

OFFICIAL MINUTES, BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday – March 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, March 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 Friday, March 16, 2018. Agenda items were uploaded to the ESU #13 website on Thursday and Friday, March 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:

Scottsbluff site: Diane Coon, Steve Diemoz, Bill Knapper, Scott Marsh, Ray Richards, Tom Millette, Mark Sinner, Dr. Jeff West-Administrator, Jodi Walker-Business Manager and Desira Martin, Treasurer.
Guests: Laura Barrett, Donna Jenne, B.J. Peters, Winona Fabre' – Review Team Lead.

Alliance site: Pat Dobry, Patricia Jones, Rosalene Tollman.

Hay Springs site: Kim Marx

Sidney site: Don Egging

Absent: None

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

Moved by Coon, seconded by Millette, 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: Diemoz, Dobry, Egging, Jones, Knapper, Marsh, Marx, Richards, Sinner, Tollman. Nay: none. Absent: None. Motion passed. The following General Fund claims were approved for payment:

<u>Check #</u>	<u>Entity Name</u>	<u>Amount</u>
9607	BLACK HILLS ENERGY	918.86
9608	CENTURYLINK	1,458.21
9609	PAYROLL ACCOUNT	763,494.84
9610	VIAERO WIRELESS	393.51
9611	ALLO COMMUNICATIONS	927.46

9612	ALLO COMMUNICATIONS	1,089.98
9613	CHARTER COMMUNICATIONS	169.65
9614	CITY OF GERING	302.97
9615	CITY OF SIDNEY	666.44
9616	CITY OF TERRYTOWN	45.98
9617	NEBRASKA PUBLIC POWER DISTRICT	2,344.52
9618	WELLS FARGO	3,585.71
9619	BIRCH COMMUNICATIONS	396.93
9620	CHARTER COMMUNICATIONS	48.98
9621	VERIZON WIRELESS	1,215.56
9622	VERIZON WIRELESS	426.52
9623	VERIZON WIRELESS	166.88
9624	VERIZON WIRELESS	411.34
9625	VISA	3,882.20
9626	WESTERN STATES BANK	150,000.00
9627	308 EMBROIDERY	47.12
9628	ABC Blinds & Shades	1,050.00
9629	AHLERS BAKING, INC	133.86
9630	ANDERSON-SHAW CONSTRUCTION	11,197.30
9631	ANITA'S GREENSCAPING, INC	333.00
9632	AUTOZONE, INC	62.97
9633	BAYARD PUBLIC SCHOOLS	1,710.00
9634	BAYARD PUBLIC SCHOOLS	100.00
9635	BEAN BROKER	54.86
9636	BENZEL PEST CONTROL	95.00
9637	BENZEL PEST CONTROL	290.00
9638	BEST HEATING AND COOLING LLC	837.79
9639	BLACK HILLS ENERGY	785.14
9640	BORDER STATES	236.00
9641	BRIDGEPORT NEWS BLADE	18.60
9642	JESSICA BRODERICK	26.16
9643	MACKENNA BROEDER	20.00
9644	ASHLEY BUNDY	20.00
9645	BUREAU OF EDUCATION & RESEARCH	700.00
9646	PAIGE BUSH	20.00
9647	BUSY BEES PRESCHOOL	70.00
9648	CAPITAL BUSINESS SYSTEMS, INC	1,384.03
9649	CASH-WA DISTRIBUTING	2,057.48
9650	CDW GOVERNMENT, INC	4,076.41
9651	CHADRON STATE COLLEGE	7,105.00
9652	CHUCK ELLEY PRESENTATIONS	2,510.27
9653	CITY OF GERING	4,436.35
9654	CITY OF GERING LANDFILL	22.74
9655	CITY OF SCOTTSBLUFF	822.98
9656	CITY OF SIDNEY	182.33
9657	CHASEN COLE	20.00
9658	COMMUNITY ACTION PARTNERSHIP-WN	25,412.84

