

OFFICIAL MINUTES, BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday – November 21, 2017 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, November 21, 2017, 2017 at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE. Previous public notice was given in the Star-Herald on Thursday, November 16, 2017. Agenda items were uploaded to the ESU #13 website on Thursday and Friday, November 16/17, 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: Diane Coon, Steve Diemoz, Pat Dobry, Don Egging, Patricia Jones, Bill Knapper, Scott Marsh, Kim Marx, Tom Millette, Ray Richards, Mark Sinner, Rosalene Tollman, Dr. Jeff West-Administrator, Jodi Walker-Business Manager and Desira Martin, Treasurer. Guests: Donna Jenne.

Absent: None

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

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

Check #	Payee	Amount
8779	Black Hills Energy	502.96
8780	CenturyLink Communications	1,458.21
8781	Nebraska Public Power District	1,944.10
8782	Payroll Account	742,411.95
8783	Viaero Wireless	399.65
8784	Wells Fargo	7,624.90
8785	Allo Communications	926.96
8786	Charter Communications	152.80
8787	City of Gering	338.74
8788	City of Sidney	640.22
8789	City of Terrytown	42.60
8790	Birch Communications	388.32
8791	Charter Communications	48.98
8792	City of Sidney	157.82
8793	Nebraska Public Power District	58.27
8794	Verizon Wireless	1,220.29
8795	Verizon Wireless	192.82

8796	Verizon Wireless	167.12
8797	Verizon Wireless	382.91
8798	Verizon Wireless	168.37
8799	Visa	16,208.10
8800	21 st Century Equipment	296.71
8801	308 Embroidery	141.64
8802	4 Imprint	454.41
8803	Acco Brands Direct	212.12
8804	Aguallo, Maria	39.59
8805	Ahlers Baking, Inc.	108.20
8806	Alliance Public Schools	200.00
8807	Anita's Greenscaping, Inc.	270.00
8808	Assoc. Edu. Service Agencies	890.00
8809	Avalis Wayfinding Solutions, Inc.	1,182.55
8810	B & H Photo-Video	4,999.99
8811	Baker & Associates	1,125.00
8812	Banner County Public Schools	300.00
8813	Baumann, Jennifer	741.45
8814	Bayard Public Schools	200.00
8815	Bayard Public Schools	2,090.00
8816	Baybridge Consortium	500.00
8817	Benzel Pest Control	95.00
8818	Benzel Pest Control	290.00
8819	Berreth, Jacinth	1,002.01
8820	Best Heating and Cooling, LLC	925.05
8821	Black Hills Energy	502.42
8822	Bluffs Sanitary Supply	76.96
8823	Bok Financial	5,227.50
8824	Bradley, Samantha	350.00
8825	Brezenski, Pamela	116.47
8826	Bumper to Bumper Body/Paint	711.50
8827	Bureau of Edu. & Research	6,800.00
8828	ByteSpeed, LLC	35.00
8829	Capital Business Systems, Inc.	1,383.03
8830	Capwn Health Center	126.00
8831	Cardmember Service	4,141.42
8832	Cash-Wa Distributing	1,519.87
8833	CDW Government, Inc.	1,976.91
8834	CenturyLink Communications	2,691.98
8835	Chuck Elley Presentations	1,129.50
8836	Circle C Mart	48.76
8837	City of Gering	2,748.40
8838	City of Scottsbluff	1,491.70
8839	Cobos, Rosa	11.29
8840	Comfort Inn – Valentine	136.00
8841	Community Action Partnership	23,464.36
8842	Conway, Joleen	88.00
8843	Cornhusker Marriott Hotel	832.00
8844	Country Inn & Suites	93.00
8845	Cox-Fornander, Lou	190.67
8846	CPI	442.00
8847	Cranmore Fire Protection, LLC	28.00
8848	Creek Valley Public School	400.00
8849	CSC Conference Center	14.25
8850	Culligan of Scottsbluff	130.03

