

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

**Tuesday – March 20, 2018**

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

## **Video Conference Sites:**

**ESU #13 Satellite Office – 1114 Toledo, Sidney, NE**

**Alliance Public Schools Adm. Bldg. – 1604 Sweetwater, Alliance, NE**

**Hay Springs High School – 407 N. Baker, Hay Springs, NE**

**\*Finance Committee Meeting, ESU #13 Center – 6:00 PM (Knapper, Millette, Richards, Sinner) – Bid opening for General Contract Work at Health and Family Resource Center in Gering**

**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 17, 2018** – Regular Board Meeting – 7:00 p.m. – ESU #13 Center
- **April 25, 2018** – ESU #13 Advisory Council Meeting – 10:00 a.m. – Dr. Matt Blomstedt, NDE Commissioner and David Ludwig, Executive Director of ESUCC.

### **Public Forum**

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

### **Reports**

- Head Start Federal Review Team – Discussion of oversight of Head Start grant by governing body
- President’s Retreat – February 25-26, 2018 - North Platte (Richards)
- Legislative Luncheon – March 1, 2018 - Ogallala (Jones, Coon)
- Spring Legal Workshops – March 13, 2018 - Gering Civic Center (Coon, Diemoz, Marsh, Millette, Richards, Tollman)
- Budget and Finance Workshop – March 15, 2018 - Kearney (Jones)
- Administrator’s Report ([Appendix A](#))
- Head Start Director’s Report for February (uploaded to website)

## **4. Old Business:**

- **Proposed Service Animal Policy:**

Continuing with our safety and security policy update, the Policy Committee introduced the proposed *Service Animal* policy to the Board at our January 16<sup>th</sup> meeting. Jerry Ostdiek has reviewed and approved the Policy Committee’s draft. This is the final reading.

### ***Service Animals***

*Individuals with disabilities, including but not limited to students, may use a service animal on ESU #13 property subject to the conditions in this policy.*

### ***Definition***

*A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.*

*The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to:*

- *Assisting individuals who are blind or have low vision with navigation and other tasks.*

- *Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.*
- *Providing non-violent protection or rescue work.*
- *Pulling a wheelchair.*
- *Assisting an individual during a seizure.*
- *Alerting individuals to the presence of allergens.*
- *Retrieving items such as medicine or the telephone.*
- *Providing physical support and assistance with balance and stability to individuals with mobility disabilities.*
- *Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.*

*The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks under the definition of a service animal.*

***When and Where a Service Animal is Allowed Access***

*Individuals with disabilities can bring their service animals in to all areas of ESU #13 where members of the public, program participants, clients, customers, patrons, or invitees are allowed. A service animal can be excluded from a facility if its presence interferes with legitimate safety requirements of the facility.*

*ESU #13 will ask an individual with a disability to remove a service animal if the animal is not housebroken or is out of control and the individual is not able to control it. A service animal must have a harness, leash or other tether, unless the handler is unable to use a tether because of a disability or the use of a tether would interfere with the service animal's ability to safely perform its work or tasks. In these cases, the service animal must be under the handler's control through voice commands, hand signals, or other effective means. If a service animal is excluded, the individual with a disability must still be offered the opportunity to obtain goods, services, and accommodations without having the service animal on the premises.*

***Asking Questions***

*To determine if an animal is a service animal, ESU #13 may ask two questions:*

- *Is this animal required because of a disability?*
- *What work or task has this animal been trained to perform?*

*These questions may not be asked if the need for the service animal is obvious (e.g., the dog is guiding an individual who is blind or is pulling a person's wheelchair). ESU #13 may not ask about the nature or extent of an individual's disability or require documentation, such as proof that the animal has been certified, trained or licensed as a service animal, or require the animal to wear an identifying vest.*

### **Service Animals Other Than Dogs**

*ESU #13 can consider whether the facility can accommodate service animals other than dogs, and will review requests on an individual basis. The animal must have been individually trained to do work or perform tasks for the benefit of the individual with a disability. The rules that apply to service dogs also apply to other animals.*

### **Other Provisions**

- *ESU #13 is not responsible for the care and supervision of a service animal.*
- *ESU #13 cannot ask nor require an individual with a disability to pay a surcharge or deposit, even if people accompanied by pets are required to pay such fees.*
- *If ESU #13 normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.*

### **Recommendation: Move to adopt Service Animal Policy.**

## **5. New 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 reviewed by our attorney, Mr. Ost diek and the Policy Committee. Both policies are in Section V: Personnel under Employee Benefits. This is the first reading.

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 in loco parentis (persons with day-to-day responsibilities to care for or financially support 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 in loco parentis (persons with day-to-day responsibilities to care for or financially support a child).*

**Recommendation: First Reading. 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. The changes shown are recommendations from the Board Policy Committee. This reading is the introduction.