9659	JOLEEN CONWAY	72.00
9660	CPI	625.00
9661	CRAWFORD CLIPPER/HARRISON SUN	40.00
9662	CULLIGAN	6.75
9663	CULLIGAN OF SCOTTSBLUFF	104.14
9664	CULLIGAN WATER CONDITIONING	14.95
9665	D. MARTIN-ESU #13	20.45
9666	DAS STATE ACCOUNTING - CENTRAL FIN	449.62
9667	EMMA DAY	20.00
9668	DAYLIGHT DONUT BAKERY	23.97
9669	DELL MARKETING	255.03
9670	GEORGE DENNEHY	550.00
9671	MICHELE DENTON	562.32
9672	DIAMOND VOGEL PAINT CENTER	8.60
9673	STEVE DIEMOZ	447.62
9674	DOMINO'S PIZZA	51.30
9675	DOUGLAS, KELLY, OSTDIEK & OSSIAN	1,111.25
9676	ED SERVICE UNIT NO 10	640.40
9677	ED SERVICE UNIT NO 13	11,761.51
9678	ED SERVICE UNIT NO 17	100.28
9679	EDUCATIONAL SERVICE UNIT NO. 13	2,343.87
9680	EDUCATIONAL SERVICE UNIT NO. 13	8,804.37
9681	INGRID EINSPAHR	140.00
9682	EL ACHIEVE	96.80
9683	EMBASSY SUITES HOTELS La Vista	228.90
9684	EMBASSY SUITES-LINCOLN	372.00
9685	SHEENA ERICKSON	250.00
9686	ESU COORDINATE COUNCIL	620.00
9687	FAIRFIELD INN BY MARRIOTT	207.90
9688	FERGUSON SIGNS	275.58
9689	MIKAHLA FERGUSON	20.00
9690	FINNEYS INC	14.99
9691	FREMONT MOTOR COMPANY	730.51
9692	FRENCHMAN VALLEY COOP	1,216.83
9693	TERESA FROMAN	1,150.93
9694	FUN EXPRESS, LLC	195.52
9695	MEGGIN FUNK	1,749.93
9696	PERLA GARZA	195.76
9697	TAYLOR GEISLER	20.00
9698	GERING COURIER	29.00
9699	GERING PUBLIC SCHOOLS	2,255.40
9700	GERING PUBLIC SCHOOLS	700.00
9701	JOSEF GERTNER	20.00
9702	JOANN GOLDEN	1,731.54
9703	KASANDRA GOMEZ	20.00
9704	GOVCONNECTION, INC	429.00
9705	TROY GREGORY	20.00

9706	JORDAN HAGEDORN	20.00
9707	HAMPTON INN - KEARNEY	1,050.00
9708	HAMPTON INN - NORTH PLATTE	93.00
9709	HAMPTON INN & SUITES	4,565.98
9710	HAMPTON INN SIDNEY	93.00
9711	ASHLYN HANSON	20.00
9712	CHELSEA HAYNES	20.00
9713	HERE WEE GROW CHILD DEVELP. CENTER	575.60
9714	HI PERFORMANCE CAR WASH	60.80
9715	JAYMIE HILLIARD	221.54
9716	HOBBY LOBBY	6.66
9717	HOLIDAY INN EXPRESS & SUITES CHADRON	1,395.00
9718	HOLIDAY INN EXPRESS LEXINGTON	113.00
9719	HOLIDAY INN EXPRESS NORTH PLATTE	93.00
9720	HOME DEPOT CREDIT SERVICES	566.06
9721	HOMETOWN LEASING	646.95
9722	CHRISTA HORN	20.00
9723	HOTEL RL OMAHA	316.00
9724	HRDIRECT	78.99
9725	HTMC	50.00
9726	MARY HUNT	653.34
9727	HYANNIS AREA SCHOOLS	42.75
9728	HYATT PLACE LINCOLN/DWNTWN HAYMARKET	93.00
9729	IDEAL LINEN SUPPLY	1,670.61
9730	IDEAL LINEN SUPPLY	697.76
9731	SAVANNAH JACKSON	20.00
9732	JOHNSON CASHWAY LUMBER CO	26.75
9733	BRAD JOHNSON	300.00
9734	KATIE JUAREZ	86.83
9735	DENITA JULIUS	336.60
9736	KIDS KORNER	763.45
9737	KIMBALL HEALTH SERVICES	2,237.20
9738	WILLIAM KNAPPER	1,665.76
9739	REBECCA KRAXBERGER	20.00
9740	MIKAYLA KREIDER	20.00
9741	KSID RADIO	75.00
9742	LA QUINTA INN & SUITES KEARNEY	93.00
9743	BAILEY LANIER	20.00
9744	RITA LEININGER	87.20
9745	LIL ANGELS PLAYHOUSE LLC	10,146.39
9746	LOGOZ LLC	150.00
9747	LR4, LLC	500.00
9748	BARBARA LUKASSEN	156.41
9749	KATHERINE LUNDGREN-CARRIZALES	11.23
9750	HOLLY MARKER	20.00
9751	KYMBERLIE MARRILL	20.00