8851	Culligan Water Conditioning	14.95
8852	Cytek Media Systems, Inc.	3,098.00
8853	DAS State Accounting-Central	497.59
8854	Daylight Donut Bakery	14.98
8855	Dell Marketing	2,800.00
8856	Dennis Supply Co.	48.48
8857	Diamond Vogel Paint Center	137.95
8858	Douglas, Kelly,Ostdiek & Ossian	192.50
8859	Drone-World	4.98
8860	Eakes Office Solutions	1,949.47
8861	Ed Service Unit No. 2	100.00
8862	Ed Service Unit No. 9	25.00
8863	Ed Service Unit No. 10	686.85
8864	Ed Service Unit No. 13	13,724.33
8865	Ed Service Unit No. 6	60.00
8866	Ed Service Unit No. 13	24,761.38
8867	Ed Service Unit No. 13	14,481.09
8868	Embassy Suites Hotels LaVista	1,797.60
8869	Estr Publications	172.00
8870	Estrada, Mindy	140.81
8871	ESU Coordinating Council	16,997.41
8872	Ewing, Tara	7.50
8873	Fairfield Inn By Marriott	329.85
8874	Fastenal Company	3.00
8875	Ferguson Signs	560.00
8876	Film Ideas	5,250.00
8877	Finney's Inc.	57.94
8878	First Student Inc.	8,868.58
8879	Frank Parts Company	44.54
8880	Fremont Motor Company	172.98
8881	Frenchman Valley Coop	1,403.54
8882	Froman, Teresa	1,888.12
8883	Fun Express, LLC	93.52
8884	Funk, Meggin	570.28
8885	Garden County Public Schools	400.00
8886	Garza, Perla	450.68
8887	Gering Courier	10.69
8888	Gering Public Schools	2,899.80
8889	Gering Public Schools	700.00
8890	Glynlyon, Inc.	10,500.00
8891	Golden Child Development	1,124.52
8892	GovConnection, Inc.	61.95
8893	Grasmick, Jessica	12.84
8894	Green, KC	750.00
8895	Hampton Inn – North Platte	297.00
8896	Hampton Inn & Suites	930.00
8897	Hampton Inn – Sidney	279.00
8898	Hascall, Greg	330.25
8899	Hi Performance Car Wash	24.80
8900	Hilliard, Jaymie	797.78
8901	Hoff, Angie	54.13
8902	Holiday Inn Express –NO. Platte	1,280.00
8903	Holiday Inn Express-Kearney	1,023.00
8904	Home Depot Credit Services	7.26
8905	Hometown Leasing	646.95

8906	Houghton-Mifflin Harcourt	47.50
8907	Hullinger Glass and Locks	8.25
8908	Hyannis Area Schools	62.50
8909	Ideal Linen Supply	2,158.74
8910	Ideal Linen Supply	410.26
8911	Independent Plumbing/Heating	42.69
8912	Juarez, Katie	30.08
8913	Julius, Denita	598.45
8914	Kid's First	504.00
8915	Kids Korner	790.62
8916	Kimball Health Services	2,221.00
8917	Kimball Public Schools	500.00
8918	KSB School Law, PC LLO	1,909.10
8919	KSID Radio	25.00
8920	KSO CPAs + Advisors	96.00
8921	Kuxhausen, Michele	48.15
8922	Learning Forward	159.00
8923	Learning Forward-Nebraska	100.00
8924	Logoz, LLC	785.00
8925	LR4, LLC	500.00
8926	Lukassen, Barbara	97.37
8927	Lundgren-Carrizales, Katherine	27.32
8928	Mason, Debra	1,098.00
8929	Master's Transportation	103.39
8930	Meat Shoppe	1,228.49
8931	Menards	659.73
8932	Minatare Public Schools	1,995.00
8933	Mitchell Public Schools	200.00
8934	Mitchell Public Schools	3,550.76
8935	Mobility Research	645.00
8936	Monument Car Wash	37.03
8937	Morrill Public Schools	8,229.00
8938	Nanie's Kitchen	280.00
8939	NCECBVI	385.00
8940	NDE Early Childhood Training	20.00
8941	NE Council of School Admin.	1,036.00
8942	NE Head Start Association	2,040.00
8943	NE Safety and Fire Equipment	250.00
8944	NebraskaLink	7,053.37
8945	Nelson, Andrea	616.32
8946	Neofunds by Neopost	14.70
8947	Noah's Ark Preschool	220.00
8948	One Source	44.00
8949	O'Reilly Automotive	503.35
8950	P.T.I Nebraska	482.57
8951	Pacific Northwest Publishing	642.00
8952	Panhandle Coop	3,250.89
8953	Panhandle Coop Assoc.	3,298.84
8954	Panhandle Health Group	405.00
8955	Perry, Guthery, Haase	2,283.45
8956	Peterson, Sara	32.64
8957	Pier, Patricia	232.62
8958	Platte Valley Creamery	406.85
8959	Prairie Winds Comm. Center	64.00
8960	Pro-Ed	591.80

