

OFFICIAL MINUTES, BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday – November 8, 2016

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, November 8, 2016, 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 3, 2016. Agenda was uploaded to the ESU #13 website on Thursday and Friday, November 3/4, 2016.

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: Steve Diemoz, Pat Dobry, Don Egging, Patricia Jones, Kim Marx, Ray Richards, Mark Sinner, Rosalene Tollman, Dr. Jeff West-Administrator, Jodi Walker-Business Manager, Doris Christensen-Clerk/Treasurer, Desira Martin. Guests: Donna Jenne, Jadie Beam, Laura Barrett, Scott Marsh.

Absent: Bill Knapper, Tom Millette, Marilyn Wimmer.

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

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

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

Ck. No.	Payee	Amount
6255	Payroll Account	698,920.39
6256	Allo Communications	991.67
6257	Centurylink Communications	2,485.64
6258	Centurylink Communications	1,626.98
6259	Charter Communications	613.33
6260	Charter Communications	3.68
6261	Charter Communications/Head Start	128.80
6262	City of Bridgeport	257.53
6263	City of Gering/Head Start	409.80
6264	City of Terrytown	40.56

6265	SourceGas Distribution, LLC	400.43
6266	SourceGas/Head Start	123.87
6267	Viaero Wireless	1,763.69
6268	AC Electric Motor Service, LLC	33.00
6269	Ahlers Baking, Inc.	360.07
6270	Alliance Public Schools	100.00
6271	Allo Communications	4,358.79
6272	Anderson, Kay	375.00
6273	Apple Computer, Inc.	479.00
6274	Ayala, Perla	7.48
6275	Baker & Associates	2,275.00
6276	Barrett, Laura	30.99
6277	Bautista, Adrianna	27.00
6278	Bean Broker	182.17
6279	Benzel Pest Control	95.00
6280	Benzel Pest Control/Head Start	290.00
6281	Berreth, Jacinth	738.18
6282	Best Plumbing	522.22
6283	Best Western W Hills Inn	89.00
6284	Bok Financial	5,417.50
6285	Bridgeport Public Schools	100.00
6286	Candlewood Suites-Kearney	639.75
6287	Capital Business	1,353.53
6288	Carter, Ivisann	202.60
6289	Cash-Wa Distributing	634.66
6290	Castro, Bianca	71.50
6291	CDW Government, Inc.	146.75
6292	Void	
6293	Cheney, Amy	1,777.57
6294	Chuck Elley Presentations	1,389.08
6295	Void	
6296	City of Gering	542.05
6297	Void	
6298	Void	
6299	Community Action Partnership-WN	8,310.00
6300	Copley, James	45.55
6301	Country Inn & Suites-Lincoln	91.00
6302	Cox-Fornander, Lou	40.66
6303	Creek Valley Public Schools	200.00
6304	Culligan of Scottsbluff	127.53
6305	Culligan Water Conditioning	29.90
6306	Culligan/Head Start	135.50
6307	D & H Electronic Supply	15.26
6308	D. Christensen-ESU #13	14.05
6309	DAS State Accounting-Central	867.26
6310	Daylight Donut Bakery	36.75
6311	Dennis Supply Co	98.52
6312	Dominguez, Mary	26.46
6313	Domino's Pizza	85.00
6314	Douglas, Kelly, Ostdiek & Ossian, P.C.	367.50
6315	Ed Service Unit No 10	1,130.80
6316	Ed Service Unit No 13	12,260.95
6317	El Achieve	313.50
6318	ESU Coordinate Council	20,856.91
6319	Fairfield Inn by Marriott	111.95

