICE UNIT NO 13	5,521.38
9450	EDUCATIONAL SERVICE UNIT NO. 13	21,606.49
9451	EDUCATIONAL SERVICE UNIT NO. 13	29,196.76
9452	ALEXIS EHRHARDT	91.09
9453	EMBASSY SUITES HOTELS La Vista	1,064.70
9454	EMBASSY SUITES-LINCOLN	558.00
9455	SHEENA ERICKSON	125.00
9456	MINDY ESTRADA	46.92
9457	FASTENAL COMPANY	9.00
9458	FERGUSON SIGNS	760.00
9459	FINNEYS INC	14.78
9460	FRANK PARTS COMPANY	42.66
9461	FREMONT MOTOR COMPANY	1,140.91
9462	FRENCHMAN VALLEY COOP	819.56
9463	TERESA FROMAN	1,012.61
9464	MEGGIN FUNK	1,066.50
9465	PERLA GARZA	653.18
9466	GERING COURIER	35.12
9467	GERING PUBLIC SCHOOLS	860.19
9468	GERING PUBLIC SCHOOLS	2,396.70
9469	GERING PUBLIC SCHOOLS	700.00
9470	JOANN GOLDEN	347.08
9471	GORDON-RUSHVILLE PUBLIC SCHOOLS	600.00
9472	GOVCONNECTION, INC	791.67
9473	GRADUATE HOTEL-LINCOLN	186.00
9474	HAMPTON INN - KEARNEY	2,140.69
9475	HAMPTON INN & SUITES	93.00
9476	JACK HARRIS	200.00
9477	HERE WEE GROW CHILD DEVEL. CENTER	763.96
9478	HI PERFORMANCE CAR WASH	41.60
9479	JAYMIE HILLIARD	807.15
9480	HOBBY LOBBY	10.00
9481	HOME DEPOT CREDIT SERVICES	111.00
9482	HOMETOWN LEASING	646.95
9483	HOUGHTON MIFFLIN HARCOURT	379.94
9484	HR Specialist: Employment Law	97.00
9485	IDEAL LINEN SUPPLY	1,176.53
9486	IDEAL LINEN SUPPLY	522.22

9487	INFINITE GRAPHICS	216.00
9488	J BERNAL CATERING	180.00
9489	JOHNSON CASHWAY LUMBER CO	35.98
9490	BRAD JOHNSON	600.00
9491	PATRICIA JONES	555.51
9492	TIFFANY JONES	100.00
9493	DENITA JULIUS	695.40
9494	KIDS KORNER	966.90
9495	KIMBALL HEALTH SERVICES	2,021.40
9496	KIMBALL PUBLIC SCHOOLS	100.00
9497	KSB SCHOOL LAW, PC LLO	769.23
9498	KSID RADIO	25.00
9499	LEYTON PUBLIC SCHOOLS	100.00
9500	LICENSURE UNIT	75.00
9501	LIL ANGELS PLAYHOUSE, LLC	1,112.15
9502	LR4, LLC	500.00
9503	KATHERINE LUNDGREN-CARRIZALES	279.41
9504	THE MAIN IDEA, LLC	839.00
9505	DEBRA MASON	500.00
9506	MASTER'S TRANSPORTATION	61.26
9507	MEAT SHOPPE	1,310.52
9508	MENARDS	724.16
9509	MIDWEST CONNECT	270.00
9510	MINATARE PUBLIC SCHOOLS	2,137.50
9511	MITCHELL PUBLIC SCHOOLS	100.00
9512	MITCHELL PUBLIC SCHOOLS	3,420.00
9513	MOBILITY RESEARCH	1,290.00
9514	MONUMENT CAR WASH	7.62
9515	MORRILL PUBLIC SCHOOLS	3,156.11
9516	MORRILL PUBLIC SCHOOLS	310.00
9517	MOSS ENTERPRISES	1,212.78
9518	MY VRSPOT, LLC	1,795.00
9519	NAEYC	73.54
9520	NANIE'S KITCHEN	200.00
9521	NE SAFETY & FIRE EQUIPMENT	195.00
9522	NEBRASKA ASSOC OF SCHOOL BOARDS	1,200.00
9523	NATM	150.00
9524	NEBRASKA COUNCIL OF SCHOOL ADMINS	115.00
9525	NEBRASKA SAFETY AND FIRE EQUIPMENT	432.00
9526	NEBRASKA SAFETY CENTER	150.00
9527	NEBRASKALINK	7,053.37
9528	NEOFUNDS BY NEOPOST	555.46
9529	NOAH'S ARK PRESCHOOL	740.00
9530	NOODLE SOUP	118.80
9531	SARAH OCHOA	1,810.60
9532	ONE SOURCE	154.00
9533	O'REILLY AUTOMOTIVE	403.97
9534	OXFORD UNIVERSITY PRESS, INC	341.72
9535	PACIFIC NORTHWEST PUBLISHING, INC	77.04

