

OFFICIAL MINUTES, BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday – November 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, October 16, 2018 at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE. Due to a publishing error at the newspaper, public notice was given in the Star-Herald on Tuesday, November 20, 2018. Agenda items were uploaded to the ESU #13 website on Thursday and Friday, November 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, 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: Tim Horn, Terri Haynes and Donna Jenne

Absent: None

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

Moved by Dobry, seconded by Diemoz, that consent action items be approved as listed (Amended Budget Hearing, minutes of October meeting, Treasurer's report, Fund Balance report, Budget Summary, claims, and Staff Travel). Aye: Egging, Jones, Knapper, Marsh, Marx, Millette, Richards, Sinner, Tollman, Coon. 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>
11289	ALLO COMMUNICATIONS	3,708.32
11290	ALLO COMMUNICATIONS	1,061.89
11291	BLACK HILLS ENERGY	422.58
11292	CENTURYLINK	1,458.21
11293	CENTURYLINK COMMUNICATIONS	2,691.98
11294	CHASE CARD SERVICES	2,147.23
11295	GREAT PLAINS COMMUNICATIONS	2,841.38
11296	PAYROLL ACCOUNT	746,725.94
11297	VIAERO WIRELESS	161.62
11298	WELLS FARGO	3,916.95
11299	ALLO COMMUNICATIONS	927.27
11300	CHARTER COMMUNICATIONS	2,459.87

11301	CHARTER COMMUNICATIONS	169.65
11302	CITY OF GERING	330.63
11303	VOID -CITY OF SIDNEY FOR \$573.71	0.00
11304	CITY OF TERRYTOWN	45.98
11305	NPPD	1,808.94
11306	VERIZON WIRELESS	1,257.29
11307	VERIZON WIRELESS	328.05
11308	VERIZON WIRELESS	166.32
11309	VERIZON WIRELESS	484.91
11310	REPRINT OF CK# 10897 DATED 9/18/18 FOR \$504.60 TO J. BAUMANN	0.00
11311	308 EMBROIDERY	79.98
11312	4IMPRINT	572.99
11313	ADVERTAINMENT PRODUCTIONS	228.00
11314	AHLERS BAKING, INC	75.93
11315	ANITA'S GREENSCAPING, INC	333.00
11316	APPLE INC	897.00
11317	AUTO PLAZA JOE HESSLER, INC.	185.00
11318	AUTOZONE, INC	278.64
11319	BAKER & ASSOCIATES	5,941.25
11320	JENNIFER BAUMANN	424.42
11321	BAYARD AUTOMOTIVE LLC	4,999.99
11322	BAYARD PUBLIC SCHOOLS	2,485.00
11323	BENZEL PEST CONTROL	95.00
11324	BENZEL PEST CONTROL	290.00
11325	BEST HEATING AND COOLING LLC	95.00
11326	BLACK HILLS ENERGY	484.12
11327	BOK FINANCIAL	4,971.56
11328	BORDER STATES	50.41
11329	HEATHER BOWEN	82.08
11330	MARK BRAHIER	6,240.00
11331	BUSY BEES PRESCHOOL	160.00
11332	CAERT, INC.	1,199.97
11333	CAPITAL BUSINESS SYSTEMS, INC	1,416.03
11334	CARDMEMBER SERVICE	6,457.78
11335	CASH-WA DISTRIBUTING	2,535.60
11336	CDW GOVERNMENT, INC	4,115.13
11337	CHADRON PUBLIC SCHOOLS	2,085.49
11338	CHARTER COMMUNICATIONS TV	48.98
11339	CHUCK ELLEY PRESENTATIONS	1,020.13
11340	CITY OF SCOTTSBLUFF	1,108.25
11341	CITY OF SIDNEY	177.41
11342	COMFORT INN - VALENTINE	166.00
11343	CAPWN	20,460.34
11344	COMPLETE CARE FAMILY PRACTICE	462.00
11345	SHAWNDA CONNOR	1,194.78
11346	JOLEEN CONWAY	239.00
11347	COURTYARD BY MARRIOTT	239.40
11348	COX-FORNANDER, LOU	15.55
11349	CRANMORE FIRE PROTECTION LLC	30.00

