

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

Tuesday – November 19, 2019

ESU 13 Center – 4215 Avenue I, Scottsbluff, NE

The regular meeting of the Board of Educational Service Unit No. 13 (ESU 13) was called to order by President Mark Sinner on Tuesday, November 19, 2019 at 7:00 PM at the ESU 13 Center, 4215 Avenue I, Scottsbluff, NE. Public notice was given in the Star-Herald on Friday, November 15, 2019. Agenda items and reports were uploaded to the ESU 13 website for Board members on Thursday/Friday, November 14/15, 2019.

President Mark Sinner 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, Heather Crofutt, Don Egging, Tim Horn, Patricia Jones, Scott Marsh, Tom Millette, Ray Richards, Mark Sinner, Dr. Andrew Dick, Administrator, Jodi Walker, Business Manager, and Desira Martin, Treasurer. Guests: Jadie Beam and Donna Jenne

Absent: Steve Diemoz, Bill Knapper, Kim Marx

Moved by Millette, seconded by Egging, that absent Board members Diemoz, Knapper and Marx be excused. Aye: Coon, Crofutt, Horn, Jones, Marsh, Richards Sinner. Nay: none. Absent: Diemoz, Knapper, Marx. Motion passed.

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

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

Check #	Entity Name	Amount
13638	ALLO COMMUNICATIONS	3,432.77
13639	ALLO COMMUNICATIONS	507.32
13640	CHARTER COMMUNICATIONS	1,947.56
13641	PAYROLL ACCOUNT	818,433.85
13642	WELLS FARGO	322.76
13643	ALLO COMMUNICATIONS	694.23
13644	CITY OF GERING	446.35
13645	CITY OF TERRYTOWN	48.22
13646	NEBRASKA PUBLIC POWER DISTRICT	545.93
13647	VOIDED CHECK	0.00
13648	VOIDED CHECK	0.00
13649	OWEN, EMILY (REPRINT- 41.17)	0.00

13650	CHARTER COMMUNICATIONS	747.51
13651	CHARTER COMMUNICATIONS	452.03
13652	CHARTER COMMUNICATIONS	747.51
13653	CITY OF SIDNEY	602.74
13654	LINGO COMMUNICATIONS	370.47
13655	NEBRASKA PUBLIC POWER DISTRICT	2,150.20
13656	VERIZON WIRELESS	1,552.71
13657	308 EMBROIDERY	466.72
13658	A & O GRANT CONSULTING	1,820.00
13659	A MOTHER'S TOUCH	45.86
13660	AESA	1,780.00
13661	AHLERS BAKING, INC	178.18
13662	AL'S TOWING	115.00
13663	SHANNON ALWIN	36.00
13664	ANITA'S GREENSCAPING, INC	695.00
13665	AUTOZONE, INC	273.08
13666	BAKER & ASSOCIATES	19,000.00
13667	JENNIFER BAUMANN	223.00
13668	BAYARD PUBLIC SCHOOLS	2,070.00
13669	JADIE BEAM	50.00
13670	BENZEL PEST CONTROL	95.00
13671	BENZEL PEST CONTROL	135.00
13672	BLESSED BEGINNINGS, EEC	379.00
13673	BOK FINANCIAL	4,654.68
13674	BOMGAARS	191.96
13675	BORDER STATES	100.80
13676	CYNTHIA BROWN	74.92
13677	CAPITAL BUSINESS SYSTEMS, INC	1,764.14
13678	CARDMEMBER SERVICE	8,373.84
13679	CASH-WA DISTRIBUTING	4,039.12
13680	CDW GOVERNMENT, INC	2,549.98
13681	CHRISTINE RIPPE'S DAYCARE	36.00
13682	CHUCK ELLEY PRESENTATIONS	2,071.50
13683	CITY OF SCOTTSBLUFF	1,165.33
13684	COGNIA, INC.	250.00
13685	CAPWN	400.00
13686	COMPLETE CARE FAMILY PRACTICE	107.00
13687	CONTRACTORS MATERIALS, INC	67.50
13688	SARA COOPER	1,479.93
13689	CORNHUSKER MARRIOTT HOTEL	648.00
13690	REBECCA CORNISH	51.45
13691	COUNTRY BEAR DAYCARE	203.00
13692	CPI	1,197.00
13693	CRANMORE FIRE PROTECTION LLC	333.00
13694	CROSSFIT SCOTTSBLUFF	200.00
13695	DAS STATE ACCOUNTING	408.72
13696	DELL MARKETING	9,812.43
13697	DENNIS SUPPLY CO	51.12
13698	DOCU-SHRED, LLC	30.00