9536	PANHANDLE COOP	3,081.13
9537	PANHANDLE COOP ASSOC.	2,862.80
9538	PANHANDLE HEALTH GROUP	716.00
9539	PERRY, GUTHERY, HAASE & GESSFORD	825.00
9540	PLATTE VALLEY CREAMERY	288.35
9541	PRAIRIE WINDS COMMUNITY CENTER	459.00
9542	PRO-ED	1,155.00
9543	QUICK CARE MEDICAL SERVICES, INC.	750.00
9544	RANDY'S AUTO CARE, LLC	359.02
9545	REGANIS AUTO CENTER	49.89
9546	REGION V	60.00
9547	LORI RETZLAFF	1,572.00
9548	RIVER A HOLDINGS LLC	31.68
9549	ROODS TIRE CENTER LLC	406.52
9550	ROTARY CLUB OF SB-GERING	360.00
9551	RUSCH'S GENERAL CONTRACTING, LLC	28,256.70
9552	SHANA RUTHERFORD	473.71
9553	RYAN'S WELDING, LLC	40.00
9554	SARAH SALINAS	9.86
9555	SANDHILLS NEWS, INC	45.00
9556	SCOTTSBLUFF FAMILY YMCA	450.00
9557	SCOTTSBLUFF PUBLIC SCHOOLS	600.00
9558	SCOTTSBLUFF PUBLIC SCHOOLS	1,900.00
9559	SCOTTSBLUFF PUBLIC SCHOOLS	770.00
9560	SCOTTSBLUFF/GERING UNITED CHAMBER	50.00
9561	SIDNEY GLASS & SIGNS	311.00
9562	SIDNEY PUBLIC SCHOOLS	1,589.28
9563	SIDNEY PUBLIC SCHOOLS	957.75
9564	SIDNEY SUN-TELEGRAPH	10.50
9565	SIOUX VILLA	100.00
9566	SLP Toolkit, LLC	152.00
9567	PAUL SMITH	20.87
9568	SNELL SERVICES	1,120.00
9569	SONNY'S SUPER FOODS/BRIDGEPORT	897.94
9570	SONNY'S SUPER FOODS/SIDNEY	136.89
9571	JENISE STAMAN	225.00
9572	STAR-HERALD	908.94
9573	LILY SUGHROUE	850.79
9574	TEACHING STRATEGIES, INC.	3,939.29
9575	TEACHING STRATEGIES, LLC	5,030.00
9576	TEAM CHEVROLET	309.65
9577	TONYA THOMAS	35.97
9578	TWIN CITIES DEVELOPMENT ASSOCIATION	110.00
9579	TWIN CITIES EARLY CHILDHOOD CENTER	309.67
9580	VALENTINE COMMUNITY SCHOOLS	98.10
9581	VALTS	11.21
9582	JANICE VAN NEWKIRK	1,300.00
9583	VAN PELT FENCING COMPANY, INC.	4,350.45
9584	VIRCO INC	174.66

