

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

Tuesday – March 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, March 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; Crawford High School – 908 5<sup>th</sup> Street, Crawford, NE and ESU #13 satellite office – 1114 Toledo, Sidney, NE. Previous public notice was given in the Star-Herald on Thursday, March 17, 2017. Agenda was uploaded to the ESU #13 website on Thursday, March 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, Scott Marsh, Kim Marx, Tom Millette, Ray Richards, Mark Sinner, Dr. Jeff West-Administrator, Jodi Walker-Business Manager, Desira Martin – Treasurer. Guests: Donna Jenne, B.J. Peters.  
Alliance site: Pat Dobry, Patricia Jones  
Crawford site: Rosalene Tollman  
Sidney site: Don Egging

**Absent:**      Bill Knapper

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

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

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

Ck. No.	Payee	Amount
7086	Payroll Account	718,092.34
7087	Black Hills Energy	1,161.38
7088	Black Hills Energy	260.46
7089	CenturyLink Communication	1,436.82
7090	CenturyLink Communication	1,902.44

7091	Charter Communication	292.71
7092	City of Bridgeport	276.47
7093	City of Gering	264.13
7094	City of Terrytown	42.60
7095	NE Public Power District	110.19
7096	Viaero Wireless	1,226.83
7097	Wells Fargo	4,201.51
7098	Birch Communication	239.68
7099	Charter Communication	459.90
7100	City of Sidney	669.62
7101	NE Public Power District	1,795.04
7102	Allo Communications	930.04
7103	Allo Communications	2,618.95
7104	Allo Communications	1,075.13
7105	Charter Communications	44.79
7106	City of Sidney	176.55
7107	Verizon Wireless	888.52
7108	Verizon Wireless	208.81
7109	Verizon Wireless	200.90
7110	Verizon Wireless	442.87
7111	Aguallo, Maria	9.10
7112	Ahlers Baking Company	86.25
7113	Alliance Public Schools	100.00
7114	Anita's Greenscaping, Inc.	270.00
7115	Baker's & Associates	925.00
7116	Balandran, Tony	175.00
7117	Banner County Public Schools	200.00
7118	Baumann, Jennifer	130.00
7119	Bautista, Adrianna	19.26
7120	Bayard Public Schools	300.00
7121	Bayard Public Schools	1,900.00
7122	Bean Broker	62.48
7123	Benzel Pest Control	95.00
7124	Benzel Pest Control	290.00
7125	Berreth, Jacinth	658.05
7126	Best Western Plus Sidney	284.58
7127	Best Western W Hills Inn	826.00
7128	Black Hills Energy	301.55
7129	Bridgeport Public Schools	200.00
7130	Bridgeport Public Schools	3,500.00
7131	Bureau of Educational Research	5,158.00
7132	Capital Business Systems, Inc.	1,353.53
7133	Cardmember Service	6,907.88
7134	Case	389.95
7135	Cash-Wa Distributing	1,926.54
7136	CDW Government, Inc.	4,071.64
7137	Central Restaurant Products	4,984.01
7138	Chadron Public Schools	200.00
7139	Chadron State College	7,105.00
7140	Chase Card Services	1,219.60
7141	Cheney, Amy	968.19
7142	Cheyenne County Clerk	335.66
7143	Chuck Elley Presentations	1,498.31
7144	City of Gering	4,523.20
7145	City of Scottsbluff	898.03