13699	DOUGLAS, KELLY, OSTDIEK & OSSIAN	947.00
13700	ECKHARDT PORTABLE WELDING LLC.	106.25
13701	ED SERVICE UNIT NO 10	380.90
13702	ED SERVICE UNIT NO 13	33,980.85
13703	ED SERVICE UNIT NO 7	60.00
13704	EDUCATIONAL SERVICE UNIT NO. 13	33,835.83
13705	EDUCATIONAL SERVICE UNIT NO. 13	21,743.71
13706	EMBASSY SUITES OLD MARKET	1,841.95
13707	ESU COORDINATE COUNCIL	16,868.41
13708	FAIRFIELD INN & SUITES SCOTTSBLUFF	96.00
13709	FAIRFIELD INN BY MARRIOTT	192.00
13710	FBG SERVICE CORPORATION	999.00
13711	SAMANTHA FISHER	932.06
13712	KENDA FOOS	11.60
13713	FRANK PARTS COMPANY	13.53
13714	FREMONT MOTOR COMPANY	997.11
13715	FRENCHMAN VALLEY COOP	1,134.36
13716	TERESA FROMAN	1,078.53
13717	PERLA GARZA	452.75
13718	GERING COURIER	37.41
13719	GERING PUBLIC SCHOOLS	6,217.14
13720	GERING PUBLIC SCHOOLS	8,044.60
13721	GERING PUBLIC SCHOOLS	2,100.00
13722	JOANN GOLDEN	892.88
13723	GORDON-RUSHVILLE PUBLIC SCHOOLS	391.51
13724	GOVCONNECTION, INC	5,331.86
13725	CYNTHIA GUERUE	75.00
13726	HALF PINT ACADEMY	72.00
13727	HAMPTON INN - KEARNEY	1,418.00
13728	HAMPTON INN - NORTH PLATTE	104.00
13729	HAMPTON INN & SUITES	752.00
13730	GREG HASCALL	218.50
13731	TRACI HASTINGS	13.92
13732	HERE WEE GROW CHILD DEV. CENTER	951.00
13733	CORA HERNANDEZ	76.97
13734	FERMIN HERNANDEZ	50.00
13735	HI PERFORMANCE CAR WASH	21.20
13736	JAYMIE HILLIARD	1,156.11
13737	JOLENE HOFMAIER	6.42
13738	HOLIDAY INN EXPRESS-COLUMBUS	384.00
13739	HOLIDAY INN EXPRESS-N PLATTE	384.00
13740	HOLIDAY INN EXPRESS-SCOTTSBLUFF	564.00
13741	HOME DEPOT CREDIT SERVICES	278.17
13742	HOMETOWN LEASING	646.95
13743	IDEAL LINEN SUPPLY	2,593.43
13744	IDEAL LINEN SUPPLY	114.42
13745	IMAGINE LEARNING, INC	1,350.00
13746	J RUNDELL-ESU #13	13.65
13747	PATTY JEFFERS	848.00