## **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. ~~Building improvements are improvements made to existing buildings.~~ 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 ~~when the capital asset is disposed,~~ **of the asset's disposal** and the Administrative Assistant will make the appropriate amendments to the master spreadsheet ~~of~~ **of** ~~for~~ 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.** whether any adjustments need to be made.*

## **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. **spreadsheet is accurate.***

**Recommendation: Introduction item only. No action required.**

- **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 Fiscal Written Plan and Human Resources Written Plan. Policy Council approved these plans at the February 27, 2018 meeting. (Policy Council minutes uploaded to website.)  
**Recommendation: Move to approve the revised Fiscal Written Plan and the Human Resources Written Plan.**
- **Head Start Community Assessment:**  
On the website under the revised policies, there is a link for Board members to complete the HS Community Assessment.  
**RECOMMENDATION: Information item only. No action required.**
- **General Contractor Project:**  
The Board Finance Committee will review bids for general contract work to be done at the Health and Family Resource Center in Gering, Nebraska. This includes carpet replacement and new paint in office, classrooms and hallway; installation of a Halsey-Taylor Flush Mount Water Bottle Filter System; and replacement of playground surfacing on the South West Infant/Toddler playground.  
**Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the general contract work at the Health and Family Resource Center in Gering.**

- **Early Head Start Purchase:**

Head Start needs to purchase a vision screening machine to have available for children at the Health and Family Resource Center in Gering at an approximate cost of \$9,000. Approval has been given by Region VII for this purchase. According to Board Policy (Section IV: Fiscal Management; C-Business; 2: Formal Bidding Procedures), the last paragraph states:

“If, due to the unique nature of an item being purchased, there is only one source for such item available to the Service Unit and upon that fact being demonstrated to the Board’s reasonable satisfaction, the Board may waive bidding requirements for such purchase.”

**Recommendation: Move to waive the formal bidding requirement for the purchase of the vision screening machine.**

- **Employee Resignation:**

Tiffany Leetch, our school nurse, is resigning from her position at the end of the 2017-2018 school year. Tiffany states: “I do appreciate all of the opportunities I have been given during my time at ESU #13, as well as your professional guidance and support”. Tiffany has been hired by Gering Public Schools as a school nurse with a possibility of teaching at the Career Academy.

**Recommendation: Move to accept the letter of resignation from Tiffany Leetch at the end of the 2017-2018 school year.**

- **Employee Resignation:**

Katie Juarez, our high school science teacher at VALTS, is resigning from her position at the end of the 2017-2018 school year. Katie has worked here 5 years and states: “I have worked alongside some exceptional colleagues, and have had so many opportunities to grow and develop in my career field.” Katie is looking ahead to pursue a career in veterinary medicine.

**Recommendation: Move to accept the letter of resignation from Katie Juarez at the end of the 2017-2018 school year.**

- **Employee Resignation:**

Amber Newberry, our Head Start teacher, is resigning her position at the end of the 2017-2018 school year. Amber states: “I wish you lots of success for the preschool; this is such an essential service to our community.”

**Recommendation: Move to accept the letter of resignation from A. Amber Newberry at the end of the 2017-2018 school year.**

- **Employee Resignation:**

Beth Maser, Academic Intervention Coach, has regrettably submitted her resignation at the end of the 2017-2018 school year. Beth states: “I have enjoyed working with our 21 school districts in the panhandle, providing professional

development with our SOAR department and getting to know so many wonderful people at ESU 13”.

**Recommendation: Move to accept the letter of resignation from Beth Maser at the end of the 2017-2018 school year.**

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

A draft of our proposed calendar for 2018-2019 has been uploaded to the website. Approval of our calendar will be an action item on the April agenda.

**Recommendation: Information item only; no action required.**

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

**7. Adjournment**



## Appendix A

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

### **Scottsbluff Facility Projects**

Work will soon begin 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). I am entering into an hourly rate agreement with Baker & Associates for supervision of this project.

### **LB 803: NDE/State Board Waiver; Head Start Teacher Certification (Senator Stinner)**

LB 803 was approved on general file by a 35-0 vote. It now goes to Select and then to Final reading before it would go to the Governor whom I hope will sign it. Hopefully the debate is completed and Select File will only be a voice vote and Final Reading will just be the Clerk reading the bill and then the vote. I will be meeting 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 as I don't think we want everyone asking for and getting a waiver.

### **Head Start Building Maintenance**

It has become clear to Fermin and me that we need to have an additional staff member to help us with the maintenance of the Head Start buildings and vehicles. We hired Jr. to clean and maintain the vehicles but with Fermin being pulled away to do maintenance of Head Start buildings, we then pull Jr. away from cleaning and maintaining vehicles. I am recommending that we hire a maintenance person to take care of Head Start buildings. This will keep Fermin free to take care of the maintenance issues at the ESU offices and keeps Jr. cleaning and maintaining vehicles.

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

I want to get your thoughts on trying to move forward in partnership with our school districts to try and implement this program on a small scale until we try again next year to get funding for a pilot program.

**Clinical Director:** Dr. Katie Carrizales. Katie is currently our Behavioral Specialist. I would like to reassign Katie and make her our Director of Behavioral and Mental Health so she can be our contact person for all things Behavioral and Mental Health.

**Outreach Consultant:** This person would begin to do outreach work with our 21 school districts to make them aware of mental and behavioral health services and support available to them such as IOP, and coordinate discussions of day treatment/day school for a target date of the fall of 2019-20 school year.

We don't get many requests from our largest school district (Scottsbluff) so when they do ask for something, even something as big as this, I like to try and accommodate their request at a level we feel comfortable doing and can sustain.

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

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. I want to get some fresh air circulating in those offices so I have been talking with Snell Services about options. Since we can't move either Eric or Maggie out of the basement due to lack of space, this is really something we need to do. I have uploaded the bids

to do the work. I would recommend we do the electrical and Maggie's office this year and Eric's office in September.

**Sidney Office Update**

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.

**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.

**ESU 13 Safety Notebook (Plan)**

We are finalizing our safety plan for ESU 13. Lisa Myles and I have been working on this for more than a year. Lisa and I will be bringing the final draft to the Directors on April 6<sup>th</sup>. 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.