

# **BOARD OF EDUCATIONAL SERVICE UNIT #13**

**Tuesday – April 17, 2018**

**Location - ESU #13 Center, 4021 Avenue I, Scottsbluff, NE**

**DINNER – 6:30 PM**

**REGULAR MEETING – 7:00 P.M.**

## **1. Call to Order**

- Meeting is governed by the Nebraska Open Meetings Act as posted.
- The ESU #13 Board reserves the right to rearrange the order of the agenda.
- The ESU #13 Board reserves the right to convene an executive session in accordance with § 84-1410

## **2. Excuse Absent Board Member(s) (Motion Necessary for Approval)**

## **3. Approval of Agenda (Motion Necessary for Approval)**

### **Consent Action Items (Motion Necessary for Approval)**

- Minutes of Regular Meeting
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Approval of attendance for educational workshops, conferences, training programs, official functions, hearings, or meetings

### **Calendar**

- **April 25, 2018** – ESU #13 Advisory Council Meeting – 10:00 a.m. – Dr. Matt Blomstedt, NDE Commissioner and David Ludwig, Executive Director of ESUCC.
- **May 15, 2018** – Regular Board Meeting – 7:00 p.m.
- **May 21-22, 2018** – Dr. Larry Dlugosh – Strategic planning, Harms Center, Rooms 188 and 189 - 9:00 a.m. to 4:00 p.m. (Marsh, Coon, Sinner, Richards, Millette)
- **May 24, 2018** – Staff In-service and department meetings
- **May 30, 2018** – Office closed for Memorial Day
- **June 14, 2018** – NASB Member Golf Outing – Kearney
- **June 15, 2018** – School Law Seminar – Kearney

- **July 15, 2018** – Incumbent filing deadline. (Patricia Dobry, Rosalene Tollman, Mark Sinner, Bill Knapper, Diane Coon, Don Egging)
- **August 1, 2018** – Non-incumbent filing deadline.

#### **Public Forum**

- Time limit for each person is three (3) minutes; no response or action taken by the Board.

#### **Reports**

- Administrator’s Report (Appendix A)
- Head Start Director’s Report for March (uploaded to website)

### **4. OLD BUSINESS**

- **Amendment to Sick Leave and Bereavement Leave Policies:**  
Board member Mark Sinner requested adding “in loco parentis” to the above policies. The amendment has been made by our attorney, Mr. Ostdiek. The Policy Committee has reviewed and approved the new amendment. Both policies are in Section V: Personnel under Employee Benefits. This is the first reading with amendment.

Sick leave amendment in red:

*The time granted under this leave may be used for personal illness or because of death or serious illness of the employee’s immediate family. Immediate family shall mean husband, wife, children, parents, grandparents, grandchildren, sons-in-law, daughters-in-law, brothers, sisters, brothers-in-law, sisters-in-law, or persons bearing the same relation to the spouse.*

*This policy includes stepparents, stepbrother, stepsister, stepchildren and persons who are “in loco parentis” ~~(persons with day-to-day responsibilities to care for or financially support a child)~~, which include those currently with day-to-day responsibilities to care for and financially support a child, or in the case of an employee, who had such responsibility for the employee when the employee was a child.*

Bereavement leave amendment in red:

*Immediate family includes husband, wife, children, parents, grandparents, grandchildren, sons-in-law, daughters-in-law, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, or persons bearing the same relationship to the spouse.*

*This policy includes stepparents, stepbrother, stepsister, stepchildren and persons who are "in loco parentis" (~~persons with day-to-day responsibilities to care for or financially support a child~~), which include those currently with day-to-day responsibilities to care for and financially support a child, or in the case of an employee, who had such responsibility for the employee when the employee was a child.*

**Recommendation: First Reading with amendment. No action required.**

- **Fixed Capital Asset and Inventory Policies:**

During the State Audit, it was found that ESU 13 does not have a formal Board Policy regarding Capital Assets and Inventory. They made a recommendation to add a Fixed Capital Asset Policy to ESU 13's Board Policies. Jerry Ostdiek has drafted the following policies as part of our corrective action addressing that finding. This will be placed under Section IV: (C) Business. This is the first reading.

## **9. Capital Asset Management**

*ESU #13 shall maintain a fixed capital asset management system, tracking fixed capital assets equal to or greater than \$5,000. Fixed capital assets shall include the following: land, land improvements, easements, buildings, building improvements, vehicles, machinery and equipment, and infrastructure such as roads and waterlines. Any renovation or alteration to an existing building that adds useful space to the structure or extends the facility's useful life will be considered a fixed capital asset. Conversely, improvements that do not add useful space to the structure, or extend the facility's useful life will be considered maintenance and repair. At the discretion of the Administrator, items may be included in the fixed capital asset listing which do not meet the definition, including items generally smaller in size and more susceptible to theft.*

*The following are general guidelines for additions, disposal and review of capital assets.*