11350	CULLIGAN OF SCOTTSBLUFF	91.00
11351	CULLIGAN WATER CONDITIONING	14.95
11352	D & H ELECTRONIC SUPPLY	7.30
11353	DAS STATE ACCOUNTING	484.99
11354	DELL MARKETING	1,095.36
11355	DIAMOND VOGEL PAINT CENTER	230.21
11356	DOUGLAS, KELLY, OSTDIEK & OSSIAN	337.50
11357	ED SERVICE UNIT NO 10	1,273.75
11358	ED SERVICE UNIT NO 13	7,743.64
11359	ED SERVICE UNIT NO 7	165.00
11360	EDUCATIONAL SERVICE UNIT NO. 13	27,863.70
11361	EDUCATIONAL SERVICE UNIT NO. 13	8,833.50
11362	EMBASSY SUITES HOTELS La Vista	874.65
11363	TARA EWING	7.50
11364	FAIRFIELD INN & SUITES GRAND ISLAND	129.95
11365	FAIRFIELD INN & SUITES SCOTTSBLUFF	380.95
11366	FREMONT MOTOR COMPANY	175.76
11367	FRENCHMAN VALLEY COOP	1,106.21
11368	TERESA FROMAN	1,025.53
11369	MEGGIN FUNK	737.93
11370	PERLA GARZA	323.08
11371	GERING COURIER	38.55
11372	GERING PUBLIC SCHOOLS	3,060.90
11373	GERING PUBLIC SCHOOLS	700.00
11374	JOANN GOLDEN	1,604.20
11375	GOVCONNECTION, INC	5,197.84
11376	CYNTHIA GUERUE	100.00
11377	HAMPTON INN - KEARNEY	1,544.10
11378	HAMPTON INN & SUITES	337.00
11379	HAMPTON INN SOUTH - HERITAGE PARK	94.00
11380	HERE WEE GROW CHILD DEVEL. CNTR.	592.33
11381	HI PERFORMANCE CAR WASH	162.80
11382	JAYMIE HILLIARD	1,203.63
11383	HOBBY LOBBY	4.49
11384	HOLIDAY INN EXPRESS-HASTINGS	564.00
11385	HOME DEPOT CREDIT SERVICES	138.30
11386	HOMETOWN LEASING	646.95
11387	IDEAL LINEN SUPPLY	1,554.35
11388	IDEAL LINEN SUPPLY	637.64
11389	IMAGINE LEARNING, INC	150.00
11390	JEFECO INN	171.00
11391	DENITA JULIUS	656.18
11392	KAPLAN EARLY LEARNING	75.88
11393	KIDS KORNER	948.50
11394	KIMBALL HEALTH SERVICES	2,455.59
11395	LIL ANGELS PLAYHOUSE, LLC	2,118.19
11396	LR4, LLC	500.00