7146	Clement, Nicholas	668.20
7147	Comfort Inn-Kearney	182.00
7148	CAPWNN	11,798.50
7149	Community Health	73.60
7150	Conway, Joleen	170.00
7151	Copley, James	91.10
7152	CPI	150.00
7153	Creek Valley Public Schools	100.00
7154	CSC Conferencing Office	368.00
7155	Culligan	22.05
7156	Culligan of Scottsbluff	192.45
7157	Culligan Water Conditioning	14.95
7158	Curriculum Associates	554.40
7159	D & H Electronic Supply	235.46
7160	D. Martin-ESU #13	3.55
7161	DAS State Accounting-Central	433.63
7162	Daylight Donut Bakery	6.99
7163	Dell Marketing	19,119.18
7164	Dennis Supply Co.	43.08
7165	Denton, Michele	434.92
7166	Depka, Eileen	588.23
7167	Diamond Vogel	26.75
7168	Domino's Pizza	33.12
7169	Douglas, Kelly, Ost. & Ossian	682.50
7170	Dunn, Tara	74.90
7171	Eakes Office Solutions	1,394.75
7172	ED Service Unit #10	639.80
7173	Ed Service Unit #13	7,874.28
7174	Ed Service Unit #16	50.00
7175	Ed Service Unit #13	6,673.73
7176	El Achieve	1,567.50
7177	Embassy Suites-Lincoln	549.00
7178	Estr Publications	1,033.00
7179	ESU Coordinating Council	1,487.50
7180	Fisher, Samantha	140.17
7181	Fisher, Shannan	13.91
7182	Flowers on Broadway	110.00
7183	Frenchman Valley Coop	1,030.21
7184	Garden County Public Schools	100.00
7185	Garza, Brenda	226.73
7186	Gering Public Schools	300.00
7187	Gering Public Schools	2,184.00
7188	Gering Public Schools	700.00
7189	Gill, Cynthia	74.90
7190	Golden Child Development	968.40
7191	Gordon Rushville Pubic Schools	200.00
7192	GovConnection, Inc.	1,252.58
7193	Green, KC	375.00
7194	Hampton Inn & Suites	8,879.96
7195	Hampton Inn- Sidney	364.00
7196	Hay Springs Public Schools	300.00
7197	Heilbrun's Farm Indust. Supply	15.69
7198	Hemingford Ledger	19.00
7199	Here Wee Grow Child Develop.	180.00
7200	Hi-Performance Car Wash	71.20

7201	Hilliard, Jaymie	553.99
7202	Hobby Lobby	428.50
7203	Holiday Inn Express-Kearney	273.00
7204	Holiday Inn-Kearney	99.00
7205	Home Depot Credit Services	293.17
7206	Hometown Leasing	646.95
7207	HR Direct	74.99
7208	HTMC	50.00
7209	Hunt, Mary	819.55
7210	Hyannis Area Schools	48.50
7211	Ideal Linen Supply	3,269.34
7212	Ideal Linen Supply	677.44
7213	Independent Plumbing	82.51
7214	Jacob's Autoglass	255.00
7215	Johnson-Cashway	44.34
7216	Johnson, Brad	400.00
7217	Johnson, Ed	200.00
7218	Julius, Denita	270.00
7219	Kabes, Beth	444.05
7220	Kepler, Amanda	38.52
7221	Kicks & Giggles	733.79
7222	Kid's Korner	409.74
7223	Kimball Health Services	2190.50
7224	Koozer, Kathleen	39.06
7225	Kruger, Kay	139.10
7226	KSB School Law, PC, LLO	210.00
7227	Leyton Public Schools	100.00
7228	Lifelink/Nebraska	151.88
7229	LR4, LLC	500.00
7230	Luppen, Angela	251.98
7231	Madsen, Kim	547.96
7232	Mail Finance	187.58
7233	Marie's Embroidery	50.00
7234	Master's Transportation	517.17
7235	Mata, Regina	44.40
7236	McDermott & Miller	10,022.00
7237	Meat Shoppe	3,145.36
7238	Menards	3.29
7239	Meng, George	134.82
7240	Meyer, Rick	85.60
7241	Minatare Public Schools	1,500.00
7242	Mitchell Public Schools	200.00
7243	Mitchell Public Schools	3,420.00
7244	Mobymax, LLC	1,295.00
7245	Moore, Willard	7.50
7246	Morrill Public Schools	4,590.00
7247	Munroe-Meyer Institute	525.00
7248	NE Council of School Admin	500.00
7249	NE Dept. of Education	40.00
7250	NE Junior Academy of Science	188.00
7251	NE Public Power District	58.88
7252	NebraskaLink	5,897.24
7253	NMC Exchange, LLC	2,136.33
7254	Ogden, Jeanne	84.10
7255	Options In Psychology	500.00