9752	DEBRA MASON	450.00
9753	MEAT SHOPPE	3,375.65
9754	MENARDS	209.40
9755	TAYLOR MERCHEN	20.00
9756	RICK MEYER	87.20
9757	MIDWEST TRANSIT EQUIPMENT, INC.	1,046.86
9758	PATRICIA MILLER	20.00
9759	MINATARE PUBLIC SCHOOLS	2,280.00
9760	MITCHELL PUBLIC SCHOOLS	300.00
9761	MITCHELL PUBLIC SCHOOLS	3,420.00
9762	MOBILITY RESEARCH	645.00
9763	JUSTIN MOHN	20.00
9764	WILLIARD MOORE	7.69
9765	MORRILL PUBLIC SCHOOLS	3,230.00
9766	NCECBVI	165.00
9767	NE DISTANCE LEARNING ASSOC	280.00
9768	NE ASSOCIATION OF SCHOOL BOARDS	150.00
9769	NEBRASKA DEPARTMENT OF EDUCATION	60.00
9770	NEBRASKA JUNIOR ACADEMY OF SCIENCES	272.00
9771	NEBRASKALINK	7,053.37
9772	NEOFUNDS BY NEOPOST	500.00
9773	NMC EXCHANGE LLC	920.00
9774	NOAH'S ARK PRESCHOOL	450.00
9775	NPPD	105.20
9776	ONE SOURCE	153.20
9777	O'REILLY AUTOMOTIVE	441.00
9778	OXFORD UNIVERSITY PRESS, INC	330.44
9779	PANHANDLE COOP	2,702.29
9780	PANHANDLE COOP ASSOC.	2,818.07
9781	PANHANDLE HEALTH GROUP	330.00
9782	PANHANDLE PARTNERSHIP	100.00
9783	PERRY, GUTHERY, HAASE & GESSFORD	75.00
9784	PLATTE VALLEY CREAMERY	387.10
9785	RADIOLOGY IMAGING OF NE LLC	33.00
9786	RANDY'S AUTO CARE, LLC	151.85
9787	REGANIS AUTO CENTER	146.67
9788	REGIONAL WEST MEDICAL CENTER	368.97
9789	MAGGIE REINICK	20.00
9790	DAKOTA RICE	20.00
9791	RAY RICHARDS	61.41
9792	ROLLING PIN BAKERY	8.99
9793	RUSCH'S GENERAL CONTRACTING, LLC	1,794.00
9794	MEGAN RUST	20.00
9795	SHANA RUTHERFORD	987.81
9796	RYLEE RUTTEN	20.00
9797	SANDBERG IMPLEMENT, INC	732.98