11397	BRADEN LUKASSEN	250.00
11398	DEBRA MASON	320.00
11399	MASTER'S TRANSPORTATION	65.99
11400	MATHESON TRI-GAS INC	2,480.34
11401	MEAT SHOPPE	2,089.80
11402	MENARDS	109.01
11403	MIDWEST CONNECT	270.00
11404	MINATARE PUBLIC SCHOOLS	2,200.00
11405	MITCHELL PUBLIC SCHOOLS	2,860.00
11406	MOBYMAX, LLC	1,995.00
11407	MORRILL PUBLIC SCHL	5,100.00
11408	MY VRSPOT, LLC	1,795.00
11409	NAEYC	94.08
11410	NAFCC	1,000.00
11411	NE SAFETY & FIRE EQUIPMENT	205.00
11412	NE ASSOCIATION OF SCHOOL BOARD	314.00
11413	NE COUNCIL OF SCHOOL ADMIN	125.00
11414	NEBRASKA U C FUND	852.47
11415	NEBRASKALINK	8,179.37
11416	NEOFUNDS BY NEOPOST	404.26
11417	NOAH'S ARK PRESCHOOL	340.00
11418	NPPD	60.11
11419	SARAH OCHOA	291.42
11420	ONE SOURCE	131.20
11421	O'REILLY AUTOMOTIVE	222.28
11422	P.T.I. NEBRASKA	491.60
11423	PANHANDLE COOP	3,506.93
11424	PANHANDLE COOP ASSOC.	3,982.88
11425	PASCAL LEARNING - DBA READY ROSIE	3,000.00
11426	PITSCO EDUCATION	1,176.00
11427	PLATTE VALLEY CREAMERY	371.30
11428	PRAIRIE WINDS COMMUNITY CENTER	460.25
11429	PRO OVERHEAD DOOR CO., INC.	30.00
11430	PROPIO LANGUAGE SERVICES	118.45
11431	QUICK CARE MEDICAL SERVICES	125.00
11432	RANDY'S AUTO CARE, LLC	106.22
11433	RAPID CITY JOURNAL	390.00
11434	REGANIS AUTO CENTER	57.82
11435	REGION VII HEAD START ASSOC	550.00
11436	LORI RETZLAFF	425.50
11437	JULIA RUNDELL	245.25
11438	SHANA RUTHERFORD	810.96
11439	SCOTTSBLUFF LANDSCAPING	2,500.00
11440	SCOTTSBLUFF PUBLIC SCHOOLS	10,220.00
11441	SCOTTSBLUFF PUBLIC SCHOOLS	1,162.70
11442	SCOTTSBLUFF/GERING CHAMBER	20.00
11443	SEIDLITZ EDUCATION, LLC	615.00
11444	TRISTAN SHAFFER	160.00
11445	SIDNEY PUBLIC SCHOOLS	1,688.61

11446	SIOUX VILLA	100.00
11447	SMART WAVE TECHNOLOGIES	12,349.65
11448	MICHELLE WEIMER	4,556.87
11449	SYLMARIE SOCARRAS	551.98
11450	SONNY'S SUPER FOODS	127.81
11451	SONNY'S SUPER FOODS/BRIDGEPORT	686.98
11452	SONNY'S SUPER FOODS/SIDNEY	150.00
11453	STAPLES CREDIT PLAN	1,394.67
11454	STAR-HERALD	2,470.38
11455	STATE FIRE MARSHAL OFFICE	60.00
11456	TEAM CHEVROLET	257.08
11457	THERAPYNOTES	350.00
11458	THOMPSON GLASS, INC	45.00
11459	TRAIL CITY SUPPLY	4.68
11460	TWIN CITIES DEVELOPMENT ASSOC	310.00
11461	TWIN CITIES EARLY CHILDHOOD CNTR	1,113.83
11462	UNIVERSITY OF NEBRASKA - LINCOLN	385.77
11463	UNL PANH RESEARCH & EXTENSION	130.00
11464	VALTS	15.00
11465	JANICE VAN NEWKIRK	1,365.00
11466	VERIZON WIRELESS	166.80
11467	VISA	18,083.56
11468	VOCATIONAL RESEARCH INSTITUTE	299.00
11469	VOLUNTEERS OF AMERICA	1,014.11
11470	AMY WAUER	160.00
11471	JEAN WEGELIN	161.59
11472	WESTERN NE MOVING & STORAGE	200.00
11473	WESTERN NEBRASKA ADMINISTRATOR	100.00
11474	WNCC	6,087.80
11475	WEST. NEBRASKA COMMUNITY COLLEGE	28,764.87
11476	WESTERN NE HOUSING	495.00
11477	WESTERN PLAINS BUSINESS	59.50
11478	WINSOR LEARNING, INC.	7,800.00
11479	WESLEY WOOD	466.00
11480	CITY OF SIDNEY	573.71
11481	BLACK HILLS ENERGY	577.28
11482	CENTURYLINK COMMUNICATIONS	2,691.98
11483	CHARTER COMMUNICATIONS	170.63
11484	CHASE CARD SERVICES	520.67
11485	GREAT PLAINS COMMUNICATIONS	2,841.38
11486	NEBRASKA PUBLIC POWER DISTRICT	90.79
	TOTAL	1,084,933.27