7256	O'Reilly Automotive	669.29
7257	Oxford University Press, Inc.	67.27
7258	Paisley, Sarah	87.74
7259	Panhandle Coop	1,902.38
7260	Panhandle Coop	3,337.62
7261	Panhandle Partnership	100.00
7262	Payroll Account	137.60
7263	Positive Promotions	152.05
7264	Presler, Susan	4,576.54
7265	Print Express of Torrington	360.00
7266	Pro-Ed	3,278.00
7267	Purchase Power	67.60
7268	Quick Care Med Services	375.00
7269	Randy's Auto Care, LLC	362.04
7270	Reason, Karen	18.30
7271	Retzlaff, Lori	200.00
7272	Richards, Ray	37.59
7273	Rood's Tire	492.20
7274	R-Pad Apartment Program	200.00
7275	Rutherford, Shana	726.90
7276	Scotts Bluff County Handi-Bus	141.00
7277	Scotts Bluff County Tourism	3,807.00
7278	Scotts Bluff County YMCA	600.00
7279	Scottsbluff Public Schools	200.00
7280	Scottsbluff Public Schools	1,900.00
7281	Scottsbluff Public Schools	600.00
7282	Scottsbluff Public Schools	422.85
7283	VOID	
7284	Sheridan County Clerk	142.00
7285	Sidney Glass & Signs	284.57
7286	Sidney Public School	1,849.43
7287	Sidney Sun-Telegraph	28.00
7288	Sioux Villa	100.00
7289	Snell Services	480.00
7290	Soar Pediatric Therapy, LLC	5,296.09
7291	Sonny's Superfoods	110.71
7292	Sonny's Superfoods/Bridgeport	646.62
7293	Staples Credit Plan	844.87
7294	Star-Herald	2,346.71
7295	Super Duper Publications	218.80
7296	Team Chevrolet	412.88
7297	Thomas, Jennifer	106.55
7298	Thompson Glass	413.36
7299	Total Funds by Hasler	500.00
7300	Twin Cities Development	50.00
7301	Twin Cities Early Childhood Cntr	706.74
7302	University of NE/Kearney	60.00
7303	VanNewkirk, Jan	1,300.00
7304	Verizon Wireless	108.69
7305	VISA	3,011.26
7306	Volunteers of America	70.00
7307	West, Jeffrey	251.25
7308	Western Cooperative Company	20.26
7309	Western NE Moving & Storage	200.00
7310	WNCC	39.25

7311	WNCC	9,141.90
7312	Western NE Housing	475.00
7313	Wood, Wesley	433.00
7314	Payroll Account	2,640.05
7315	Black Hills Energy	518.62
7316	Charter Communications	292.76
7317	City of Bridgeport	247.68
7318	NE Public Power District	95.02
	<b>TOTAL</b>	<b>\$973,369.53</b>

## Calendar

- **March 24, 2017** – Buffet Early Childhood Institute and Gallop Survey findings – Hampton Inn & Suites – Scottsbluff, 11:00 a.m.
- **April 11, 2017** – Regular Meeting (Moved up one week to accommodate Administrator’s travel schedule.) B.J. Peters will be taking pictures of the Board Members for ID badges.
- **April 12 & 13, 2017** – SWEAT (Student Wellness Education & Training) – Kearney Holiday Inn.
- **April 26, 2017** – ESU #13 Administrative Advisory Council Meeting-ESU #13 Center, 10:00 a.m.

**Public Forum** – no items.

## Rearrangement of Agenda:

To accommodate Abbie Winters of Winters Creative, President Richards rearranged the agenda to allow her presentation to be earlier in the meeting. Presentation was made.

Moved by Millette, seconded by Marsh that the Board approve the Finance Committee’s recommendation to accept the bid from Ferguson Signs (exterior signage) for \$30,434 with 50% being paid after the April 11<sup>th</sup> Board meeting and Avalis (interior signage) for \$13,356 with 30% being paid after the April 11<sup>th</sup> Board meeting for a total cost of \$43,790 for the ESU #13 facility signage. Aye: Jones, Marx, Richards, Sinner, Tollman, Diemoz, Dobry, Egging. Nay: None. Absent: Knapper. Motion passed.