9585	VISA	3,098.84
9586	VOLUNTEERS OF AMERICA	822.87
9587	VOLUNTEERS OF AMERICA	105.00
9588	VOYAGER SOPRIS LEARNING	821.65
9589	VYNE EDUCATION	69.00
9590	KIM WATSON	750.00
9591	JEFFREY WEST	24.31
9592	WESTERN NE MOVING & STORAGE	200.00
9593	WESTERN NEBRASKA COMMUNITY COLLEGE	2,788.25
9594	WESTERN NEBRASKA COMMUNITY COLLEGE	75.00
9595	WESTERN NEBRASKA COMMUNITY COLLEGE	449.93
9596	WESTERN NEBRASKA HOUSING	495.00
9597	WESTERN NEBRASKA OBSERVER	9.50
9598	WESTERN PLAINS BUSINESS SOLUTIONS	3,251.86
9599	WHITING SIGNS	2,156.00
9600	WESLEY WOOD	441.66
9601	BLACK HILLS ENERGY	943.16
9602	CHARTER COMMUNICATIONS	171.25
9603	CHASE CARD SERVICES	612.29
9604	CITY OF BRIDGEPORT	286.72
9605	GREAT PLAINS COMMUNICATIONS	14,206.90
9606	NEBRASKA PUBLIC POWER DISTRICT	115.38
	TOTAL	1,134,629.37

## Calendar

- **February 21-22, 2018** – Education Forum – Kearney
- **February 25-26, 2018**– President’s Retreat – North Platte (Richards)
- **February 28, 2018** – ESU 13 Advisory Council – 10:00 AM – Mike Dulaney, NCSA and Jim Tenopir, NSAA. This is a DL meeting. (Jeff will be hosting this is Sidney)
- **February 28, 2018** – Budget and Finance Workshop -Lincoln
- **March 13 (Gering), March 14 (North Platte), March 21 (Fremont)** – Spring Legal Workshops
- **March 15, 2018** – Budget & Finance Workshop - Kearney
- **March 20, 2018** – Regular Board Meeting, videoconference to Alliance, Hay Springs and Sidney.

Diane Coon and Scott Marsh requested registration for the Spring Legal Conference on March 13, 2018 in Gering.

At this time, President Richards re-arranged the agenda to hear Dr. Katie Carrizales, ESU 13 Psychology Services, give an update to the Board regarding Intensive Outpatient Program (IOP). She updated the Board on the timeline for the program.

They are currently recruiting providers and should be able to take referrals soon. Being a part of this program means we are also a Region I provider. Creating these policies is one of the minimum standards we have to meet. She explained the new IOP policies that create specific rights for the clients served in the program. These policies are not formal Board policies.

Mr. Millette asked about the High Plains Psychology Internship Consortium (HPPIC), a Doctoral Internship program. Dr. Carrizales updated the Board on this program. This past year was HPPIC's inaugural year. ESU 13 and Converge Day Treatment Center in Brush, Colorado were the two sites where interns were placed. Two new sites have been added to the consortium for next year: The Colorado Center for Testing and Assessment in Fort Collins, Colorado and Options in Psychology, LLC in Scottsbluff. The first round of intern interviews took place in January with several qualified applicants interested in the program. We are currently in the process of getting this program accredited through the American Psychological Association (APA).

Moved by Marsh, seconded by Sinner, that the Board approve the Intensive Outpatient Program policies of Grievances, Rights and Responsibilities of Persons Served and Orientation of Persons Served. Aye: Egging, Jones, Millette, Richards, Tollman, Coon, Diemoz, Dobry. Nay: None. Absent: Knapper, Marx. Motion passed.

The regular agenda resumes.