Calendar

- **November 21-23, 2018** – ESU closed for Thanksgiving break
- **November 27, 2018** – New Board Member Workshops - Gering

- **November 28-December 1, 2018** – 33rd AESA Annual Conference - The Broadmoor Hotel, Colorado Springs, CO. (Coon, Diemoz, Jones, Marx, Richards, Sinner)
- **9th Annual Nebraska Children’s Health & Educational Summit** – December 11, 2018 – Omaha
- **December 18, 2018** – Regular Board meeting
- **December 24-January 4, 2019** – ESU closed for Christmas break

Public Forum: no items.

Reports:

Donna Jenne, Head Start Director, presented the Head Start/Early Head Start Governance Training. The Board viewed the “Head Start A to Z Program Governance” power point focusing on:

- Program Governance: The 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.
- 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 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 Reference Book (uploaded to Board Materials on website).
- Current Program Structure:
 - EHS serves 68 prenatal to 3 year olds – center base and home base (Scotts Bluff County)
 - HS serves 248 children 3 to 5 years of age – Gering, Scottsbluff, Bridgeport, Kimball, Sidney

- One full day full year, 8 seven hour classrooms, 1 double session, 5 public school partnerships
- Continue to meet full enrollment of 316
- Currently employ 75 Head Start staff
- Request approval of Head Start Continuation Grant at the November meeting
- Increase school partnerships
- Increase number of children served by school partnerships
- Increase Early Head Start slots

State Education Conference:

Board members Bill Knapper, Kim Marx and Steve Diemoz attended the State Education Conference in Omaha on November 14-16 and reported on the sessions they attended. School Safety and Security were sessions that all members attended. Members also attended sessions that addressed providing mental health services to students in rural districts. Other topics included: "Making Cents Out of School Finance", "Hot Topics in School Law" and "Communications 101 – The Key to Successful Engagement".

Administrator Report:

- The Sidney ESU #13 facility was discussed. The Board reviewed options including renovation or reconfiguration of the existing building, and possible space at WNCC Sidney campus.
- Panhandle Beginnings Day treatment program location is still being explored. In addition, we are partnering with Chadron Public Schools for the AWARE mental health grant.
- ESU #13's Human Resources will begin using an FMLA process developed by our attorney's office. The Administrator discussed the manual and Board policy regarding FMLA.

Head Start Director's Report and Policy Council Activity Report for October: no discussion.

OLD BUSINESS: None

NEW BUSINESS:

Proposed Defibrillator (AED) Policy and protocol were introduced. No action necessary.

Moved by Richards that the Board approve the recommendation of the Board Finance committee to accept the bid from Paul Reed Construction Company for \$120,159.42 to begin the concrete paving improvements for the Scottsbluff facility at 4215 Avenue I. Aye: Dobry, Egging, Jones, Knapper, Marsh, Marx, Millette, Sinner, Tollman, Coon, Diemoz. Nay: None. Absent: None. Motion passed.