8961	QPR Institute	63.00
8962	Randy's Auto Care, LLC	83.78
8963	Reganis Auto Center	950.00
8964	Retzlaff, Lori	676.45
8965	Rood's Tire Center, LLC	30.00
8966	Rusch's General Contracting	84,836.70
8967	Rutherford, Shana	863.92
8968	Schaaf, Sarah	78.00
8969	Scotts Bluff Co. Handi Bus	216.00
8970	Scottsbluff Landscaping	100.00
8971	Scottsbluff Public Schools	400.00
8972	Scottsbluff Public Schools	812.80
8973	Seidlitz Education, LLC	1,060.35
8974	Sidney Public Schools	1,986.60
8975	Sidney Public Schools	900.00
8976	Sidney Sun Telegraph	7.35
8977	Sioux County Public Schools	200.00
8978	Sioux Villa	100.00
8979	Smith, Paul	17.80
8980	Snell Services	75.00
8981	Soar Pediatric Therapy, LLC	6,606.37
8982	Sonny's Superfoods	31.69
8983	Sonny's Superfoods -Bridgeport	948.67
8984	Sonny's Superfoods-Sidney	157.20
8985	Star-Herald	896.30
8986	State Industrial Products	478.85
8987	Staybridge Suites-Lincoln	234.00
8988	Subway #6906	192.00
8989	Super 8 Motel-Scottsbluff	364.00
8990	Super Duper Publications	285.94
8991	Teaching Strategies, Inc.	4,412.05
8992	Teaching Strategies, Inc.	693.24
8993	Team Chevrolet	1,487.45
8994	Tip top Tree Service	675.00
8995	Trail City Supply	16.78
8996	Twin Cities Development	250.00
8997	Valentine Community Schools	1,228.45
8998	Van Newkirk, Jan	1,300.00
8999	Virco, Inc.	1,367.40
9000	Volunteers of America	127.05
9001	Wegelin, Jean	160.16
9002	Weinbender, Kandi	47.08
9003	Western Cooperative Company	253.07
9004	Western NE Moving & Storage	200.00
9005	Western Nebraska Administrator	100.00
9006	Western NE Community College	4,903.75
9007	Western NE Community College	345.00
9008	Western Nebraska Housing	495.00
9009	West. Plains Business Solutions	178.00
9010	Wood, Wesley	433.00
9011	Young, Shana	100.00
9012	VOID (Charter-154.16)	0.00
9013	VOID - none	0.00
9014	Black Hills Energy	547.35
9015	Charter Communications	154.16

9016	Nebraska Public Power District	107.00
TOTAL		1,148,197.29

Calendar

- **November 29-December 2, 2017** - AESA Annual Conference – San Antonio, Texas
- **December 13, 2017** – ESU #13 Advisory Council Meeting – 10:00 – Open Sky Policy
- **December 19, 2017** – Regular Board Meeting
- **December 25-January 5, 2018** – ESU closed for Christmas break.

Public Forum: no items.