9798	SANDHILLS NEWS, INC	43.50
9799	SCOTTS BLUFF CO. HANDI-BUS	138.00
9800	SCOTTSBLUFF PUBLIC SCHOOLS	600.00
9801	SCOTTSBLUFF PUBLIC SCHOOLS	1,900.00
9802	SCOTTSBLUFF PUBLIC SCHOOLS	756.50
9803	SEIDLITZ EDUCATION LLC	4,000.00
9804	SIDNEY PUBLIC SCHOOLS	1,787.94
9805	SIDNEY SUN-TELEGRAPH	10.50
9806	SIOUX COUNTY PUBLIC SCHOOLS	100.00
9807	SIOUX VILLA	100.00
9808	MICHELLE WEIMER	11,590.89
9809	SONNY'S SUPER FOODS/BRIDGEPORT	801.66
9810	SONNY'S SUPER FOODS/SIDNEY	123.24
9811	STAPLES CREDIT PLAN	25.12
9812	STAR-HERALD	1,247.67
9813	ANGELA STORER	69.22
9814	CHANDLIER SUDBECK	20.00
9815	SUPER 8 MOTEL - SCOTTSBLUFF	80.99
9816	KELSEY SYLVESTER	16.19
9817	TEACHING STRATEGIES, LLC	13,334.85
9818	TEAM CHEVROLET	415.92
9819	THOMPSON GLASS, INC	210.55
9820	JAMIE THOMPSON	20.00
9821	TRANSCRIPT GATE, LLC	22.00
9822	TWIN CITIES DEVELOPMENT ASSOCIATION,	70.00
9823	TWIN CITIES EARLY CHILDHOOD CENTER	960.44
9824	UNIV OF NEBRASKA-LINCOLN	2,000.00
9825	VALTS	15.93
9826	JANICE VAN NEWKIRK	1,365.00
9827	VERIZON WIRELESS	166.76
9828	VOLUNTEERS OF AMERICA	731.04
9829	VOLUNTEERS OF AMERICA	140.00
9830	KIM WATSON	750.00
9831	JEFFREY WEST	30.00
9832	WESTERN NE MOVING & STORAGE	200.00
9833	WNCC	6,850.05
9834	WESTERN NEBRASKA HOUSING	495.00
9835	WESTERN PLAINS BUSINESS SOLUTIONS	198.00
9836	WESLEY WOOD	441.66
9837	AUSTYN WRIGHT	20.00
9838	CARDMEMBER SERVICE	4,545.42
9839	GREAT PLAINS COMMUNICATIONS	2,841.38
9840	BLACK HILLS ENERGY	845.41
9841	CHARTER COMMUNICATIONS	171.19
9842	CITY OF BRIDGEPORT	271.79
9843	NEBRASKA PUBLIC POWER DISTRICT	97.62

9844	BLACK HILLS ENERGY	799.29
9845	CENTURYLINK COMMUNICATIONS	2,691.98
9846	CHASE CARD SERVICES	436.42
9847	VIAERO WIRELESS	393.51
	TOTAL	1,170,120.43

Calendar

- **April 17, 2018** – Regular Board Meeting – 7:00 p.m. – ESU #13 Center
- **April 25, 2018** – ESU #13 Advisory Council Meeting – 10:00 a.m. – Dr. Matt Blomstedt, NDE Commissioner and David Ludwig, Executive Director of ESUCC.

Public Forum: no items.

Reports:

Board Members:

Six Board members recently attended the Spring Legal Workshop held in Gering on March 13th. They concluded that this workshop had very beneficial information on the role of a Board member regarding topics such as step by step process for hearings, reduction in force and contracts. The use of our attorney is also beneficial when conducting a hearing. Other workshops attended by Board members included budget and finance (Jones) and Legislation (Jones, Coon). President Richards attended the President's Retreat in North Platte.

Administrator's report (Jeff West):

Highlights:

- LB 803: The vote was 35-0 in the general file. It will now go to Select and then to Final reading. If the bill passes, the real work will begin to apply for a waiver.
- Head Start Building Maintenance: Dr. West explained that we have a need to re-organize our maintenance staff and hire one additional staff to help with building maintenance and vehicle maintenance. This employee will be paid 75% out of Head Start grant funds and 25% from ESU funds. The Board agrees to begin this process.
- Panhandle Beginnings Day Treatment/Day School: We would like to use the upcoming year to plan how to organize the program by drafting policies and procedures. He would like to move Dr. Katie Carrizales from Behavioral Specialist to a Clinical Director position. She would still be able to do the job she is doing now, we would just add contract days to her regular contract. We have just learned of a grant for Masters Level Psychologist that we will apply for. If awarded, that person could help her. We could also offer the northern panhandle psychology services.