**Public Forum:** no items.

### **Reports:**

Board Member Report: Patricia Jones and Steve Diemoz attended the Legislative Issues Conference on January 21-22, 2018 and reported back to the Board. Jones attended the Education Committee hearing and heard ESU 13 testimony for LB 801.

Patricia Jones attended a Town hall meeting in Alliance. Senator Brewer and Senator Erdman were present. LB 801 and LB803 were discussed. Patricia suggested that the Board members write letters in support.

### Administrator's report (Jeff West):

Dr. West reviewed the State Auditor's report and exit agenda. Corrective actions were presented. The Board members received hard copies of the State Audit Report and exit agenda.

AESA's Executive in Residence program will be sending Andrew Eyres, Assistant Superintendent from Tumwater, WA, to spend time with Dr. West.

### Head Start (Donna Jenne, Director):

Donna Jenne, Head Start Director, gave Eligibility Training that included determining, verifying and documenting eligibility to the Board members. The Federal review team for Head Start will be here March 19-22, 2018. The Federal review team will attend the Board meeting on March 20, 2018.

**Old Business:**

Moved by Egging, seconded by Marsh, that the Board approve the amended Board policy for Expenses and Authorization for Attendance at Education Workshops, Conferences, Training Programs, Official Functions, Hearings or Meetings. Aye: Jones, Millette, Richards, Sinner, Tollman, Coon, Diemoz, Dobry. Nay: None. Absent: Knapper, Marx. Motion passed.

**New Business:**

Proposed Service Animal Policy was presented as first reading. No action taken.

Moved by Millette, seconded by Diemoz, that the Board approve the Finance Committee's recommendation to accept the bid from Rusch's Construction in the amount of \$19,597 for metal siding and doors for the multi-purpose room and an alternate bid for the garage residing project in the amount of \$15,772 for a grand total of \$35,369. Aye: Marsh, Richards, Sinner, Tollman, Coon, Dobry, Egging, Jones. Nay: None. Absent: Knapper, Marx. Motion passed.

Moved by Richards, seconded by Jones, that the Board approve the Finance Committee's recommendation to accept the bid from KSO CPA's and Advisors for \$17,000 to conduct ESU 13's 2017-2018 complete and comprehensive audit. Aye: Marsh, Millette, Sinner, Tollman, Coon, Diemoz, Dobry, Egging. Nay: None. Absent: Knapper, Marx. Motion passed.

Moved by Marsh, seconded by Millette, that the Board approve the revised Head Start Planning and Monitoring Written Plans, Communication/Record Keeping Written Plans, and ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Written Plans. Aye: Richards, Sinner, Tollman, Coon, Diemoz, Dobry, Egging, Jones. Nay: None. Absent: Knapper, Marx. Motion passed.

Moved by Sinner, seconded by Diemoz that the Board move into executive session for the purpose of discussing a personnel matter with members of the Board and the Administrator present. Board moved into executive session at 8:35 p.m.

Moved by Sinner, seconded by Richards that the regular meeting reconvene. Aye: Millette, Tollman, Coon, Diemoz, Dobry, Egging, Jones, Marsh. Nay: None. Absent: Knapper, Marx. Motion passed. The regular meeting reconvened at 8:48 p.m.

Moved by Richards, seconded by Coon, that the Board extend the ESU #13 Administrator's contract for an additional year to June 30, 2021. Aye: Sinner, Tollman, Diemoz, Dobry, Egging, Jones, Marsh, Millette. Nay: None. Absent: Knapper, Marx. Motion passed.

Moved by Sinner, seconded by Marsh, that absent Board member Bill Knapper be excused. Aye: Tollman, Coon, Diemoz, Dobry, Egging, Jones, Millette, Richards. Nay: None. Absent: Knapper, Marx. Motion passed

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

President Richards declared regular meeting adjourned. Next regular meeting will be held Tuesday, March 20, 2018, beginning at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE, and broadcast to videoconference sites at Alliance, Hay Springs, and Sidney.

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President

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Secretary