6320	Finneys Inc.	5.38
6321	Fisher, Samantha	649.08
6322	Void	
6323	Fremont Motor Company	48.99
6324	Fun Express, LLC	227.67
6325	Garden County Public Schools	200.00
6326	Gering Public Schools	400.00
6327	Gering Public Schools/Head Start	2,688.00
6328	Gering Public Schools/Head Start	700.00
6329	Gordon Vision Center	2,029.00
6330	Gordon-Rushville Public Schools	100.00
6331	GovConnection, Inc.	5,546.89
6332	Gross, Tobin	204.33
6333	Hampton Inn-Kearney	99.00
6334	Hampton Inn & Suites-SB	180.00
6335	Hascall, Greg	306.00
6336	Heilbruns Farm Industrial Supply	30.90
6337	Hemingford Public Schools	100.00
6338	Hi Performance Car Wash	100.40
6339	Hilliard, Jaymie	926.30
6340	Holiday Inn Express-Kearney	1,183.00
6341	Holiday Inn Express-N Platte	91.00
6342	Home Depot Credit Services	394.24
6343	Hometown Leasing	646.95
6344	Hyannis Area Schools	51.00
6345	Ideal Linen Supply	639.98
6346	Ideal Linen Supply/Head start	948.60
6347	Imagine Learning, Inc.	150.00
6348	International Fun-shop, Inc.	78.50
6349	J Bernal Catering	160.00
6350	J Rundell-ESU #13	71.87
6351	Jenne, Donna	45.94
6352	Void	
6353	Johnson Cashway Lumber Co.	14.71
6354	Kimball Health Services	2,521.50
6355	Kimball Public Schools	200.00
6356	Koozer, Kathleen	38.88
6357	Kriz-Davis Company	40.60
6358	KSB School Law	1,000.00
6359	Kully Supply	158.14
6360	LaQuinta Inn & Suites North Platte	182.00
6361	Learning Forward	159.00
6362	Leyton Public Schl	200.00
6363	Void	
6364	LR4, LLC	500.00
6365	Maag, John	434.16
6366	Marie's Embroidery	240.38
6367	Mason, Alan	340.00
6368	McBride, Todd	712.50
6369	Meat Shoppe	2,318.54
6370	Menards	1,629.69
6371	Minatare Public Schools/Head Start	1,190.78
6372	Mitchell Public Schools	200.00
6373	Mitchell Public Schools/Head Start	2,660.00
6374	Monument Car Wash	61.88

6375	Morrill Public Schools/Head Start	6,221.50
6376	NDE-Early Childhood Training Center	240.00
6377	NDE Early Childhood Training Center	1,140.00
6378	Ne Safety & Fire Equipment	125.00
6379	Nebraska Association of School Boards	344.00
6380	Nebraska Council of School Administrators	360.00
6381	Nebraska Head Start Association	405.00
6382	Nebraska Public Power District	1,266.19
6383	Nebraska Safety Center	300.00
6384	NebraskaLink	5,897.25
6385	Northwest Evaluation Association	3,500.00
6386	Ochoa, Sarah	200.00
6387	Ogden, Jeanne	86.40
6388	One Source	98.00
6389	O'Reilly Automotive	93.64
6390	Panhandle Coop Assoc.	2,882.98
6391	Panhandle Coop/Head Start	2,663.29
6392	Panhandle Health Group	110.00
6393	Pear Deck, Inc.	600.00
6394	Peterson, Sara	90.72
6395	Platte Valley Creamery	327.75
6396	Potter-Dix Public Schools	100.00
6397	Prairie Winds Community Center	340.73
6398	Pro-Ed	148.50
6399	Quality Inn & Suites	190.00
6400	Quality Inn & Suites	205.20
6401	Randy's Auto Care, LLC	229.30
6402	Reason, Karen	22.28
6403	Reganis Auto Center	510.13
6404	R-Pad Apartment Program	200.00
6405	Rutherford, Shana	1,232.68
6406	Sandberg Implement	2.33
6407	Void	
6408	Scottsbluff Family YMCA	600.00
6409	Scottsbluff Landscaping	5,100.00
6410	Scottsbluff Public Schools	3,701.34
6411	Scottsbluff Public Schools	400.00
6412	Scottsbluff Public Schools	1,865.00
6413	Sidney Public Schools/Head Start	2,081.20
6414	Simonsen Construction, Inc.	700.00
6415	Sioux Villa	100.00
6416	Soar Pediatric Therapy, LLC	4,482.54
6417	Social Thinking	496.74
6418	Sonny's Super Foods/Bridgeport	937.62
6419	Void	
6420	Staples Credit Plan	47.48
6421	Star-Herald	1,244.38
6422	State Industrial Products	308.61
6423	Super 8 Motel-Scottsbluff	73.89
6424	Void	
6425	Tip Top Tree Service	2,800.00
6426	Torres, Jaque	47.48
6427	University of Ne-Lincoln	470.00
6428	UNL Panhandle Research & Extension	805.00
6429	VALTS	19.45