13748	DONNA JENNE	98.52
13749	JOHNSON CASHWAY LUMBER CO	71.96
13750	JOURNEYED.COM INC.	2,131.50
13751	DENITA JULIUS	588.00
13752	KANGAROO COURT	430.00
13753	ELIZABETH KENYON, RD, LMNT	770.00
13754	KIDS INC CHILDCARE	150.38
13755	KIMBALL PUBLIC SCHOOLS	10.26
13756	KUYPERS CONSULTING, INC.	2,550.00
13757	LEARNING FORWARD NEBRASKA	150.00
13758	LIL ANGELS PLAYHOUSE LLC	372.00
13759	LR4, LLC	600.00
13760	ANGELA LUPPEN	170.52
13761	DEBRA MASON	270.00
13762	MEAT SHOPPE	1,089.48
13763	MENARDS	680.41
13764	ASHLEY MEYER	186.76
13765	NICOLE MICHAEL	77.89
13766	RENEE MILLER	121.39
13767	MINATARE PUBLIC SCHOOLS	1,980.00
13768	MITCHELL PUBLIC SCHOOLS	3,300.00
13769	MONEYWISE OFFICE SUPPLY	1,953.89
13770	MORRILL PUBLIC SCHL	6,300.00
13771	MOUNTAIN VISION PIZZA dba DOMINO'S	131.79
13772	MUNCHKINLAND DAYCARE CENTER	503.00
13773	MY VR SPOT, LLC	1,795.00
13774	NCECBVI	2,153.02
13775	NCS PEARSON, INC.	1,435.35
13776	NE COMMUNITY FOUNDATION	6,953.00
13777	NCSA	845.00
13778	NE DHHS	160.00
13779	NE HEAD START ASSOCIATION	1,440.00
13780	NE SAFETY AND FIRE EQUIPMENT	511.00
13781	NEBRASKA SAFETY CENTER	425.00
13782	NEBRASKA U C FUND	1,917.23
13783	NEBRASKALINK	8,463.14
13784	NOAH'S ARK PRESCHOOL	180.00
13785	NPPD	50.20
13786	SARAH OCHOA	1,000.00
13787	ONE SOURCE	88.00
13788	O'REILLY AUTOMOTIVE	55.72
13789	PAM'S DAYCARE	411.60
13790	PANHANDLE COOP	5,013.44
13791	PANHANDLE COOP ASSOC.	3,711.14
13792	PANHANDLE PARTNERSHIP	455.00
13793	PERRY, GUTHERY, HAASE & GESSFORD	249.00
13794	PLATTE VALLEY CREAMERY	1,203.70
13795	POWERSCHOOL GROUP, LLC	2,140.00
13796	PRACTICE SOLUTIONS, LLC	57.11

13797	PRINT EXPRESS OF SCOTTSBLUFF	331.20
13798	QUICK CARE MEDICAL SERVICES	500.00
13799	RANDY'S AUTO CARE, LLC	232.88
13800	REGANIS AUTO CENTER	87.94
13801	LORI RETZLAFF	439.70
13802	SHANNA ROSENTRATER	1,081.12
13803	RUNZA	79.98
13804	SHANA RUTHERFORD	637.88
13805	SCOTTSBLUFF LANDSCAPING	150.00
13806	SCOTTSBLUFF PUBLIC SCHOOLS	650.00
13807	SCOTTSBLUFF PUBLIC SCHOOLS	16,726.53
13808	SCOTTSBLUFF PUBLIC SCHOOLS	1,895.15
13809	SCOTTSBLUFF SCREENPRINTING & EMB. LLC	978.00
13810	SIDNEY PUBLIC SCHOOLS	6,000.00
13811	SIDNEY SUN-TELEGRAPH	58.00
13812	ASHLEY SISK	662.44
13813	PAUL SMITH	50.00
13814	MICHELLE WEIMER	10,907.76
13815	SONNY'S SUPER FOODS	4.88
13816	SONNY'S SUPER FOODS/BRIDGEPORT	590.89
13817	LUCAS SPENCER	25.00
13818	STAPLES CREDIT PLAN	807.93
13819	STAR-HERALD	942.49
13820	SUBWAY #6906	279.60
13821	TEAM CHEVROLET	157.03
13822	TEAM CHEVROLET	45,394.00
13823	DAWN TERRELL	259.84
13824	THOMPSON GLASS, INC	48.75
13825	TRAIL CITY SUPPLY	79.43
13826	TWIN CITIES DEVELOPMENT ASSOC	250.00
13827	TWIN CITIES EARLY CHILDHOOD	300.00
13828	TWIN CITY AUTO, INC.	6,579.14
13829	UNL	1,710.00
13830	UNIVERSITY OF NEBRASKA KEARNEY	636.50
13831	LAURIE VAK	65.13
13832	JANICE VAN NEWKIRK	1,375.00
13833	VERIZON WIRELESS	212.07
13834	VOLUNTEERS OF AMERICA	464.78
13835	VOLUNTEERS OF AMERICA	210.00
13836	WESTERN COOPERATIVE COMPANY	159.70
13837	WESTERN NE MOVING & STORAGE	557.96
13838	WNCC	7,472.00
13839	WESTERN NEBRASKA HOUSING	495.00
13840	WESTERN PLAINS BUSINESS SOLUTIONS	1,499.81
13841	WESTWAY CHRISTIAN CHURCH	1,200.00
13842	WINSUPPLY	5.24
13843	WNCC, TREASURER	2,083.20
13844	WESLEY WOOD	475.00
13845	CENTURYLINK COMMUNICATIONS	2,691.98