Reports:

HS/EHS Governance Training (Donna Jenne):

- The Board viewed “Head Start A to Z Program Governance” power point focusing on:
 - Child and Family Outcomes (education, disabilities, community partnerships, health, mental health and family engagement)
- Program Management consists of three components: governing body, policy council, and management with overlapping responsibilities.
- Head Start Program Auspices:
 - Private/Public Non Profit – 1,150
 - Community Action Agency (CAA) – 870
 - School System – 433
 - Tribal Government or Consortium – 195
 - Governance Agency (Non-CAA) – 189
 - Private/Public for-Profit – 11
 - Charter School – 1
 - No Data Available – 1
- Program Governance: Head Start Act of 2007:
 - Describes composition, roles and responsibilities of HS/EHS governing bodies with regard to program design, planning, monitoring and oversight.
 - In conjunction with the HS Program Performance Standards, describes performance expectations regarding program governance.
- FY 2013-14 Program Governance Findings (pie chart)
- Inquiring Minds Want to Know:
 - ✓ Failure to provide T/TA to governing body and policy council with regard to their roles and responsibilities
 - ✓ Failure to share information with the governing body about monthly credit card expenditures and the USDA monthly report.

- ✓ Failure to ensure governing body and policy council understand their roles and responsibilities.
 - ✓ Failure to establish procedures and criteria for recruitment, selection and enrollment of children.
- Formal Structure of Program Governance:
 - ✓ Provides parents and community representatives with the authority and opportunity to participate in decision making about program design and implementation.
 - ✓ Will vary across the local agencies and MUST consist of:
 - Governing body – grantee/delegate level
 - Policy council – grantee level
 - Policy committee – delegate level
 - Parent committees – center/local
- Policy Council or Policy Committee:
 - ✓ Established and dissolved
 - ✓ Two types of representatives (parents/community members)
 - ✓ At least 51% (parent representation)
 - ✓ Community representatives
 - ✓ Elected
 - ✓ Terms (may serve 5 one year terms in lifetime)
 - ✓ Agency staff (can serve)
- Policy Council and Governing Body Reports:
 - ✓ Monthly financial statements including credit card expenditures
 - ✓ Monthly program information summaries
 - ✓ Enrollment reports
 - ✓ Monthly reports of meals provided through the Department of Agriculture
 - ✓ Financial Audit
 - ✓ Annual self-assessment and results
 - ✓ Strategic planning and needs assessment
 - ✓ Communication and guidance from OHS
 - ✓ Program information report
- HS Governance and Management Responsibilities (uploaded to Board Materials on website)
 - ✓ Governing Body assumes legal and fiscal responsibility for Head Start and the safeguarding of federal funds.
 - Adopt practices to ensure active, independent and informed governance:
 - Governing body bylaws
 - Procedures for accessing and collecting information
 - Written standards of conduct, including conflicts of interest and complaints
 - Procedures for selecting policy council members
 - Advisory committees
 - Select:
 - Delegate agencies and the service areas for such agencies
 - Establish:

- Procedures and criteria for recruitment, selection, and enrollment
 - Review:
 - All funding applications and amendments
 - Results and follow up activities form federal monitoring
 - Review and Approve:
 - Major policies and procedures, including self-assessment, financial audit, and personnel policies
 - Progress on implementing the HS grant, including corrective actions
 - Major expenditures
 - Operating budget
 - Selection of auditor
 - Actions to correct audit findings
 - Receive and use annual, monthly, and periodic reports
- ✓ Policy Council assumes responsibility for Head Start program direction.
 - Approve and submit to the governing body decisions regarding:
 - Activities for parent involvement/engagement
 - Program recruitment, selection, and enrollment priorities
 - Funding applications/amendments
 - Budget planning, including reimbursement and participation in Policy Council activities
 - Policy Council bylaws
 - Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
 - Policy Council election procedures
 - Recommendations on delegates/service areas
 - Receive and use annual, monthly, and periodic reports
- ✓ Management staff assumes operating responsibility for HS day-to-day functions and takes action to:
 - Implement policies
 - Develop procedures
 - Provide T/TA to governing body and Policy Council
 - Supervise staff
 - Monitor compliance
 - Generate and use annual, monthly, and periodic reports
 - Share reports with Policy Council and governing body
- ✓ Governing body, Policy Council and management staff take action to:
 - Hire/terminate Head Start Director and other lead staff
 - Establish impasse procedures
 - Provide legal oversight to ensure compliance with federal laws and state, tribal, and local laws
 - Provide leadership and strategic direction:
 - Focus on self-assessment
 - Develop, plan, and evaluate the Head Start program
- Governing Body Reminders:

