

BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday – October 18, 2016

Location – ESU #13 Center, 4215 Avenue I, Scottsbluff, NE

*Finance Committee Meeting – 6:00 PM (Knapper, Millette, Richards, Sinner)

*Dinner – 6:30 PM

REGULAR MEETING – 7:00 PM

I. 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.

II. Excuse Absent Board Member(s) (Motion Necessary for Approval)

III. Approval of Agenda (Motion Necessary for Approval)

A. Consent Action Items (Motion Necessary for Approval)

1. Minutes of Hearings and Regular Meeting
2. Treasurer's Report
3. Fund Balance
4. Budget Report
5. Claims for Disbursement

B. Calendar

1. **November 8, 2016** – Regular Meeting – 7:00 PM – ESU #13 Center. (Moved up one week to accommodate Administrator's meeting schedule.)
2. **October 26, 2016** – ESU Administrative Advisory Council Meeting – ESU #13 Center – 10:00 AM – **Nebraska Loves Public Schools** (Cinde Wendell, NCSA Ambassador)
3. **November 16-18, 2016** – NASB/NASA State Education Conference – LaVista Conference Center/Embassy Suites – Omaha (Steve Diemoz)
4. **December 1-3, 2016** – 2016 AESA Annual Conference – Savannah, GA.

C. Public Forum

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

D. Reports

1. Internet Update (Jim Copley)
2. Administrator's Report ([APPENDIX A](#))
3. Head Start Policy Council Meeting Minutes and Child Development Performance

E. Old Business

F. New Business

1. Contract for Consultative Medical Services for MIPS:

Each year we ask you to approve a contract with Cynthia Guerue, M.D., for consultative medical services for our Medicaid in Public Schools (MIPS) Program. Her fee remains at \$50 per hour, not to exceed \$2,400 for the term of the contract.

Recommendation: Move to approve the contract for consultative medical services with Dr. Cynthia Guerue.

2. Vehicle Bids:

The Board Finance Committee will review bids for three new-model, mid-sized SUVs prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the purchase of three new-model, mid-sized SUVs.

3. Board Policy Regarding Credit Cards:

Existing Board Policy regarding use and payment of credit cards (Section IV: Fiscal Management; B-7) states:

The Board of Educational Service Unit No. 13 hereby authorizes the acquisition and use of credit cards for purchasing all appropriate goods, services, and supplies. Credit cards shall be maintained by the Administrator or his/her designee to be issued through appropriate procedures as adopted by the Administrator which shall include requiring all credit card purchases to be substantiated by itemized receipts attached to the credit card statement obtained by the individuals to whom the card is issued and by supervisor verification. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of ESU #13.

We are proposing to add the last underlined sentence to this policy to align with Head Start Policy requirements.

Recommendation: Introduction item only. No action required.

4. Letter of Engagement with McDermott & Miller, Auditors:

At the end of September, we received a Letter of Engagement from McDermott & Miller for auditing our records for the fiscal year ending August 31, 2016. They will conduct their audit in accordance with the requirements contained in *Government Auditing Standards* and in the *US Code of Federal Regulations*. Their fee increased slightly from \$9,730 (\$8,830 audit plus \$900 expenses) to \$10,022 (\$9,122 audit plus \$900 expenses).

Recommendation: Move to accept the Letter of Engagement from McDermott

& Miller to perform ESU #13's audit for the fiscal year ending August 31, 2016.
IV. Approval of Minutes (Motion Necessary for Approval)
V. Adjournment

APPENDIX A

ESU 13 BOARD NOTES Dr. Jeff West October 2016

Scottsbluff Office Addition

We are still working on a couple issues: The company that manufactures the HVAC system will be back out here in the next week to replace a fan that was part of the problem of not heating the 55 degree air to the desired temperature. We are also addressing the issue of the poor quality of work on the receptionist area.

I am waiting on a bid for external and internal signage from a Colorado company doing the signage at the new Scottsbluff HS. Once I receive their recommendations I will ask for feedback from Directors to make sure we haven't missed something.

We are moving forward with removing a number of trees that are dying. We are also grinding out stumps of trees we had cut down earlier. In addition to the trees, we are moving forward with getting the grounds around the new addition ready for sprinklers and landscaping. We will be hauling in new topsoil to place around the new addition.

We are also gathering bids for sprinklers. I was hoping to get sprinklers and some barley or rye grass down before winter to hold the soil. Not sure I will get the sprinklers in this fall but we can still get some barley or rye seed down. We will plan to begin landscaping next spring/summer. It is a large enough project that we may have to do it in multiple stages over a couple years. I am working with Anita and Dick Meyer to get two different landscaping plans.

We agreed on price ranges for furniture in the reception area as well as the conference room. The order has not been placed as we are waiting to choose colors.

Update on Scottsbluff Location Facility Projects for the 2016-17 Year

Before the board decided to build the new addition, we had talked about a number of projects. Those include:

- A new boiler system and controls in the original building
- Replacing the walking path around the grounds so our Meridian students can get outside when the weather is nice.
- Extend the vehicle storage building 2 additional car bays and one larger bay for the 2 buses.
- Concrete work (sidewalks) that are in need of replacement
- Explore most efficient heating options in the Meridian classrooms
- Maintenance free siding on the multi-purpose room and out buildings (garages)

I have met with Baker and Associates to discuss these projects. I will be meeting again with them once they have some price estimates. Are you OK with me moving forward with these projects?