**A. Additions** – *All purchases of fixed capital assets shall comply with the policies of the Board of Educational Service Unit #13. When capital assets are received, the Business Manager shall insure that the Administrative Assistant is notified of the addition. The Administrative Assistant will be responsible for maintaining a master spreadsheet with all of ESU #13's fixed capital assets included.*

**B. Disposal** – *The disposal of any ESU #13 capital assets shall be in compliance with the policies of the Board of Educational Service Unit #13. Upon the disposal of any capital assets, the Administrator shall inform the Administrative Assistant of the asset's disposal, and the Administrative Assistant will make the appropriate amendments to the master spreadsheet of fixed assets.*

**C. Review** – *The Administrative Assistant will conduct an annual review of the fixed capital asset listing to ensure accuracy and make necessary adjustments.*

#### **10. Inventory of ESU #13 Property**

*ESU #13's Administrative Department (Office Manager) shall maintain a master inventory spreadsheet of ESU #13's assets that have a value of over \$300 for technological items and \$500 for all other items. This inventory shall not include items listed under the fixed capital asset list. The Director of each program shall inform the Administrative Department (Office Manager) when an item is disposed of, and the items shall be removed from the master inventory spreadsheet. An annual review of the master inventory spreadsheet will be conducted in January, with the Director of each program verifying the accuracy of the spreadsheet.*

**Recommendation: First Reading. No action required.**

- **ESU #13 Proposed Calendar for 2018-2019**

We have uploaded to our website the final draft of our proposed calendar for 2018-2019. It is ready for your approval.

**Recommendation: Move to approve the ESU #13 proposed calendar for 2018-2019.**

## **5. NEW BUSINESS**

- **Revision and Updated Head Start Policies and Procedures:**  
As per the Performance Standards, we need Board approval of Policy and Procedures. We have uploaded to the website the revised Mental Health Written Plans. Policy Council approved these plans at the March 27, 2018 meeting. (Policy Council minutes uploaded to website.)  
**Recommendation: Move to approve the revised Mental Health Written Plans.**
- **Employee Resignation:**  
Patricia Stroud, Meridian School Transition Room Teacher, has submitted her letter of resignation effective at the end of the 2017-2018 school year. She states, "I am extremely grateful for all of your training, guidance and support. I have been blessed with countless opportunities to learn and grow both professionally and personally."  
**Recommendation: Move to accept the letter of resignation from Patricia Stroud effective at the end of the 2017-2018 school year.**
- **Executive Session for Administrator's Goal Setting:**  
Each year we move to executive session for the purpose of discussing my personal goals. I have included my goals (updates in red) as [Appendix B](#).  
**Recommendation: Move to executive session for the purpose of discussing a personnel matter with the Board and the Administrator present.**

## **6. Approval of Minutes (Motion necessary for Approval)**

## **7. Adjournment**

## Appendix A

**ESU 13  
BOARD NOTES  
Dr. Jeff West  
April 2018**

### **Scottsbluff Facility Projects**

Work has begun on the metal siding for the multipurpose room, replacing the two external doors to the multipurpose room and metal siding on the two out buildings (garages).

### **LB 803: NDE/State Board Waiver; Head Start Teacher Certification Signed into Law by Governor**

The Governor signed LB 803 into law. I will be talking with NDE (Brian Halstead) to share my perspective as to language that would appear in Rule 11 as the criteria and process for a school district or ESU to ask for and receive a waiver. I have also met with people from the Buffett Early Childhood Institute about the waiver and what I would like included in the language.

### **LB 801: Panhandle Beginnings Day Treatment/Day School**

Laura Barrett, Katie Carrizales and I met with some staff from UNL Extension across the street about possible space they may have to lease for a day treatment/day school program. I will also reach out to Rawnda Pierce at TCD as well as others to see what might be available space for us to lease.

### **Snell Services quote for HVAC systems for Basement Offices (Eric and Maggie)**

We have begun the work in the basement offices of Maggie and Eric to get fresh air circulating. As I shared last month, due to a recent inspection by the state fire Marshall, we need to keep the doors to the basement and into Maggie's Coop storage room closed. Snell Services is doing the work. We are doing Maggie's office now and then do Eric's office in September.

### **Sidney Office Update**

Nothing new to report from last month that follows. I have been communicating with Connie Hancock, UNL Extension in Sidney about a possible ESU 13 Sidney office in collaboration with Extension, Sidney Chamber, Sidney Library and the ESU. At the end of March the Sidney Chamber Economic Development Committee will meet to discuss our possible collaboration for an ESU 13 Sidney Office and the possibility of being able to utilize some of the Cabela's corporate building space. I will let you know what I hear after this Sidney economic development meeting the end of March. While I don't think we will be eligible for the \$1/year space being shopped around by Bass Pro, I am hopeful it will still be at a reduced price. With the office space that will be available.

### **ESU 13 Internal/External Survey Results**

I will be sharing these results with the Board in April so you know what our member schools and our ESU 13 staff think about the job we are doing here at ESU 13. I would like you to have plenty of time to review the results so I would suggest we talk about the survey results in May. We can certainly discuss the results in April if you would like.