- ✓ Because governing bodies need to demonstrate their ability to oversee the Head Start program, they much embrace the:
 - Legal responsibility for ensuring that grant activities respond to regulations, terms and conditions of the grant.
 - Fiscal responsibility for ensuring that funds are used prudently and according to regulations
 - Responsibility to be engaged and knowledgeable about the program's five-year goals, progress towards achieving those goals, and outcomes for children, families and the community.
- Policy Council Reminders:
 - The Policy Council is a unique aspect of Head Start program governance; it supports active parent engagement in the design of the Head Start program.
 - The governance structure and processes ensure that the Policy Council is involved in decision-making in a meaningful way.
 - Policy Council members provide leadership and help shape the future of the Head Start program.
- Current Program Structure:
 - ✓ EHS serves 68 prenatal to 3 year olds – center base and home base (Scottsbluff County)
 - ✓ HS serves 248 children 3 to 5 years of age – Gering, Scottsbluff, Bridgeport, Kimball, Sidney
 - ✓ One full day full year, 9 six hour classrooms, 1 double session, 5 public school partnerships
 - ✓ Continue to meet full enrollment of 316
 - ✓ Currently employ 75 Head Start staff
 - ✓ Increase number of children served by school partnerships
 - ✓ Increase school partnerships
 - ✓ At the December meeting, we will ask for your approval of the continuation grant that is due January 1st.
 - ✓ There will be 2 federal reviews after January 1, 2018.

Question and answer period followed the presentation.

Administrator's report (Jeff West):

- A tour of the Meridian classrooms and the multipurpose room work was given to the Board members.
- I will be meeting with Senator Stinner on December 4 regarding our Day Treatment/Day School proposal.
- We would like to send out letters and publish a request for bids for the 2017-2018 audit. (After discussion, it is the consensus of the Board to proceed.)
- A strategic planning proposal from Dr. Larry Dlugosh was uploaded to the Board materials. After discussion, the Board would like me to reach out to him to begin discussing a timeline and process for moving forward with ESU 13's strategic planning.

State Education Conference, November 15-17, 2017

Steve Diemoz, Bill Knapper and Kim Marx attended the 99th annual state education conference. The sessions attended include: "The State Can No Longer Wait: Family Engagement & Early Childhood Education" (pre-conference), Keynote speaker John O'Leary "The Power of One: How One Attitude, One Action and One Person Can Change the World", "Tip: A Collaboration Between Special Education & Professional Development", "NSAA Activities: The Other Half of Education", "Lobbying for ESU & School Boards 101". The Board members each gave reports on what they learned and how it pertains to ESU 13.

Old Business:

Proposed Board Policy regarding *Student Memorials* was presented as first reading. No action required.

New Business:

Moved by Richards, seconded by Millette that the Board approve the recommendation of the Board Finance Committee and purchase the 2018 full size 4 door Chevy Impala from Masid Chevrolet for \$22,383. Delivery will be in 6 to 8 weeks. Aye: Dobry, Egging, Jones, Knapper, Marsh, Marx, Sinner, Tollman, Coon, Diemoz. Nay: None. Absent: None. Motion passed.

Proposed revised Policy for Expenses and Authorization for Attendance at Education Workshops, Conferences, Training Programs, Official Functions, Hearing, or Meetings is presented as introduction item only. No action required. This policy will be further reviewed.

Moved by Dobry, seconded by Marx, that the Board approve the revised Head Start Philosophy Policy, Bylaws Policy, and Program Governance Policy. Aye: Egging, Jones, Knapper, Marsh, Millette, Richards, Sinner, Tollman, Coon, Diemoz. Nay: None. Absent: None. Motion passed.

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

President Richards declared regular meeting adjourned. Next regular meeting will be held Tuesday, December 19, 2017, at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE.

President

Secretary