Moved by Knapper, seconded by Marsh, that the Board approve the action plans that support our 5 strategic planning goals. Knapper requested additional research for school

applications. Jones requested additional external PR utilizing posters. Aye: Egging, Jones, Marx, Millette, Richards, Sinner, Tollman, Coon, Diemoz, Dobry. Nay: none. Absent: none. Motion passed. Prior to the motion to move, Dr. West reviewed the goals and action plans with the Board. They are as follows:

- Goal #1: ESU 13 will develop and implement comprehensive supports to identify, acquire, enhance and combine resources (financial, staffing, etc.) available to best serve our schools and communities.
 - ✓ Strategic Objective 1.1: By the winter of 2018, research and present (to member school districts) the concept of implementing a common school district application for all school districts in ESU 13.
 - ✓ Strategic Objective 1.2: By the fall of 2019, ESU 13 will partner with our member school districts in a comprehensive plan to recruit and retain qualified staff members.
 - ✓ Strategic Objective 1.3: By 2019, ESU 13 will work with member schools to support ESU 13 funding and collaborate with ESU 13 school districts to assist them with grant training, support, and assistance with grant preparation.
- Goal #2: ESU 13 will serve as a unifying force to connect schools, students, and families with appropriate level services in the areas of mental and behavioral health.
 - ✓ Strategic Objective: ESU 13 will continue to expand and enhance mental health services based on presenting need by providing psycho-education, direct services and consultation.
- Goal #3: ESU 13 will continue to grow as leaders in best practices in education and legal issues that impact education.
 - ✓ Strategic Objective 3.1: ESU 13 will continue to invest in PD opportunities: focused on leadership opportunities, mentoring and aligning the evaluation process.
 - ✓ Strategic Objective 3.2: Work as a unifying force to make the best educational practices available to all 21 member school districts, community partners, community members and other educational partners.
- Goal #4: ESU 13 will develop a model to support school districts with the implementation of a multi-tiered system of support to meet the unique needs of students of all ages within the member school districts.
 - ✓ Strategic Objective 4.1: ESU 13 will align internal processes to provide effective MTSS supports (Internal)
 - ✓ Strategic Objective 4.2: ESU 13 will provide effective multi-tiered system of support to local districts to move districts forward with a data-based, problem solving model to increase student achievement.
- Goal #5: ESU 13 will be well known and understood by internal and external stakeholders.
 - ✓ Strategic Objective (Internal): ESU 13 will be well known by internal stakeholders
 - ✓ Strategic Objective (External): ESU 13 will be well known and understood by external stakeholders

Moved by Sinner, seconded by Marx, that the Board approve the 2019-2020 Continuation Grant application for the Head Start/Early Head Start programs. Aye: Jones, Knapper, Marsh, Millette, Richards, Tollman, Coon, Diemoz, Dobry, Egging. Nay: none. Absent: none. Motion passed.

Moved by Richards, seconded by Millette, that the Board accept the letter of resignation from Special Services Director, Laura Barrett, with regret, effective at the end of the 2018-19 school year. Aye: Knapper, Marsh, Marx, Sinner, Tollman, Coon, Diemoz, Dobry, Egging, Jones. Nay: none. Absent: none. Motion passed.

Moved by Richards, seconded by Sinner, that the Board move into Executive Session for the purpose of discussing a personnel matter with members of the Board and the Administrator present. Aye: Marsh, Marx, Millette, Tollman, Coon, Diemoz, Dobry, Egging, Jones, Knapper. Nay: none. Absent: none. Motion passed. The Board moved into Executive Session at 9:02 p.m.

Moved by Richards, seconded by Tollman, that the regular meeting reconvene. Aye: Marx, Millette, Sinner, Coon, Diemoz, Dobry, Egging, Jones, Knapper, Marsh. Nay: none. Absent: none. Motion passed. The regular meeting reconvened at 9:24 p.m.

Moved by Dobry, seconded by Jones, that the regular Board meeting in December be moved to Tuesday, December 11, 2018. Aye: Millette, Richards, Sinner, Tollman, Coon, Diemoz, Egging, Knapper, Marsh, Marx. Nay: none. Absent: none. Motion passed.

President Richards declared regular meeting adjourned. Next regular meeting will be held Tuesday, December 11, 2018, beginning at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE.

President

Secretary