### **All Staff In-Service Day**

We held our all staff in-service day on Friday, March 16<sup>th</sup> at HATC. We reviewed external and internal survey results. President Ray Richards shared some positive remarks with the staff.

**ESU 13 Safety Notebook (Plan)**

We are finalizing our safety plan for ESU 13. Directors have until the end of April to read and review the notebook and then share with me any suggested changes. Then we will have the ESU 13 Safety Committee review and approve it as well. Once it has been reviewed and approved by those two groups, I will bring it to the Board for review and your approval.

**HATC Safety Conversations**

George Schlothauer and I have been meeting with Bill Knapper and Michelle Coolidge at WNCC to discuss the sliding doors into the ESU side of HATC. Our last meeting was on Thursday, March 15<sup>th</sup> where we met with two vendors to discuss replacing the store front doors with traditional doors with panic bars. We discussed handicap accessibility as well as a buzzer system so our doors can be locked. We are also talking with WNCC about a common intercom system throughout the HATC as well as staff access into the building.

**Progress on Jeff's 2017-18 Goals and 2018-19 Goals**

In separate attachments you will find my goals for this year updated as well as some suggestions for next year. I of course, want to ensure these goals reflect what the Board wants me to be focused on next year. We can make any changes you feel are necessary.

## Appendix B

### Jeff West's Professional Goals for 2017-18

1. Continue focusing on a regional communication plan sharing relevant and important information about ESU 13 with all stakeholders.
  - Continue with monthly articles that will be shared regionally with all media outlets (newspaper, radio, TV) **I continue to send monthly newspaper articles at all regional newspapers, radio stations and TV stations.**
  - Continue to host at least one superintendent's advisory meeting from the Sidney and Chadron offices. Also, share ESU 13 information with superintendents during advisory council meetings throughout the year. **I did host a meeting this year at both the Chadron and Sidney offices.**
  - Provide staff with monthly communication via ESU 13 newsletter as well as updates at All-Staff In-service Days when appropriate. **I have a monthly article in the ESU 13 newsletter and have a section at each in-service day to update staff.**
  
2. Plan for and oversight of short and long-term facility projects at the Scottsbluff and Sidney offices.
  - Work closely with the Board Facility and Grounds Committee, ESU 13 staff, and Baker & Associates to provide the ESU 13 Board of Education with monthly reports on office improvements in Scottsbluff and Sidney. **I have been providing updates to the Board on the Sidney and Scottsbluff offices as new information becomes available.**
  - My report, along with the Buildings and Grounds reports, should serve as a framework or blueprint to guide the Board in decisions regarding future facility improvements in Scottsbluff and Sidney.
  - I will work closely with the Building and Grounds Committee and ESU 13 Board to plan for and fund facility improvements based on Board recommendations.
  
3. Work closely with ESU 13 staff, Region 7 Office and Central Office in Washington, DC in the proper oversight and governance of the Head Start/Early Head Start Grant.



- Hire essential Staff to provide oversight and governance of the HS/EHS grant. **We have excellent staff in place in the essential staff positions.**
  - ESU 13 Finance Team Weekly Meetings. **The Central Office staff, Head Start Fiscal staff, Head Start Director, and HR staff meet weekly to keep everyone updated and on the same page.**
  - Establish regularly scheduled meeting dates and times with essential HS/EHS staff to ensure proper oversight and governance of the grant. **These meetings are held Monday mornings at 9:00 a.m. in conjunction with the ESU 13 Finance Team meetings.**
4. Create an External Public Relations Committee as part of our Unit Improvement process to address communications with our external stakeholders and the community at-large.
- We created an External PR Committee. **We already have an “internal” communication committee that was established when we merged with ESU 14. That committee is still in place and serves an ongoing purpose for keeping all of our offices and staff on the same page. The external PR committee will help us communicate with the public and our external stakeholders.**
5. Continue with strong financial oversight of ESU 13 by the central office finance department and Board of Education as the organization continues to grow.
- ESU 13 Finance Team Weekly Meetings. **The Central Office staff, Head Start Fiscal staff, Head Start Director, and HR staff meet weekly to keep everyone updated and on the same page.**
  - Ask the Board to make unannounced visits to the finance department to review various financial documents being prepared by staff as a way to address the ongoing issue of lack of segregation of duties. **It will be important that we can document dates when board members came in unannounced to review financial documents. We have established a form that will help us document these visits.**
  - Have addressed, or are in the process of addressing the required and recommend items in the state auditor’s reports from their visit in October of 2017. **I provided the board with an initial progress report on how we are addressing the items in the state auditor’s report. I then followed up the initial report by giving each board member a hard copy of both parts of the**

report and going through them item by item with the ESU response and how we are addressing each item. This was a really good experience for our finance department and the organization. It reinforced many of the good things we have in place and also gave us some great suggestions on how to strengthen our controls.