## Reports:

- Administrator’s Report (Jeff West): Baker and Associates will begin the paperwork for the parking lots so that by the beginning of the next fiscal year, the preliminary work will be done and work can begin. Information was given on the Head Start vehicle garage that would house six new Head Start vehicles purchased last year. The garage will also house two non-Head Start vehicles. The application for funding is in process with Region VII. The consensus of the

Board is to proceed in partnership with Head Start to build the vehicle garage as presented. 75% will be paid by Head Start and 25% by ESU. Estimated total cost by Baker and Associates is approximately \$135,375.

- B.J. Peters - Arboretum Grant

B.J. gave information regarding the Sustainable Schoolyard Partnership Grant from the Nebraska Arboretum. A \$10,000 matching grant award has been given to ESU #13. Amy Seiler who helped write a similar grant for us 10 years ago, and who now works for the Nebraska Forest Service, has helped draw up plans for the landscape. The funds must be expensed by May 31, 2017. Proposal requests have been sent out. At the April 11<sup>th</sup> Board meeting, Board members will hear recommendations from the Arboretum staff to approve the winning bid.

- President's Retreat – Kearney, NE (Ray Richards)

President Richard's handed out laminated cards on governance. He noted that he was the only Board President from an ESU. He presented the idea of public comment cards that can be filled out and handed in at the Board meetings.

Back to the Basics of School Law – Gering, NE (Tollman, Diemoz, Millette)

- Rosalene, Steve and Tom reported on the topics of the meeting that were reviewed such as Board authority, liability, student rights, employee rights, group action and that closed sessions be used sparingly. Policies should be continuously reviewed. Overall, they agreed this was a good legal review for Board members. Jeff stated that the Perry Law Firm has a policy manual just for ESUs that will be available soon. It includes yearly updates.
- Head Start Policy Council Activity Report and Director's Report: Nothing to add to the reports.

The Board returned to the published agenda order of business.

### **Old Business:**

Moved by Sinner, seconded by Jones that the Board adopt the proposed policy regarding Weapons; Use of Metal Detectors; Searches, Seizures, and Arrests; Security; and Access to Buildings. Aye: Marsh, Marx, Millette, Richards, Tollman, Diemoz, Dobry, Egging. Nay: None. Absent: Knapper. Motion passed.

### **New Business:**

Proposed Board Policy regarding Harassment by Students was introduced as information item only. No action taken.

Moved by Richards, seconded by Diemoz that the Board acknowledge receipt and accept ESU #13's Financial Report from McDermott & Miller for the year ending August 31, 2016. Jeff reviewed that our auditors continue to recommend increasing internal

controls through better use of staff as well as the Board. Information was given on how ESU is strengthening the internal controls and operating efficiency. Aye: Marsh, Marx, Millette, Sinner, Tollman, Dobry, Egging, Jones. Nay: none. Absent: Knapper. Motion passed.

Moved by Millette, seconded by Egging that Board accept the letter of resignation, with regret, from Jim Copley, Director of Internet Services, beginning July 1, 2017. Aye: Marx, Richards, Sinner, Tollman, Diemoz, Dobry, Jones, Marsh. Nay: None. Absent: Knapper. Motion passed.

Moved by Marsh, seconded by Marx that the Board hold a special Board meeting with broadcast to Alliance, Crawford, Hay Springs, and Sidney on March 30, 2017 at 6:00 p.m. to approve the recommendation of the Finance Committee to purchase a Head Start stove. Finance committee will meet at 5:30 to open bids. Aye: Millette, Richards, Sinner, Tollman, Diemoz, Dobry, Egging, Jones. Nay: None. Absent: Knapper. Motion passed.

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

President declared regular meeting adjourned. Next regular meeting will be held Tuesday, April 11, 2017, at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE.

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President

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Secretary