13846	CHARTER COMMUNICATIONS	48.98
13847	GREAT PLAINS COMMUNICATIONS	2,816.00
13848	VISA	38,040.78
	<b>TOTAL</b>	1,276,211.49

## Calendar

- **November 20-22, 2019** - NASB State Education Conference – CHI Health Center Downtown Omaha (Diemoz, Knapper, Marx)
- **November 27-29, 2019** – ESU 13 offices closed for Thanksgiving break
- **December 3** – 10<sup>th</sup> Annual Nebraska Child Health & Education Summit - Lincoln
- **December 4-7, 2019** – AESA Annual Conference, JW Marriott Desert Ridge Resort, Phoenix, AZ (Coon, Diemoz, Jones, Marx, Richards, Sinner)
- **December 11, 2019** – ESU 13 Administrative Advisory Council Meeting, via DL – 10:00 a.m.
- **December 17, 2019** – Regular Board Meeting (Scott Marsh will be absent)

## No Public Forum

## Reports:

Jadie Beam, ESU 13 Director, Professional Learning, presented ESU 13 Schools AQuESTT EBA findings. The content of her presentation included:

- AQuESTT Tenets
- Comprehensive Support & Improvement (CSI)
- Priority Schools
- Targeted Support and Improvement (TSI and Additional (ATSI)

She explained the indicators for measuring gain in student achievement or element perceived to influence those gains. The indicators are: Status, Progress, Graduation Rate, Progress Toward English Language, Chronic Absenteeism and Evidence-Based Analysis. The board was given the 2019-2020 Final Classification report for ESU 13 districts.

Donna Jenne, Head Start Director, presented Head Start Program Governance Training with the Board Members. The Board viewed a power point focusing on:

- The Head Start Act of 2007 – describes the composition and roles and responsibilities of Head Start agency governing bodies and Policy Councils with regard to program design, planning, monitoring, and oversight.
  - Works in conjunction with the Head Start Program Performance Standards, describes performance expectations regarding program governance.
- Board Members received a copy of the Head Start Program Governance Reference Book for their records.
- Board Members received a copy of the Head Start Program Philosophy for their records.
- Governing Body Reports were explained and will be reviewed monthly:

- Monthly financial statements including credit card expenditures
- Monthly program information summaries
- Enrollment reports
- Monthly reports of meals provided through the Department of Agriculture (CACFP)
- Financial Audit reports
- Results from Federal Reviews and follow-up
- Annual self-assessment and results
- Strategic planning and needs assessments
- Communication and guidance from the Office of Head Start (OHS)
- Program Information Report (PIR)

Donna Jenne, Head Start Director, then spoke to the Board Members about the upcoming submission of the 2020-2021 Baseline Grant Application to be submitted by December 31<sup>st</sup>, 2019.