6430	Van Newkirk, Jan	1,300.00
6431	Wegelin, Jean	150.00
6432	Wells Fargo	5,751.87
6433	Western Cooperative Company	73.68
6434	Western Nebraska Moving & Storage	200.00
6435	Western Nebraska Community College	5,716.50
6436	Western Nebraska Community College	607.51
6437	Western Nebraska Housing Authority	475.00
6438	Wood, Wesley	433.00
6439	Birch Communications	253.76
6440	Charter Communications	202.41
6441	City of Sidney	672.42
6442	Nebraska Public Power District	60.28
6443	Verizon Wireless	838.09
6444	Verizon Wireless	257.49
6445	Verizon Wireless	194.99
6446	Verizon Wireless	446.63
6447	Cardmember Service	9,605.27
6448	Visa	15,403.45
6449	Black Hills Energy	327.52
6450	Black Hills Energy	255.41
6451	Charter Communications	136.79
6452	Chase Card Services	2,401.30
6453	City of Scottsbluff	1,691.32
6454	City of Sidney/Head Start	167.73
6455	NPPD/Head Start	93.15
6456	Verizon/Head Start	108.78
6457	Western States Bank	417,000.00
	TOTAL	1,330,213.04

Calendar:

1. December 20, 2016 – Regular Meeting – 7:00 PM – ESU #13 Center.
2. November 16-18, 2016 – NASB/NASA State Education Conference – LaVista Conference Center/Embassy Suites – Omaha (Jeff West, Steve Diemoz).
3. December 1-3, 2016 – 2016 AESA Annual Conference – Savannah, GA. (Leave ESU #13 Center at 8:00 AM.)

Public Forum – no items.

Reports:

Para Educator Training (Jadie Beam/Laura Barrett):

ESU #13 is in its third year of offering para educator training to member districts. Audience:

- First year – paras assigned to special education classrooms
- Second year – paras in both special ed and regular ed classrooms
- Third year – paras in Head Start/Early Head Start Programs

Two hundred fifty-four paras (from early childhood to high school) have attended trainings. We include these trainings with our February all-school inservice; however, member districts requested that we do a beginning-of-the-year training to eliminate the need to pull them from classrooms when school is in session. We use the expertise of our own staff (i.e., autism coordinator, professional developers, speech/language pathologists, assessment coordinators, etc.) as well as outside experts—Michaela

Schartz from Lincoln Public Schools (helicopter paras), Suzanne Kemp from UNL (I'm a super para!), and Karen Haase from KSB School Law (social media common sense and special education law).

Activities to date:

- Trained 2,073 paras
- Offered 23 trainings
- Offered 51 hours of training
- Registered 90 paras per session
- Charged \$15 per attendee (to cover lunch cost)
- Spent \$3,500 for the project (fees for outside presenters)

Impact to member districts:

- Saved 17,750 miles in travel (using DL)
- Saved \$9,585 in mileage paid to registrants
- Saved 162 trips to do on-site trainings (one full-time FTE)

Growth:

- Registrants: Number increased from 63 (2013-14) to 137 (2016-17)
- Buildings: Number increased from 19 (2013-14) to 26 (2016-17)
- DL sites: Number increased from 5 (2013-14) to 13 (2016-17)

Every session is recorded so that those unable to attend can receive this information.

Value-added piece:

- Offers savings to member districts and taxpayers.
- Provides an opportunity to collaborate and avoid duplication as we remain attentive to our spending.

Laura and Jadie thanked the Board for their continued support of new and innovative ESU #13 programs.

HS/EHS Governance Training (Donna Jenne):

The Board viewed "Good Governance Matters" power point focusing on:

- Child and Family Outcomes (education, disabilities, community partnerships, health, mental health, family engagement)
- Program Management consists of three components: governing body, policy council, and management with overlapping responsibilities.
- Head Start-A Historical Perspective: Number of Head Start Programs:
 - Private For-profit – 6
 - Government Agency (non CAA) – 114
 - Tribal Government – 145
 - School Systems – 334
 - CAA (Community Action Agency) – 551
 - Non-CAA – 615
- 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 2012 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 level
- 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 Responsibilities (copy distributed to each member of the ESU Board):
 - ✓ Governing body assumes legal and fiscal responsibility for HS and the safeguarding of federal funds.
 - Adopt practices to ensure active, independent and informed governance:
 - By-laws
 - Impasse policies
 - Procedures for accessing and collecting information
 - Written standards of conduct including conflicts of interest and complaints
 - Procedures for selecting policy council member
 - Advisory committees
 - Select:
 - Delegate agencies and the service areas for such agencies
 - Establish:
 - procedures and criteria for recruitment, selection and enrollment
 - Review and approve:
 - Major policies and procedures including self-assessment, financial audit and personnel policies
 - All funding applications and amendments
 - Progress on implementing HS grant including corrective actions
 - Major expenditures
 - Operating budget
 - Selection of auditor
 - Actions to correct audit findings
 - Monitoring findings and follow-up activities
 - Annual, monthly and periodic reports
 - ✓ Policy council assumes responsibility for HS 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
- HS program personnel policies including criteria for employment and dismissal of program staff
- Policy council election procedures
- Recommendations on delegates/service areas
- Annual, monthly, and periodic reports
- ✓ Management staff assumes operating responsibility for HS day-to-day functions. 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 HS Director and other lead staff
 - Provide leadership and strategic direction to:
 - Focus on self-assessment
 - Develop, plan and evaluate the HS program
 - Provide legal oversight to ensure compliance with federal and state, tribal and local laws.
- Policy Council Reminders:
 - ✓ Policy council is a unique aspect of HS program governance; it supports active parent engagement in the program design of the HS program.
 - ✓ Not unlike the governing body, the policy council should be actively involved in the annual self-assessment of HS/EHS program.
 - ✓ It is also important for policy council members to have enough time to digest and make decisions on the information in reports.

Local program miscellaneous information:

- EHS serves 68 prenatal to 3 year olds in Scotts Bluff County in 48 center-based and 20 home-based programs.
- HS serves 248 children 3 to 5 years of age in Scottsbluff, Gering, Bridgeport, Kimball and Sidney.
 - ✓ Operate one full-day, full-year classroom; 3 classrooms 8:00 AM to 2:00 PM; 5 four-hour classrooms; 1 double-session classroom; and 5 school partnerships in Bayard, Minatare, Mitchell, Morrill and Scottsbluff.
 - ✓ We have met our enrollment requirement for two consecutive months.
 - ✓ Completed Environmental Health and Safety Review last year.
 - ✓ Made changes in Year Two to meet the needs of our community (reduction and conversion grant).
 - ✓ Purchased vision screening machine (vision screenings completed).
 - ✓ We have many success stories (numerous activities noted).
 - ✓ At the December meeting, we will ask for your approval of the continuation grant that is due January 1st.

Question and answer period followed.

Administrator's Report (Jeff West):

- Scottsbluff Office Addition:
 - ✓ Receptionist area completed.
 - ✓ Still working on HVAC system and damage to panels on the roof.
 - ✓ Working with Abbie Winters on furniture bids.
 - ✓ Removed several diseased and dying trees.

- ✓ Working with Amy Seiler on an Arboretum Grant for landscaping around the new addition and for a master plan for the entire ESU campus including a new sprinkler system (December/January timeline)
- Update on Scottsbluff Location Facility Projects:
 - ✓ Barry Swanson, Baker & Associates Civil Engineer, submitted a plan:
 - Phase 1: Concrete pathway (\$67,000-\$68,000)
 - Phase 2: Concrete southeast parking lot
 - Phase 3a: Concrete south end of northwest parking lot
 - Phase 3b: Concrete north end of northwest parking lot
 - Total cost for concrete work is \$470,615
 - Extend garage for two cars and two buses
 - Complete climate control projects.
 - ✓ I will bring more cost figures to you when they are available.
- Sidney Office:
 - ✓ Partnership with WNCC to construct a building is still on hold until the footprint of Cabela's is determined

HS/EHS Policy Council Meeting Minutes and Child Development Performance Report for October were uploaded to the website for the Board's review.

Old Business: Proposed Board policy regarding credit card reward points, rebates, or other benefits was presented as first reading. No action taken.

New Business: Moved by Richards, seconded by Jones, that the Board approve the Finance Committee's recommendation to accept the bid from Nebraska Total Office (Alliance) for furniture for the new addition in the amount of \$14,670 contingent upon provision of an oak table rather than a laminate table. Aye: Jones, Marx, Richards, Sinner, Tollman, Diemoz, Dobry, Egging. Nay: none. Absent: Knapper, Millette, Wimmer. Motion passed. (Furniture bid includes chairs, conference tables, occasional table, hospitality credenzas, workstation, and high-top table with stools.)

Proposed Board policy regarding anti-bullying and dating violence was introduced as information item only. No action taken.

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

President declared regular meeting adjourned. Next regular meeting will be held Tuesday, December 20, 2016, at 7:00 PM at the ESU #13 Center, 4215 Avenue I, Scottsbluff, NE.

President

Secretary