- Safety Manual: We are in the process of finalizing a safety manual. It will go to the Directors for review/changes and then to the Safety committee. When the manual is complete, we will present it to the Board for approval. There was discussion regarding using table top scenarios for training.

Head Start (Donna Jenne, Director):

- Policy Council Meeting Minutes (2/27/18) and Child Development Performance Reports were uploaded to the website for Board review.
- Winona Fabre', Review Team Leader, spoke to the Board about her role in reviewing how our governing body uses data to administer and oversee the Head Start/Early Head Start programs. She and her team have been contracted through the Office of Head Start as part of the grant's performance standards. These standards require monitoring of the grantee throughout the 5 year grant cycle. This process identifies areas for improvement and strengths as part of the grantee's self-assessment process. She asked specific questions of the Board members such as who had educational, legal and financial background. Educational background: Coon, Tollman, Millette, Marx, Jones. Legal: Sinner, Richards. Finance: Knapper, Marsh.

OLD BUSINESS:

Moved by Knapper, seconded by Sinner, that the Board adopt the proposed Service Animal Policy. Aye: Dobry, Egging, Jones, Marsh, Marx, Millette, Richards, Tollman, Coon, Diemoz. Nay: None. Absent: None. Motion passed.

NEW BUSINESS:

Proposed amendment to Sick Leave and Bereavement Leave policies was presented as first reading. Discussion regarding length of "in loco parentis" took place. Board members wanted to know if this would be a case by case determination by the Administrator. We will contact our attorney with questions. No action taken.

Proposed Capital Asset Management and Inventory of ESU #13 Property policies were presented as introduction items only. No action taken.

Moved by Marsh, seconded by Diemoz, that the Board approve the Head Start revised Fiscal Written Plan and Human Resources Written Plan. Aye: Egging, Jones, Knapper, Marx, Millette, Richards, Sinner, Tollman, Coon, Dobry. Nay: None. Absent: None. Motion passed.

Head Start Community Assessment survey is to be completed every 5 years. The Board members will complete the online survey. Information item only. No action taken.

No bids were received for the HFRC general contract work. Per our attorney, ESU 13 can move forward to start negotiations with contractors for the work with payment approval no later than the June Board meeting.

Moved by Richards, seconded by Egging, that the Board waive the formal bidding requirement for the purchase of a vision screening machine for approximately \$9,000 which will be located at the HFRC in Gering. Discussion was held regarding cost comparison to physician fees and the time factor needed for screening children yearly. Aye: Jones, Knapper, Marsh, Marx, Millette, Sinner, Tollman, Coon, Diemoz, Dobry. Nay: None. Absent: None. Motion passed.

Moved by Millette, seconded by Marsh, that the Board accept the letter of resignation from Tiffany Leetch, school nurse, effective at the end of the 2017-2018 school year. Aye: Knapper, Marx, Richards, Sinner, Tollman, Coon, Diemoz, Dobry, Egging, Jones. Nay: None. Absent: None. Motion passed.

Moved by Sinner, seconded by Coon that the Board accept the letter of resignation from Katie Juarez, VALTS science teacher, effective at the end of the 2017-2018 school year. Aye: Marsh, Marx, Millette, Richards, Tollman, Diemoz, Dobry, Egging, Jones, Knapper. Nay: None. Absent: None. Motion passed.

Moved by Diemoz, seconded by Tollman, that the Board accept the letter of resignation from Amber Newberry, Head Start teacher, effective at the end of the 2017-2018 school year. Aye: Marx, Millette, Richards, Sinner, Coon, Dobry, Egging, Jones, Knapper, Marsh. Nay: None. Absent: None. Motion passed.

Moved by Egging, seconded by Millette, that the Board accept the letter of resignation from Beth Maser, academic intervention coach, effective at the end of the 2017-2018 school year. Aye: Richards, Sinner, Tollman, Coon, Diemoz, Dobry, Jones, Knapper, Marx. Nay: None. Abstain: Marsh. Absent: None. Motion passed.

ESU #13's proposed calendar for 2018-2019 was presented as information item only. No action taken.

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

President Richards declared regular meeting adjourned. Next regular meeting will be held Tuesday, April 17, 2018, beginning at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE.

President

Secretary