- Baseline application in the amount of \$3,160,157.00 is being prepared for submission to the Administration for Children and Families for Head Start and Early Head Start Programs.
- This grant includes the Head Start Five Year Goals, self-assessment results, T/TA plan and School Readiness plan.
- Input for the 2020-2021 baseline grant was addressed during the October 2019 meeting and open discussion took place at the November 2019 meeting to review and ask for additional input. Discussions included the possibilities for increasing Home Base slots for families in Cheyenne and Kimball counties, increasing public school partnerships with Gering district, and addition of EHS infant/toddler center-base slots.

Administrator's report:

The Substance Abuse and Mental Health Services Administration, Center for Mental Health Services is accepting applications for fiscal year 2020. ESU 13 will be submitting an application for the grant that could provide additional funding for the Day Treatment/Day School program.

To meet our strategic Objective 1.1, ESU 13 and 11 member schools are forming a consortium to contract with PowerSchool-TalentEd to provide online hiring and recruitment.

Board Comments: Patricia Jones asked how we serve nonpublic schools. According to Jadie Beam, ESU 13 Director of Professional Learning, we offer trainings at the same charge we offer our member districts. Board Member Heather Crofutt said that Chadron has a private school, Great Foundations.

President Sinner encouraged other Board members to find a date on their calendars to visit our ESU programs.

President Sinner reported there is an app for AESA and it shows the National Conference breakout sessions, etc.

Board member Ray Richards attended the community outreach program that LifeLink students along with their partner, WNCC. The skit/theatre production was focused on bullying and written by students.

**Old Business:**

Amendment of Board Policy – Article 3 (Services and Operations) was presented as second reading. Final reading will be in December. No action required.

Moved by Jones, seconded by Millette that the Board approve the amendment to Board policy regarding Employee Benefits, Sick Leave. The Personnel Handbook will be updated. Aye: Egging, Horn, Marsh, Richards, Sinner, Coon, Crofutt. Nay: none. Absent: Diemoz, Knapper, Marx. Motion passed.

**New Business:**

New Social Media Board Policy was introduced. No action necessary.

Moved by Richards that the Board approve the Finance Committee’s recommendation to purchase VoIP system switches from Sterling Computers Corporation for \$14,668. Aye: Horn, Jones, Marsh, Millette, Sinner, Coon Crofutt, Egging. Nay: none. Absent: Diemoz, Knapper, Marx. Motion passed.

Moved by Coon, seconded by Marsh that the Board approve the Administrator Performance Evaluation recommended by the Board President, Mark Sinner. Aye: Jones, Millette, Richards, Sinner, Crofutt, Egging, Horn. Nay: none. Absent: Diemoz, Knapper, Marx. Motion passed. After approval of the motion, Board members were given the Administrator Performance Evaluation and Dr. Dick’s goals for 2019-2020.

Moved by Millette, seconded by Coon that the Board approve the 2020-2021 baseline grant application submission for the Head Start/Early Head Start programs. Aye: Marsh, Richards, Sinner, Crofutt, Egging, Horn, Jones. Nay: none. Absent: Diemoz, Knapper, Marx. Motion passed.

Moved by Richards, seconded by Egging that the Board approve the Interlocal Cooperative agreement between WNCC and ESU 13 for the Sidney project. Aye: Marsh, Millette, Sinner, Coon, Crofutt, Horn, Jones. Nay: none. Absent: Diemoz, Knapper, Marx. Motion passed.

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

President Sinner declared regular meeting adjourned. Next regular meeting will be held Tuesday, December 17, 2019, beginning at 7:00 PM at the ESU 13 Center, 4215 Avenue I, Scottsbluff, NE.

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President

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Secretary